



ST JAMES
C.E. PRIMARY SCHOOL

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Attendance Policy

in response to reopening school
(COVID - 19)

June 2020

Linked Documents: Attendance Policy

Previous review date(s): new policy

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Rationale

This policy is a supplement to our main Attendance policy to support the health and safety of both staff and pupils, due to the increased risk of infection presented by the COVID-19 virus.

School will ensure the following arrangements are implemented to reduce the risk of the virus spreading in line with the most updated DfE guidance:

School

- A phased return starting with Year 6 will be introduced from 1st June with a phased induction of Year 1, Reception and Nursery when possible.
- School will begin resuming the taking of registers as more pupils return.
- The attendance register will be completed daily with the appropriate code:
 - / \ present;
 - I for illness if child has been attending;
 - Y for eligible but unable to attend due to shielding, self-isolation or EHCP deems it safer at home;
 - C eligible for a place but not attending;
 - X for non-eligible year groups.
- The Educational Setting Status form will be completed daily by a designated member of staff, taking into consideration staggered start times.
- No-one with symptoms should attend a setting for any reason.
- If a child or staff member displays symptoms, they must go home. They should self-isolate for 7 days (households for 14) and register for a test. If the test is negative then the child/staff member can return to school. If the test is positive then the whole Home Team (staff and children) will be sent home and expected to self-isolate for 14 days.
- School will risk assess individual cases of children who come from households with individuals who are extremely clinically vulnerable.
- Vulnerable children from all year groups will attend where it is appropriate to do so.
- School will consider each individual circumstance in order to ensure that they are appropriate to the child's needs.
- School will follow government guidance to ensure children of key workers are allocated a place.
- School will inform social workers and agencies where children with a social worker do not attend.

- Designated safeguarding leads will review and monitor their list of vulnerable children regularly and contact appropriate agencies and the local authority if there are concerns around the children's attendance.
- Regular contact will take place with those parents whose children are not attending school as part of our welfare and pastoral care.
- Teachers will continue to provide on-line learning and work packs for children who are not attending the school setting

Parents

- Parents should give **72 hours' notice** if they wish their child to attend school after initially declining a place from a priority group.
- Parents will **not** be fined or questioned for non-attendance at this current point in line with the statutory guidance on attendance from the DfE.
- Children of key workers will continue to attend school and stay in their Home Team.
- Parents should notify school if their child is unable to attend.
- If a member of staff or child is confirmed to have COVID-19, the whole Home Team (staff and children) will be sent home and expected to self-isolate for 14 days.

Communication

These arrangements will be shared with parents via our school website prior to a child returning to school. The contents of this policy will be discussed with children at an age appropriate level when they return to school.