**Addendum to Coupe Green Primary School Attendance Policy**

**Applicable from September 2021 (updated 2 November 2021)**

**Attendance Expectations**

In their coronavirus operational guidance for schools, the Department for Education has stated: "School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school."

The usual rules on school attendance apply, including:

- Parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil.
- Schools' responsibilities to record attendance and follow up absence.
- The ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct.

**Attendance Recording**

School will use code X for pupils who are self-isolating or quarantining because of coronavirus in accordance with relevant legislation or guidance published by the UK Health Security Agency (UKHSA) or the DHSC. Code X is not classed as an absence for statistical purposes.

**Pupils who are required to self-isolate as they have symptoms or confirmed COVID-19**

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result.

If a pupil tests positive, they should continue to self-isolate in line with public health guidance (currently at least 10 days from the onset of their symptoms). Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.

**Pupils who are a close contact of someone who has symptoms or confirmed COVID-19**

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test and should only self-isolate if they test positive. If they do test positive, they should be recorded as code I (illness) until they are able to return to school.

**Pupils who are required by legislation to self-isolate as part of a period of quarantine**

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas to a red list country that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school should use code X in the register.

**Pupils who are self-isolating but who have not had a PCR test**

In line with public health advice, pupils with symptoms must self-isolate and should take a PCR test. Where the pupil is unable to take a PCR test, the school may record the pupil as code X in the register.

School will follow up with families if they are not satisfied with the reason as to why a pupil is not in school. School can request supporting evidence from the family. Where school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the school attendance: guidance for schools.

School will provide access to remote education for pupils who are unable to attend because they are self-isolating due to coronavirus.

**Shielding**

The UK Clinical Review Panel has recommended that no children and young people under the age of 18 should be considered clinically extremely vulnerable (CEV) and under-18s should be removed from the shielded patient list. The chief executive of the UK Health Security Agency and head of NHS Test and Trace has written to parents of these children to inform them.

Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. However, if a child or young person has been advised to isolate or reduce their social contact by their specialist, due to the nature of their medical condition or treatment, rather than because of the pandemic, they should continue to follow the advice of their specialist.

**The school day**

Punctuality is very important 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 senior member of staff will speak to them and contact will be made with parents/carers.

Pupils are expected to be in school by 8.45am The morning register closes at 9.30am and the afternoon register closes at 1.15pm. Pupils arriving after these times will receive a U mark (unauthorised absence).

**Pupils who develop coronavirus symptoms on site**

If your child develops coronavirus symptoms whilst in school, we will make immediate contact with parents/carers in order to send the pupil home. It is **essential that parents have provided us with up to date contact details** and that parents respond quickly, to enable the pupil to leave the school site as soon as possible, following the latest DfE and UKHSA guidance for schools.

Parents/carers should ensure that a PCR test is requested and inform school of the result of this test as soon as possible.

**Support to encourage good attendance**

Some pupils and parents/carers may be reluctant or anxious about returning to school. If you or your child have any concerns about attending school during the coronavirus pandemic, please contact school as soon as possible so that we can assess the situation and offer support if required.

**Leave requests**

The school policy and procedure around leave in term time remains the same. Any leave in term time will only be granted in exceptional circumstances. Parent/carers must request permission for the leave **before** the absence. Requests cannot be agreed retrospectively.

Whilst the current situation feels exceptional to us all this should not in itself be seen as an exceptional reason to support a request for leave. The Covid-19 situation has affected all families. The lengthy absences from school were unavoidable but now we are able to return to face-to-face teaching, it is essential that we have full classes to enable pupils to fill in any learning gaps.

Parents should also consider the consequences of potential quarantine on their child's attendance at school.