

**Covid-19 Addendum to
St Joseph's Catholic Primary School Wrightington
Attendance Policy**

February 2021

1. Which children are eligible to attend Primary School at this time?

- Vulnerable children for whom our risk assessment process indicates they would be best placed in school. Vulnerable children include those who have a social worker, an education, health and care plan (EHCP) or who may be vulnerable for another reason as determined by school and/or other agencies (“otherwise vulnerable”).

Parents/carers of vulnerable children are strongly encouraged to take up places at school if these are available.

- Children of critical workers.

School may speak to parents and carers to identify who is eligible to attend school. If necessary, school can ask for simple evidence that the parent in question is a critical worker, such as their work ID badge or pay slip.

Parents and carers who are critical workers should keep their children at home if they can.

Full definitions of vulnerable children and critical workers can be found on the Government website:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school.

All other pupils (those not attending) will receive remote education.

2. What if I do not want a place in school for my child at this time?

Vulnerable children are strongly encouraged to attend school, unless they are self-isolating or they are clinically extremely vulnerable.

If vulnerable children and young people do not attend, school will work together with the local authority (eg Children's Social Care, Inclusion Service, School Attendance Service) to

explore with the parent or carer the reason for absence and encourage the child to attend school.

Where a parent or carer of a vulnerable child does not wish their child to attend, school will authorise the absence during the current national lockdown period. Parents will not be penalised if their child does not attend school at this time.

Where school authorises non-attendance of a vulnerable child they will speak to parents and carers, and social workers (where applicable) to explore the reasons for this and any concerns raised. This conversation is particularly important for children with a social worker. The discussions will focus on the welfare of the child and ensuring that the child is able to access appropriate education and support while they are at home. This situation will be kept under review and informed by any changes to the child's welfare. Where a vulnerable child is not attending, school will maintain contact, ensure the child is able to access remote education support and regularly check if they are going so.

3. When should your child NOT attend school?

If your child is eligible to attend, you should not send them to school if:

- They are showing coronavirus (COVID-19) symptoms (see below*).
- Someone in their household is showing symptoms.
- Someone in their support bubble has symptoms and they have been in close contact with them since the symptoms started or during the 48 hours before they started.
- They or someone in their household has tested positive for coronavirus.

Arrange a test if you or your child develop symptoms. Inform your child's school of the results. If the test is positive, follow guidance for households with possible or confirmed coronavirus infection, and engage with the NHS Test and Trace process.

Other household members (including any siblings) should self-isolate from the day your child's symptoms started (or the day they took a test if they did not have symptoms), and the next 10 full days.

Your child does not need a test if they:

- Have a runny nose, are sneezing or feeling unwell, but do not have a temperature, cough or loss of, or change in, sense of smell or taste. If your child is well enough and is eligible to attend they may return to school.
- Are advised to self-isolate because they have been in close contact with someone who has tested positive for coronavirus, for example, another pupil in their class, but are not showing symptoms themselves.

* The main symptoms of coronavirus are:

- New continuous cough.
- High temperature.
- Loss of, or change in, your normal sense of taste or smell (anosmia).

4. What happens if my child develops symptoms when on site?

If any pupil in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and parents will be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. This sets out that they must:

- Self-isolate for at least 10 days.
- Arrange to have a test to see if they have coronavirus (COVID-19)

Further details about what actions schools must take if a child is displaying symptoms can be found in the following Government guidance:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf

5. School procedures

5.1 The school day:

	DROP-OFF	MORNING BREAK	LUNCHTIME	AFTERNOON BREAK	COLLECTION
EYFS	8.30am	As needed	11.30-12.30	As needed	3pm
CLASS 2	8.35am	10-10.15	11.30-12.30	1.45-2	3.10pm
CLASS 3	8.45am	10.15-10.30	12-1	2-2.15	3.20pm
CLASS 4	8.55am	10.15-10.30	12-1	2.15-2.30	3.30pm
CLASS 5	8.55am	10.15-10.30	12-1	2.15-2.30	3.30pm

5.2 Vulnerable children who are absent from school

When a vulnerable pupil is expected in school but does not attend:

School will	Parent/carer should
<ul style="list-style-type: none">• Investigate the absence and code the register as below.• Consider if any safeguarding responses are necessary.• Make contact with the family if a pattern of absence develops.• Work with the local authority to encourage attendance.	<ul style="list-style-type: none">• Inform school <i>by 10.30am through telephone call to School Office/ Class Dojo.</i>• Provide an expected return date and a reason for the absence.• If the absence is Covid-19 related the parent should request a test and inform school of the outcome of the test.

5.3 Punctuality

We expect pupils to arrive at school at:

- **EYFS: drop-off 8.30am/ pick-up 3pm through the School Office;**
- **Class 2: drop-off 8.35am/ pick-up 3.10pm through the School Office;**
- **Class 3: drop-off 8.45am/ pick-up 3.20pm through the School Office;**
- **Class 4: drop-off 8.55am/ pick-up 3.30pm through the School Office;**
- **Class 5: drop-off 8.55am/ pick-up 3.30pm through the School Office.**

Siblings can be dropped off in the morning with younger siblings and collected at home time with older siblings.

Pupils will be registered in their ***class groups***.

The school registers will close at:

- **EYFS: 9am/ 1pm**
- **Class 2: 9.05am/1pm**
- **Class 3: 9.15am/1.30pm**
- **Class 4: 9.25am/1.30pm**
- **Class 5: 9.25am/1.30pm**

It is important that pupils be on time as the school day is structured to avoid mixing and to enable social distancing. Pupils arriving late may compromise the safe running of school. If pupils are late, a member of staff will speak to them and contact will be made with parents/carers.

5.4 Recording attendance

All pupils who are not eligible to be in school should be marked as code X. They are not attending because they are following public health advice.

School will contact parents to identify children of critical workers who need to go to school; those that do not need a place should be recorded as code X.

- Where critical workers only need their child to attend school part-time, school will use code X to record the sessions that the child is not expected to attend.
- Where the child of a critical worker is expected to attend a session and does not, the school should record the absence as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.
- As usual, code X will be used if the child is self-isolating or quarantining because of coronavirus.

As vulnerable children are still expected to attend school full time, they should not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). If the parent of a vulnerable child wishes their child to be absent, the parent should let the school know. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

5.5 Attendance/absence codes

The school attendance register will be completed to follow DfE guidelines, as shown in the table below. During this time, school will not use unauthorised absence marks such as O, G, N and U.

Code	Meaning	Use
X	Not required to attend	<ul style="list-style-type: none"> The pupil does not fit into the eligible groups. For sessions when the child of a critical worker is not expected to attend (ie the child only needs to attend part-time due to parents' working arrangements). A pupil eligible to attend is self-isolating or quarantining because of coronavirus. An eligible pupil is self-isolating because they have symptoms of coronavirus and are awaiting results of a coronavirus test.
L	Late before register closes	
I	Absent due to illness	<p>For pupils who are eligible to attend, and have any illness, except where they are self-isolating and awaiting results of a Covid test.</p> <p>If the test is positive, subsequent sessions absent should be marked as code I; if the test is negative and the child is still too unwell to attend then those sessions absent should be marked as code I.</p> <p><i>We will not be following our usual practice of requesting medical evidence at this time. This requirement will resume when it is safe to do so.</i></p>
C	Authorised absence	<p>Used for pupils who are eligible but not in attendance at school due to either parental choice or other circumstances, such as bereavement.</p> <p>This code will also be used if no reason for absence is provided.</p>
M	Medical appointment	<i>Evidence will be required</i>
E	Exclusion	<i>Please note that our amended behaviour policy confirms that exclusions will occur if there are serious breaches of policy.</i>
D	Dual registered	Used for pupils attending alternative provision.

5.6 Legal interventions

Absences during this period are exempt from prosecution.

Under the Coronavirus Act 2020, the government has disapplied certain statutory provisions, 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). This means that parents will not be penalised if their child does not attend school.