Hodge Hill Girls' School

Attendance Policy: Coronavirus Addendum

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Attendance policy: coronavirus addendum

1. Scope

This addendum applies from 1st September 2020 until further notice.

Unless covered in this addendum, 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. It should be noted that the 'Checklist for school leaders to support full opening: behaviour and attendance' states 'We will issue further guidance for schools on recording attendance and absence.'

2. Legislation and Guidance

This addendum reflects the legislation and guidance referred to in our normal attendance policy. In addition, use has been made of guidance found in https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools?utm_source=10%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Furthermore, https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year is to be adhered to.

From here on in, reference is made to articles in the school attendance policy and adjustments made:

3.1 Attendance Register

Pupils will arrive in school as follows:

Year Group	Arrival Time	Entry Point
7	8.00am	Upper ILZ via the stairs by the Drama Studio
8	8.10am	Upper Gym via the main foyer, past the water coolers and out to the stairs by the tennis courts
9	8.40am	Straight to teaching rooms on the Humanities' corridor via the main foyer
10	8.30am	Straight to teaching rooms (English rooms) on the ground floor corridor via the English entrance
11	8.20am	Straight to teaching rooms on the 2nd floor corridor via the main foyer

All pupils will be registered in their period 1 classrooms at the following times:

Year Group	Registration Time
Year 7	8.40am
Year 8	8.40am
Year 9	8.50am
Year 10	8.40am
Year 11	8.30am

3.4 Lateness and Punctuality

In the current circumstances, lateness will be considered as not only an organisational concern but also potentially a serious health and safety issue as this could result in the mixing of bubbles. Please refer to the 'Behaviour Policy and Professional Learning Standards'.

In line with government guidance asking 'schools to work with families and local authorities', we will approach punctuality with a supportive attitude where appropriate. The Attendance and Welfare Assistant will liaise with pupils and parents to support improved punctuality and may choose to run breaktime detentions in order to ensure that bubbles are not mixed. Further sanctions may follow.

3.7 Reporting to Parents

Pupils had been receiving updates from their form tutors about their attendance. For the foreseeable future, this information can be viewed through the SchoolComms app; this has been available previously to parents.

Detailed lists of Persistent Absentees and actions that have been taken to support them will continue to be kept in school. School will be working in a supportive partnership with parents/carers to ensure that their daughter is attending school regularly and on time. Procedures outlined in the school attendance policy can be followed at this time.

5 Strategies for Promoting Attendance

Birmingham City Council's 'School Attendance Covid Update September 2020' will be sent to all parents at the start of the Autumn term.

Early lunch will not be used to reward attendance whilst staggered lunches are in place. School reward systems, including the awarding of certificates, will continue to be used. Parents will be updated on the importance of regular attendance through the parent bulletin.

Attendance Coding

All current attendance coding will continue to be used; in addition, the following guidance – taken directly from https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year - will be followed:

From the beginning of the new academic year, schools should return to using the attendance and absence codes in use before the outbreak (set out on page 9 of the attendance guidance), in addition to the new category of 'not attending in circumstances related to coronavirus (COVID-19)':
pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' should be recorded using code X
schools should continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak.

https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year *will be followed in order to identify 'examples in which 'not attending in circumstances related to coronavirus (COVID-19)' could apply'.*

Free School Meals

In line with https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance/covid-19-free-school-meals-guidance-for-schools, pupils in receipt of Free School Meals will continue to be offered FSM provision if they are unable to attend school due to the following reasons:

- are self-isolating
- have had symptoms or a positive test result themselves
- are a close contact of someone who has coronavirus (COVID-19)
- are not attending as a result of local lockdown arrangements

Remote Education

Guidance included in https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#res for remote education is followed in school; lessons are uploaded to ClassCharts daily. The Attendance and Welfare Assistant will liaise with parents/carers and school ICT staff should additional access be required to resources (eg laptop) to enable remote learning to be accessed.