'We can and we will'

GLEBE PRIMARY SCHOOL

Attendance Addendum

Mission Statement

At Glebe School we believe in an ethos that values the whole child.

We strive to enable all children to achieve their full potential academically, socially and emotionally.

Introduction

Due to the Outbreak of Covid 19, and schools reopening to certain year groups on June 1st, some attendance procedures in school have needed to be amended.

Guidance from the Government

The following information is taken from **Actions for Schools During the Coronavirus Outbreak** https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#attendance Updated 18 May 2020

Is attendance compulsory?

Eligible children – including priority groups – are strongly encouraged to attend their education setting, unless they are self-isolating or they are clinically vulnerable.

No one with symptoms should attend a setting for any reason. If someone in their household is extremely clinically vulnerable, children should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions.

Families should notify their nursery, school or college as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together.

Parents will not be fined for non-attendance at this time.

Will parents be penalised if their child does not attend school?

Parents will not be penalised if their child does not attend school. We expect schools and other relevant partners to work with and support the relevant families and pupils to return to school.

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Attendance Policy

Under the Coronavirus Act 2020, we have relaxed the law, so that the parent of a child of compulsory school age is not guilty of an offence on account of the child's failure to attend regularly at the school at which the child is registered (section 444 of the Education Act 1996).

Can the children of critical workers and vulnerable children still attend school, even if they are not in priority years?

Yes. Now that we have made progress in reducing the transmission of coronavirus we are encouraging all eligible children to attend settings (where there are no shielding concerns for the child or their household), even if parents are able to keep their children at home.

Vulnerable children and young people of all year groups are expected to attend educational provision where it is appropriate for them to do so. Further guidance on vulnerable children can be found at Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people

How can schools encourage pupils to attend and maintain good attendance?

For those pupils eligible to attend, schools should address absence by sensitively exploring parents' and pupils' concerns and what is preventing attendance and work with them to re-engage pupils where appropriate. Families should notify their nursery/school/college as normal if their child is unable to attend. Schools should also continue to follow up with any parent or carer whose child has been expected to attend and doesn't.

Schools should work together with local authorities and other relevant partners to support parents and children in their return to regular attendance. When working to improve attendance, schools and other partners should consider the individual circumstances of each child and parent in order to ensure that they are appropriate to the child's needs. Schools may wish to focus support particularly on pupils who were previously persistently absent or at risk of being so.

No one with symptoms should attend a setting for any reason. If someone in their household is extremely clinically vulnerable, as set out in the guidance on shielding, https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions.

Schools and colleges should continue to inform social workers where children with a social worker do not attend.

What should educational settings, local authorities and social workers be doing to track and encourage the attendance of vulnerable children and young people?

There is an expectation that vulnerable children and young people will continue to attend educational provision, where it is appropriate for them to do so.

Attendance Policy

In circumstances where a parent does not want to bring their child to an educational setting, and their child is considered vulnerable, the social worker (where appropriate) and educational setting should explore the reasons for this, directly with the parent. Where parents are concerned about the risk of the child contracting the virus, the school or social worker should talk through these concerns with the parent following the advice set out by Public Health England. https://coronavirusresources.phe.gov.uk/ Educational settings should notify the child's social worker (where relevant) where the child does not attend school.

Where applicable, designated safeguarding leads and/or equivalent staff should keep under review their lists of vulnerable children and young people who should be attending provision. Providers are encouraged to share their lists of vulnerable children and young people who should be attending provision with their local authority. Education providers, social workers, local authorities and other professionals will want to work together to ensure adequate and appropriate arrangements are in place to keep in touch with vulnerable children and young people (whether they are attending provision, or not attending for an agreed or non-agreed reason), such as by letter, phone or visit. To support this, education settings should take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Do schools need to take an attendance register?

When more pupils return to schools from 1 June, schools should resume taking the attendance register. We will provide further guidance shortly on how to record attendance in the register during this time.

From 1 June, we are still asking schools to submit the Educational Setting Status form via the online portal reporting whether they are open and how many children and staff are in school.

Can the attendance register be taken at different times to accommodate for staggered start times?

Schools should have a policy on how long the register should be kept open but where a school implements staggered start times, they may wish to consider temporarily extending this period.

Will schools be held to account for their attendance data at this time?

Schools and colleges will not be held to account for attendance levels at this time.

Is there any responsibility on local authorities to keep monitoring vulnerable children's attendance?

Yes. Local authorities should continue to work with schools to monitor the welfare of vulnerable children who are not attending school, and other pupils they might wish to keep in touch with, for safeguarding purposes. Further information is set out in the vulnerable

children guidance. https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people

Recording Attendance in the School Attendance Register During the Coronavirus outbreak

 The following is taken from **Recording attendance in the school attendance register during the coronavirus outbreak** https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form Updated 28 May 2020

What educational settings will need to do

1. Schools should resume taking an attendance register.
2. Schools should use the codes suggested on this page to record attendance and absence in the attendance register.
3. All settings should submit daily attendance figures using the educational setting status form by midday everyday.

Pupils who are not eligible to attend a session

This includes any pupil who is not in an eligible year group or priority group (children of critical workers and vulnerable children). This may also include children who are in an eligible year group but are not required in school for a specific session, i.e., year 10 and year 12 pupils who are not among the quarter of pupils expected in school at a given time.

They should be recorded as code X (not required to be in school). (Temporarily, code X can be used for compulsory school age children – usually it is only used where non-compulsory school age children are not expected to attend.)

Pupils who are eligible to attend a session but do not

This includes children in eligible year groups, children of critical workers and vulnerable children, such as:

- where a pupil is shielding, self-isolating (see note 1), or the pupil has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they **should be recorded as code Y** (unable to attend due to exceptional circumstances). (Temporarily, code Y can be used where a pupil is prevented from attending school due to following government guidance on coronavirus). To help you to complete the educational setting status form, you should note whether the absence is due to shielding or isolation
- where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as *code I (illness)*. To help you to complete the educational setting status form, you should note whether the illness involves coronavirus symptoms
- where a pupil does not attend school - despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school, the pupil should be recorded as **code C** (leave of

absence authorised by the school) where no other authorised absence code is appropriate

At this time, all absence should be classed as authorised.

Pupils who are attending other schools

Where a pupil is attending:

- another school at which they are registered (for example, a pupil referral unit (PRU)), as would normally be the case, **code D** (dual registered) should be used to indicate that the pupil was not expected to attend the session in question as they are attending the other school at which they are registered
- a host school on a temporary basis because their home school cannot accommodate them, the pupil will not be registered at the host school. The home school should record the pupil as attending an approved education activity using code B (off-site educational activity) - the host school does not need to add this child to their attendance register but should keep a record of their attendance for safeguarding purposes and include the child in their daily totals for the educational setting status form - schools should put in place arrangements whereby the host school notifies the home school of any absences.

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

Schools should have a policy on how long the register should be kept open but where a school implements staggered start times, they may wish to consider temporarily extending this period, or reopening the register.

Note 1

Schools should use these principles and guidance to decide if pupils are shielding or self-isolating:

- children and young people who have been classed as clinically extremely vulnerable due to pre-existing medical conditions https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19have been advised to shield. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few if any children will fall into this category, but parents should follow medical advice if their child is in this category
- child or young person who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting
- if a child or young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions - this may not be possible for very young children and older children without

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the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend
- children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

School Arrangements

Bubble Register

Due to social distancing requirements, and to limit the possibility of spreading infection, the statutory year groups returning from June 1st 2020, (Nursery, year R, Year 1, Year 6 and keyworker children from the remaining year groups) will be taught in groups ("bubbles" or "pods") of 12 , and 1 group of 15 in the Nursery as the classroom is bigger. Due to this, most classrooms will be used. Original classes have had to be split and the class teachers have ensured that the children returning have been placed with familiar adults and children from their class. From June 1st 2020 , the new "bubble" teacher, will fill in a paper copy of the register and the welfare assistant will collect each one.

Parents, who have accepted places at school, are still expected to inform the school office by 9:30am if their child is unwell or absent due to Covid-19 related reasons. If this has not happened, the welfare assistant will phone parents to enquire about the reason for the absence. After this, the welfare assistant will give the numbers, and reasons for absence, to the two deputies who will then record this information on the DfE's Settings Information Form.

Staggered Starts and Pick Up Times

Due to social distancing requirements, we have requested that parents drop off, and pick up, their children at allocated times of the day. There is a strict arrival and exiting system that parents must adhere to. Staff will be outside at the beginning and the end of the day to ensure that these routines are being followed and to help children to their new classrooms.

Please see Appendix 1 for the map showing the entrance and exit routes. This has been clearly demarcated using coloured arrows and signs around the school grounds.

On a Friday, the school will close at 12:00pm to enable a deep clean to take place and to provide the staff with their Planning, Preparation and Assessment time.

Drop Off Times (Parents will be informed as to which is their allocated slot)
8:40 am
8:50 am
9:00 am
9:10 am
9:20 am
9:30 am

Nursery Am Drop Offs
11:50 am
12:00 am

<u>Monday -Thursday</u>
2:40 pm
2:50 pm
3:00 pm
3:10 pm
3:20 pm
3:30 pm

<u>Friday</u>
11:10 am
11:20 am
11:30 am
11:40 am
11:50 am
12:00 am

The close of the morning register will be 9:35am and this will be when the Welfare Assistant will start to collect the registers.

<u>Punctuality:</u>

- It is vital that parents arrive during their allocated slot so that crowds do not form. If a child is later than 9:30, they will need to be brought to the school office and signed in there.

Punctuality is monitored by the school and the parents of children who are persistently late will:

- Receive a series of letters from the Headteacher confirming the school's concerns.

- Be asked to attend a formal meeting with the Headteacher as necessary.

If no improvement is made, the matter will be reported to the KPW (Key Participation Worker).
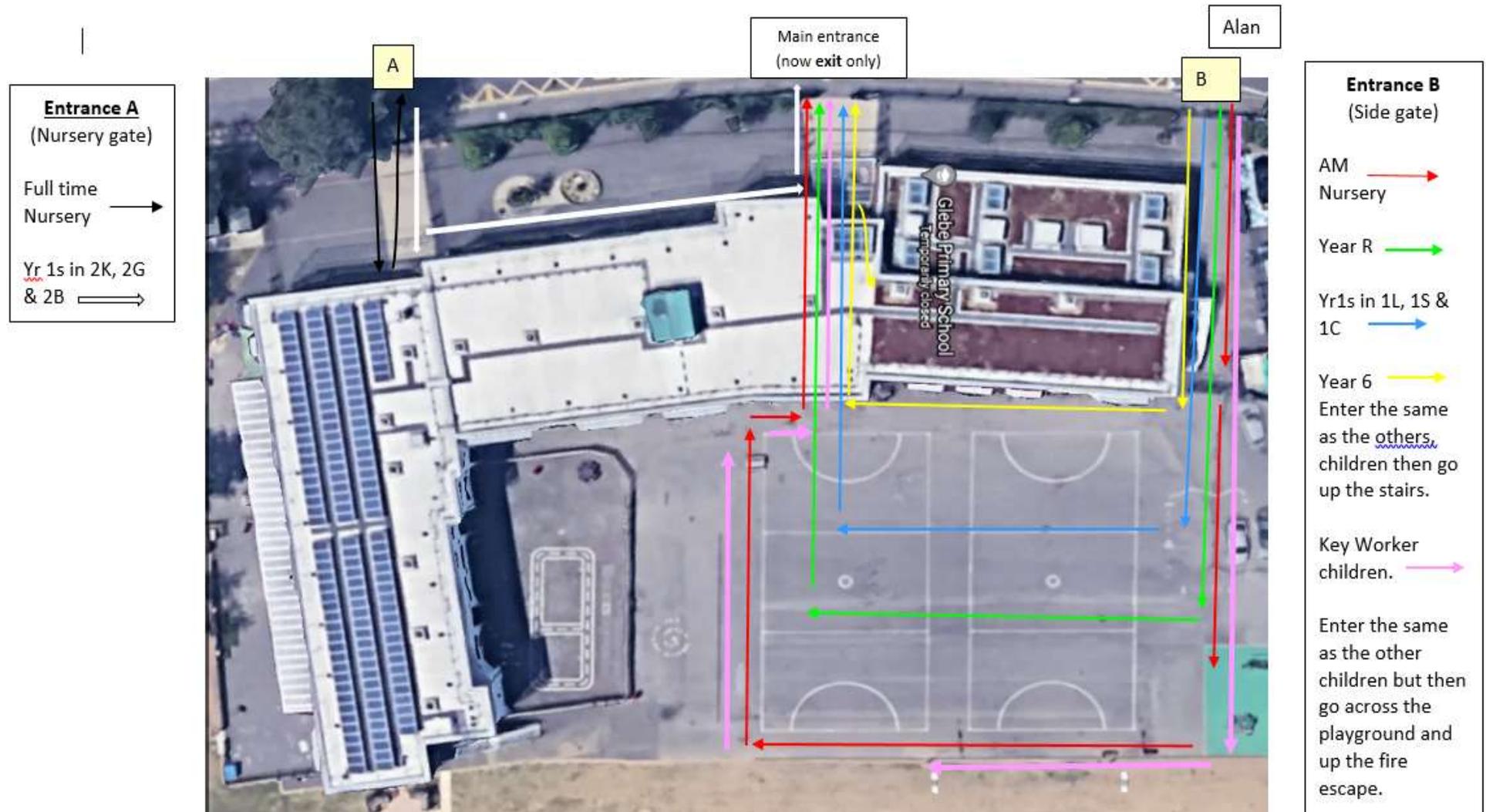
<u>Absence Procedures:</u>

All absence procedures are the same as in the School's Attendance Policy.

Written Date: June 2020
To be Reviewed : July 2020

Appendix 1

Appendix 2

Risk Assessment of Emergency Contact in Unexpected Absences

> **No apparent risk:** There is no apparent risk of danger to the child. This may be appropriate for children who we have reason to believe are absent from the provision but not at harm due to previous patterns of behaviour or information from other people e.g. a child who often goes on holiday at this time of year and parents always fail to inform you. Continue to make enquiries but it would not be proportionate to contact police at this stage.

> **Low or medium risk**: The risk of harm to the child is assessed as a possible but minimal risk **OR** the risk of harm to child is assessed as likely but not serious. This may be relevant for those children where there are no additional vulnerabilities, however, you have minimal contact information and making parental contact is always difficult.

> **High risk:** The risk of serious harm to the child is assessed as very likely. This would be relevant for children already considered vulnerable. This may be due to risk of neglect or physical, emotional or sexual abuse. Also consider child sexual exploitation and Prevent, in addition to protected characteristics; mental health, forced marriage, honour based violence, trafficking, and female genital mutilation. This may also be relevant for those children where the absence and lack of ability to make parental contact is highly unusual.

1) If this is assessed as 'No Apparent Risk' or 'Low/ Medium Risk' the Headteacher, along with SLT can make the decision to continue to make enquires and not contact the police if they do not feel that this is necessary or proportionate. These cases should not be ignored and must be monitored over time and consideration given to escalation if there is a change to the circumstances that has increased the level of risk.

2) If assessed as 'High Risk' the school will consider contacting the appropriate services, such as Hillingdon MASH (Multi Assessment Services Hub) team. Where there is a need for an immediate response then contact the Police.

3) School enquiries continue and any further information shared with appropriate services/Police

4) Follow safeguarding procedures to record concerns, actions and decisions.