



**The Inspire federation
Attendance Policy
Addendum in Response to
Covid-19**

September 2020

The Inspire federation

Attendance Policy Addendum in response to Covid-19

Policy Author: Head of School

Date written/Updated: 29th September 2020

This addendum will be reviewed following any updates to national and local guidance and procedures and re-shared as required.

1. Context

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

It is the parents' responsibility to contact the school on the first day their child is absent. This is a safeguarding issue requirement so that all parties know that your child is safe and their whereabouts is known. Parents should regularly update the school and inform the school when their child is returning. Parents should inform the school the reason for this absence so that it can be recorded accurately. Examples of non-attendance relating to Coronavirus (Covid-19) are listed below.

2. Start and finish times

Due to Covid-19 we will be extending the drop off time for the morning sessions to 8:50am. The register is taken at 8:50am.

The end of the day has been staggered to ensure social distancing. Pick up times are now as follows:

Class One- 3:00pm

Class Two- 3:10pm

Class Three- 3:20pm

Class Four- 3:30pm

Older siblings should be collected at the time of the younger sibling.

3. Expectations of attendance

All pupils are expected to attend school. The school will continue to monitor pupil attend weekly and will notify parents if they are any concerns over attendance.

95 - 100% attendance – the class teacher or form tutor to investigate and notify Headteacher of concerns. Headteacher to contact parent if appropriate.

90 - 95% attendance – The school will inform the child's parents that their attendance is below 95% and will be monitored.

Where the level of absence has not improved and there are unauthorised absences, the school will make a referral to the KCC Inclusion and Attendance Service using the Digital Front Door. If it is not clear a referral to the Service is appropriate, the school will consult with the Local Authority School Liaison Officer for advice. For the cases that require intensive family support, the school may make an Early Help Notification.

Please note that non-attendance due to circumstances relating to Coronavirus (Covid-19) will not be counted in a pupil's attendance figure.

4. Lateness

At Four Elms the register is taken at 8.50 am and 1.15 pm. Pupils arriving after these times must enter school by the main entrance and report to Reception where their name and the reason for lateness will be recorded. The pupil will be marked as late before registration has closed (Code 'L'). The register will close at 9.30 am and 1.30 pm. Pupils arriving after the register has closed will be marked as late after registration (Code 'U') and this will count as an unauthorised absence. Frequent lateness after the register has closed (U) will be discussed with parents and could provide grounds for prosecution or a Penalty Notice as stated in the attendance policy.

5. Non-attendance in circumstances relating to Covid-19

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

This category will be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)³
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

Examples of where "non-attendance due to circumstances relating to Covid-19 may include:

- Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (Covid-19)
- Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (Covid - 19)
- Pupils who are required by legislation to self-isolate as part of a period of quarantine
- Pupils who are clinically extremely vulnerable in a future local lockdown scenario only

Pupils who are well but need to remain at home due to circumstances relating to Covid-19 will be directed by the class teacher towards home learning they should complete at home.