




SETTLEBECK SCHOOL

ATTENDANCE POLICY COVID-19 ADDENDUM

Approved by: Settlebeck School Academy Trust Board	
Name:	Peter Irvine
Position:	Chair of Governors
Signed:	
Date:	June 2021
Review date:	September 2021

This addition to the Settlebeck School Attendance policy will be reviewed in accordance with guidelines issued by the Department for Education and Central Government.

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1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and students who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, 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 students.

2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2020/21 academic year.

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual either as a one off contact or together over one day.
- Travelling in a small vehicle, like a car, with an infected person or travelling in a plane

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'the system of controls').

3. Attendance expectations

It is mandatory for all students of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with section of our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

4. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a student's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

4.1 Student develops symptoms or lives with someone who does

The student's parent/carer must notify the school on the first day that their child needs to self-isolate. The student will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

If the student's test result is negative: the student will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

If the person, the student lives with tests negative: the student will stop self-isolating and return to school.

Students must not return to school whilst they, or a member of their household is waiting for the result of a coronavirus test.

4.2 Student or a 'close contact' of theirs receives a positive test result

The student's parent/carer must notify the school about the positive test result as soon as possible. Contact should be made with Mrs. Kendal at office@settlebeck.org/ 015396 20383 or if out of school hours, Mrs. Campbell, Headteacher campbells@settlebeck.org

Students who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the student's household or a 'close contact' tests positive, the student must self-isolate for 14 days. The student must do this from when the member of their household first had symptoms, or the day the student last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

4.3. Student has to quarantine after travel abroad

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's green list.

The students must quarantine for 10 days on their arrival to the UK and return to school thereafter and follow government guidance regarding the list the country they have visited is currently placed on.

At this time, we advise against any travel to red and amber countries so as not to effect the continued education of a child.

4.4 Student is required to shield during a local lockdown

The parent/carer will notify the school if their child is advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to office@settlebeck.org or a photocopy to the school address.

The student will stay at home until the shielding measures in the local area or nationally are paused. Once the shielding measures are lifted, we will contact the student's parent/carer to set the expectation that they can return to school.

We advise that parents/carers take advice from their child's medical professional as to when a child can return to school as this differs from case to case.

4.5 Remote learning provision

If a student is not attending school because of circumstances related to coronavirus, but where the student is not ill, the school will provide the student access to remote education.

Students will be set work that follows their normal timetable. This may include, pre-recorded lessons, access via teams for live lesson to be streamed, workbooks, assignments with teacher support. We will be setting work via Microsoft Teams and Moodle.

- We will keep a record of, and monitor, student engagement with remote learning, but we will not track this information in the attendance register

5. Recording attendance

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity

- Absent
- Unable to attend due to 'exceptional circumstances' (as defined our normal attendance policy)
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

Students must arrive in school no earlier than 8.40am each day. Sessions in the school day will operate as normal

The register for the first session will be taken at 8.45am and will be kept open until 10am. The register for the second session will be taken at 13:45 and will be kept open until 14:00

6. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer.
- Notify their social worker, where they have one

If a student does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will continue to work with the family to allay fears and support their return.

- Arrange a phone call/video meeting/in-school appointment between the parent/carer to explain the protective measures the school is taking to mitigate the risk.

6.1 Legal sanctions

Legal sanctions are a last resort and we will always seek to work closely with parents/carers to support them in ensuring their child attends school. The normal legal sanctions will apply, although where a parent/carer has significant medical issues and are therefore concerned for their child's return to school, we will, where possible, use other methods.

7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum every 2 months by Mrs Sarah Campbell, Headteacher and Mrs Sarah Evans, Pastoral Manager. At every review, it will be approved by the full governing board.

Appendix 1: pupil absence codes

The following codes are taken from the DfE's [guidance](#) on restricting attendance during the national lockdown, and its [addendum](#) to the school attendance guidance for the 2020/21 academic year.

If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil is not eligible to attend school and is learning from home
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil is a child of a critical worker (and therefore eligible to attend school) but is learning from home
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil is a child of a critical worker attending school part-time, and not expected to attend this session
C	Leave of absence authorised by the school	Pupil is a child of a critical worker and expected to attend the session, but has not attended (and there isn't another authorised absence code that is more applicable)
C	Leave of absence authorised by the school	Vulnerable pupil is eligible for a place in school but their parent/carer wants them to learn from home
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil due to attend school has to self-isolate because they have symptoms or live with someone who has symptoms, and are waiting for their test results
I	Illness	Pupil due to attend school remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Pupil due to attend school has to continue to self-isolate because they tested positive
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil due to attend school has to self-isolate because someone they live with tested positive
X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil due to attend school has to self-isolate because they are a close contact of someone who tested positive

X	Not attending in circumstances related to coronavirus (COVID-19)	Pupil is required stay at home on medical advice
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Appendix 1: student absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
I	Illness	Student remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Student has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Student has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
X	Not attending in circumstances relating to coronavirus (COVID-19)	Student has to self-isolate (for 14 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Student has to self-isolate (for 14 days) because they are a close contact of someone who tested positive

x	Not attending in circumstances relating to coronavirus (COVID-19)	Student has to quarantine (for 14 days) after a trip to a non-exempt country
x	Not attending in circumstances relating to coronavirus (COVID-19)	Student is required to shield in the case of a local lockdown, or lives with someone who is required to shield
x	Not attending in circumstances relating to coronavirus (COVID-19)	Student is asked not to attend in the case of local lockdown