

COVID-19 Attendance Policy 2020 / 2021 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 whilst wearing a face covering.

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 an unauthorised absence. This is the same as the existing procedure.

At the end of the day the year group 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 or no longer have symptoms. If anyone in your household develops symptoms your child/ren must stay at home and self-isolate for 10 days as must everyone else in that household.

Attendance Coding

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). This code also applied/s to 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 or a child is classed as clinically extremely vulnerable

Where a pupil was deemed vulnerable by the school and invited to attend, if the parent/carer chose for their child not to attend for whatever reason this absence was recorded as an authorised absence. This was as per government guidance.

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

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

As per our Policy, all holidays should be taken during school breaks and any unauthorised holidays may be liable to a penalty charge as per our Attendance Policy. Any families taking holidays should consider their child may need to self-isolate following trips overseas that require a period of quarantine.