

Foreland Fields School Attendance Policy



Addendum in Response to Covid-19 Update September 2020

Agreement from Chair of Governors:

Signed (Chair of Governors):



Date: 9-16-20

This addendum should be read in conjunction with Foreland Field School's Attendance Policy.

The arrangements set out in this policy are to remain in place during the COVID-19 pandemic and staff will be notified when there are any changes.

RELATED GUIDANCE

DfE Guidance

School attendance Guidance for maintained schools, academies, independent schools and local authorities (August 2020)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf

RELATED SCHOOL POLICIES

This Attendance Policy Addendum should be read in conjunction with the following school policies:

- Attendance Policy
- Registration Policy
- Child Protection / Safeguarding Policy
- Supporting Pupils with Medical Conditions
- Working with Parents Policy
- Complaints Policy
- Special Educational Needs and Disability Policy



INTRODUCTION

On 20th March 2020, parents were asked to keep their children at home, wherever possible, as part of the response to coronavirus (COVID-19). Schools and childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

GOVERNMENT RATIONALE FOR RE-OPENING SCHOOLS

The NHS Test and Trace system is now up and running. The government state that the balance of risk is now overwhelmingly in favour of children returning to school.

The government have made it clear that all pupils, in all year groups, should return to school full-time from the beginning of the autumn term. They have published guidance which is intended to support schools for full opening. This guidance sets out the actions school leaders should take to minimise the risk of transmission. This is public health advice which is endorsed by Public Health England (PHE).

This policy addendum should be read in conjunction with Foreland Fields School's Attendance Policy. The overall aims and principles detailed within Attendance Policy remain the same.

RISK ASSESSMENT

In response to the school extending provision, the school has undertaken a full school risk assessment which has led to the publication of Staff and Parent/Carer handbooks:

- Foreland Fields School's COVID-19 Risk Assessment – School Operating Procedures
- Whole School Normal Operating Procedures - Checks and Balances: Responding to COVID-19 - Staff Guidance
- Whole School Normal Operating Procedures - Checks and Balances: Responding to COVID-19 – Parent/Carer Guidance

These documents must be read and understood by all school staff and parents/Carers.

COVID-19 (CORONAVIRUS) SYMPTOMS

Any measures we, as a school, put in place are only effective if all members of the school community act responsibly and pay attention to the latest advice and guidance.

No child or adult should attend school if they are displaying any of the symptoms below:

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

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RESUMING THE ATTENDANCE REGISTER

From 1st September 2020, Foreland Fields School will:

- Resume taking the attendance register.
- Use the attendance and absence codes when completing the attendance register until further notice.

This guidance on resuming the attendance register will be reviewed regularly as the situations develops.

PUPILS WHO ARE ELIGIBLE TO ATTEND A SESSION BUT DO NOT

This includes children in all year groups.

- For the school year 2020 to 2021, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'; Code X.
- Code X should be used when a child is not attending in circumstances relating to coronavirus (COVID-19) (This code is not counted as an absence in the school census). This code is used to record sessions where the pupil's travel to or presence at school would conflict with:
 - guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care¹²
- or
- any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).
- Where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as code I (illness).

USING OTHER AUTHORISED ABSENCE AND ATTENDANCE CODES

Where other specific authorised absence and attendance codes are more appropriate schools may want to use these as usual, such as code M (medical appointment).

STAGGERED START TIMES

Currently Foreland Fields School has staggered start and end of school times therefore, the register will not close for any pupil until 9.15am. Pupils arriving late while the register remains open (between 8.30am - 9.15am) and providing adequate and acceptable explanation to the Headteacher will be classified as 'Authorised Absent' during that session (C). Pupils arriving after registration has closed (i.e. after 9.30am) and without an explanation acceptable to the Headteacher, will be classified as Unauthorised Absence for the session (U).

SHIELDING AND SELF ISOLATION

Foreland Fields School will use these principles and guidance to decide if pupils are shielding or self-isolating:

- Children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household.
- Any child continuing to be deemed clinically vulnerable by a doctor or clinical physician, and therefore advised not to attend school, will be classed as shielding.
- A child living in a household where a family member is showing signs of Coronavirus, or has had a positive test result, will need to isolate for 14 days from the onset of symptoms.



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- A child showing symptoms of Coronavirus should isolate at home, along with household members, from 10 days of onset of symptoms or until a negative test result has been received.
- Any child contacted through the NHS tests and trace system should self-isolate for 14 days from the day they were last in contact with the infected person.
- Children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household.
- Any child sent home from school to self isolate due to a positive coronavirus case within school should not attend for at least 14 days from the day they were last in contact with the infected person.

All of the above will be marked with an X on the school register.

ADDITIONAL USEFUL CONTACTS:

School Liaison Officer Foreland Fields School:

Michelle Slater

Telephone: 03000 414932

Email: michelle.slater@kent.gov.uk

Inclusion and Attendance Adviser – Thanet:

Alison Coyle

Telephone: 03000 418576

Email: alison.coyle@kent.gov.uk

NHS 111

- Go to: 111.nhs.uk
- Call 111

NHS 111 is available 24 hours a day, 7 days a week

Public Health England (PHE)

<https://www.gov.uk/government/organisations/public-health-england>

PHE South East

Telephone: 0344 225 3861



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