



Templemoor Infant and Nursery School

Attendance and Punctuality Policy

Addendum

Policy Adopted	Autumn Term 2020
Committee	Resources and Safety and Full Governing Body
Last Reviewed	Not Applicable
Next Review Date	July 2021



Templemoor Infant and Nursery School

Attendance and Punctuality Policy Addendum

1. Introduction

In March 2020 when the coronavirus (COVID-19) outbreak was increasing, the Government made amendments to attendance legislation which meant, parents would not be penalised or sanctioned for their child's non-attendance at school. It is now vital for all children to return to school to minimise the long-term impact of the pandemic on children's education, wellbeing and wider development. School Attendance is compulsory from the beginning of the Autumn Term in September 2020.

This addendum applies during the academic year 2020 to 2021. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

Regular school attendance is of vital importance. Children need to attend regularly if they are to take full advantage of the educational opportunities that are available to them. It is essential that children learn the importance of being punctual as part of their preparation for adult life, therefore we aim to embed this good practice from an early age. We expect the school and parents to work together in order to achieve high standards of attendance and punctuality.

Aims

- To actively promote and encourage **100%** attendance for **all** children.
- To actively reduce absence, including persistent absence.
- To ensure that every pupil has access to full-time education to which they are entitled.
- To provide a positive and welcoming environment which encourages regular attendance and makes attendance and punctuality a priority for all those associated with the school, including children, parents, teachers and governors.
- To ensure that all children take full advantage of opportunities for learning in school.
- To ensure the well-being and safety of children at Templemoor Infant and Nursery School.
- To monitor and analyse attendance and challenge non-attendance ensuring a consistent approach throughout the school.
- To act early to address patterns of absence.
- To work effectively with other services and agencies to support these aims, e.g. Education Welfare Officer.
- To support parents/carers and pupils who are concerned about the return to school due to coronavirus

2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2020/21 academic year.

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'the system of controls').

3. Attendance expectations

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with page 3 and 4 of our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

4. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

4.1 Pupil develops symptoms or lives with someone who does

The pupil's parent/carer must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

If the pupil's test result is negative: the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

If the person the pupil lives with tests negative: the pupil will stop self-isolating and return to school

4.2 Pupil or a 'close contact' of theirs receives a positive test result

The pupil's parent/carer must notify the school about the positive test result as soon as possible via telephone/ email.

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 14 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

4.3. Pupil has to quarantine after travel abroad

Parents must consider any possible quarantine requirements before booking a holiday.

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).

The pupil must quarantine for 14 days on their arrival to the UK and return to school thereafter. Documentary evidence will be required in support of the absence. School will consider the circumstances of the trip/time abroad to inform our decision to authorise absence or not. The absence will be assessed using the following guidance:

Is there evidence to substantiate that the holiday was arranged prior to March 2020 and during school holiday time?

4.4 Pupil is required to shield during a national or local lockdown

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to admin@templemoor.trafford.sch.uk or a photocopy to the school address.

The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.

The school will send remote learning home and the expectation is that if the pupil is well enough they will complete the learning.

4.5 Remote learning provision

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

Our approach and expectations regarding remote education are set out in our remote learning contingency plan that is available to view on our school website.

We will keep a record of, and monitor, pupil engagement with remote learning, but we will not track this information in the attendance register.

5. Recording attendance

We will take our attendance register at the start of the first session of each school day and after lunchtime. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances' (as defined on page 5 of our normal attendance policy)
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

6. Punctuality

Families have been given staggered start and finish times to reduce the number of people on site at the beginning and end of the day. Staggered start and finish times will not reduce the amount of overall teaching time each child receives. Please ensure your child arrives on time and is collected on time in order to minimise disruption in line with the school's Covid risk assessment procedures. Please contact the school ahead if you are experiencing difficulties. If lateness persists, the school will want to discuss this with you and agree some support measures; if matters do not improve, the lateness will not be authorised and the matter may be referred to the Local Authority Education Welfare Service. Please refer to our 'drop off and collection' arrangements previously communicated and be aware that the gathering of parents at the school gates and otherwise coming onto the site without an appointment is not allowed.

7. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer by phone call and/ or email.
- Notify their social worker, where they have one.

We understand that some pupils, parents and households may be reluctant or anxious about returning to school. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain medical conditions. This may also include some pupils with EHCP plans. If parents of pupils with significant risk factors are concerned, please discuss your concerns with the school so that we can understand your situation and reassure you of the measures we have in place to reduce the risk in school. The school may contact the SEND and School Nursing Teams for advice and support, and we may require medical verification or other relevant documentation in order to assess risk.

8. Legal sanctions

Our normal rules on legal sanctions apply.

9. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum half termly by the Senior Leadership Team. At every review, it will be approved by the full governing board.

Appendix 1: pupil absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Pupil remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Pupil has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because they are a close contact of someone who tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 14 days) after a trip to a non-exempt country
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is required to shield in the case of a national or local lockdown, or lives with someone who is required to shield
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is asked not to attend in the case of a national or local lockdown

The office team will complete the daily Educational Setting Status, reporting those children in attendance to the Department for Education.