

COVID-19 Attendance Policy 2020 Addendum

Giffards Primary School is committed to providing an education of the highest quality for all of its pupils/students and recognises that this can only be achieved by supporting and promoting excellent school attendance for all.

COVID-19

Schools were forced to close for a number of weeks due to the COVID-19 pandemic from March 2020. During the closure period we reported daily the attendance of Key Workers to the Department for Education (DFE).

All absence from school during any forced closure due to COVID-19 will be authorised.

Start and end of the School day

Pupils are attending school in year group bubbles. These bubbles have staggered start and end times to restrict the number of people attending the school site at one time. Year bubbles enter and exit at different points, parents can enter school grounds and must follow and observe floor markings and social distancing at all times.

Start times of bubbles begin at 8.35am and stagger every 10 minutes, it is imperative that pupils arrive punctually.

The register for the bubble will be closed 10 minutes after the start of that bubble. If your child arrives after that time they will receive a **L** mark that will indicate that your child is Late. If your child is admitted 30 minutes after their designated start time the school will record your child as a **U** which is unauthorised absence.

At the end of the day the year bubbles also have a staggered finishing time. Pupils will be released from their allocated exit points to parents. Parents must wait at an appropriate distance and follow all social distancing guidelines.

Attendance of pupils

Parents of pupils who are expected to be in school, i.e. have an allocated place in a bubble, will need to follow usual procedures if they are unwell. Contact must be made with school, with a reason for absence. Any absence will be followed up by school as per our usual Attendance procedures.

If a pupil or family member develops symptoms of COVID-19, or receive information that they have been exposed through contact tracing, you **MUST** contact school immediately. We will advise you as necessary. Pupils displaying symptoms of COVID-19 must not return to school until they have received a negative test result (test results must be emailed/shown to the school) or no longer have symptoms. If anyone in your household develops symptoms your child/ren must stay at home and self-isolate for 14 days as must everyone else in that household.

Coding Attendance

Pupils who were not eligible to attend during the lockdown from March 2020, or in any subsequent lock downs, were and will continue to be recorded as code **X** (not required to be in school).

Pupils who were/are eligible to attend a session but did not/do not where a pupil is shielding, self-isolating or the pupil has an Education Health Care Plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, were and will continue to be recorded as code **Y** (unable to attend due to exceptional circumstances).

Where a pupil cannot attend school due to illness, as would normally be the case, the pupil will be recorded as code **I** (illness).

If a child fails to attend and no communication is received from parents/carers the school will contact parents and follow existing safeguarding procedures should they have any concerns.

Although holidays in term time are not encouraged and would previously have generally incurred a penalty charge, due to the COVID-19 situation all holiday requests will be carefully considered on their merit and a penalty charge may not be processed. The child could still incur an unauthorised holiday mark (**O**) rather than an authorised holiday mark (**G**). Parents/Carers will be advised once a Leave of Absence³ Request form has been completed.

From 2nd November ongoing, at the end of every half term letters will still be sent out notifying parents/carers if their child has been absent for any reason as well as an attendance report on the child. The codes mentioned above will be included. If you receive a letter and have any queries, please do not hesitate to contact the school office and we will explain.