

Attendance Policy Addendum September 2020

This addendum to The Purbeck School's Attendance Policy has been devised to cover the current Covid-19 Pandemic as schools return in 2020-2021. This Policy Addendum follows the updated Government/Department for Education (DFE) advice produced on 1st September 2020.

The Covid school day

8.45	AM Registration
9.00	P1
9.55	P2
10.55	Break
11.10	P3
12.10	P4
13.10	Lunch
13.45	PM Registration
14.00	P5
15.00	End of school day

Attendance expectations

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will 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

Protocol for absence reporting:

If your child is absent from school, please contact the school on 01929 550077 and select Option 1 or email studentabsence@purbeck.dorset.sch.uk with details of why your child is absent and an expected return date.

Parents who have provided no reason for absence will be contacted by the school by text message by 10am to establish the reason for absence and so that we can enter the appropriate mark accordingly. If there is no response to the text message, a member of Student Services will attempt to phone and email home to make contact.

The Purbeck School is required by the Department for Education, to report all attendance and absences each day by 12pm therefore we would ask that all absences are reported by 9.30am.

Illness during Covid-19

If a student or a member of their household develop symptoms of Covid-19; a new cough, a temperature or a change to in smell or taste, you must self-isolate and book a test.

If a student presents with or develops symptoms during the school day, they will be isolated in school until they can be collected.

If a student or a member of their household are contacted by NHS Test and Trace, you will need to self-isolate as directed (usually 10 -14 days).

1. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
2. If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Please ensure that results of test for Covid-19 are shared with the school as soon as possible.

Information for Staff

Register Codes in SIMS:

From 1st September schools will revert back to using Standard DFE Codes unless the absence is related to Covid-19.

An additional Code (X) has been added for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19)

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

To make sure schools record this accurately and consistently, DFE have made changes to the regulations² governing school attendance registers to add a new category of non-attendance – ‘not attending in circumstances related to coronavirus (COVID-19)’.

This category must only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)³
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State’s expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

This Policy Addendum has been produced with reference to the following advice and guidance from DFE:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/school-attendance>

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>