

## COVID-19 Attendance Guidance ANNEXE

10-07-2020

As of 1<sup>st</sup> September, full-time education will again be mandatory at Delph Side, in line with current government guidance – **published on 09-07-2020**.

To encourage excellent attendance, Delph Side will:

- Adapt our attendance policy and adopt current government COVID-19 guidance
- Open attendance registers at 8.45am and close at 9.30am for morning sessions – allowing for children to safely enter our 'one way' entrance/ exit system, which may operate at a slower pace than usual school entry.
- Entry after 9.15am will receive an L code in SIMS.
- Entry after 9.30am will receive a U code for unauthorised absence in SIMS
- First-Day Response and home visits to establish reasons for absence and uphold safeguarding will begin once registers close at 9.30am.
- Open attendance registers until 1.30pm for each class to register their afternoon session – lunch times now staggered
- The school day will begin at 8.45am for families with children in more than one class.
- The school day will begin at 9.00am for families with a single child attending Delph Side.
- The school day will end at 3.00pm for families with children in more than one class – allowing easier and socially distant collection of children by parents
- The school day will end at 3.15pm for families with a single child attending Delph Side.
- Attendance registers will use attendance codes used prior to school closures to record absence or education occurring off-site (**further guidance to be issued from 10-07-2020 onwards**)
- Offer pastoral support, Zoom conferencing and telephone calls where suitable to address anxiety amongst parents and children in relation to their school attendance and returning to education.
- Incorporate social, emotional, wellbeing and mental health sessions into our curriculum time to encourage children back into full-time education, maintain excellent attendance and encourage positive experiences of school life
- Contact parents/ carers on the first day of absence if no statutory reason for absence has been submitted to our attendance team
- Reserve the right to action fixed penalty notices for families whose children are absent without a statutory reason for absence.
- Exercise our powers to close a 'bubble' in the event of a child/children or staff testing positive for COVID-19, or displaying symptoms of COVID-19 and are awaiting a negative test result.
- Exercise our powers to use authorised absence codes if a 'bubble' is closed by school as a result of positive test cases or staff/ children exhibiting symptoms within a bubble – **further guidance to be issued from 10-07-2020**
- Communicate the adoption of the latest COVID-19 attendance guidance into our policies and practice with parents, carers, children and staff
- Have a Home Learning/ Virtual Learning Policy to ensure learning off-site continues for children if a 'bubble' is closed, or if an individual is self-isolating or shielding.
- Constantly review our practices and policies, including temporary amendments in light of COVID-19 guidance, and seek advice from central government and Lancashire County Council.