

## **Appendix 1 - COVID 19 attendance information and procedures September 2020 – July 2021**

Glapton Academy is committed to ensuring all eligible pupils attend our academy. This document is an appendix to our existing Attendance Policy and will identify the COVID 19 arrangements for the academic year September 2020 until the end of July 2021. Unless further revisions or guidance is received from the government

Safeguarding remains integral to our academy and as a result, we will apply the same stringent approach to ensuring all eligible pupils attend school daily.

Although we understand that school attendance is mandatory from the start of the autumn term 2020, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

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

This category will 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)<sup>3</sup>
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with Government guidance, 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.

### **Attendance codes**

From the beginning of the new academic year, we will 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)’ will be recorded using code X
- We will 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

**The following are examples in which ‘not attending in circumstances related to coronavirus (COVID-19)’ could apply**

**A) Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)**

Pupils who have symptoms will self-isolate and get a test.

If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), 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 will be recorded as code I – illness, as would usually be the case.

Code X will only be used, up until the time of the negative test result.

If a pupil tests positive, they will continue to self-isolate for at least 10 days from the onset of their symptoms. They will only be allowed to return to school if they do not have symptoms **other than a cough or loss of sense of smell or taste (anosmia)**. This is because a cough or anosmia can last for several weeks once the infection has gone. Code X will be used for the period of self-isolation until the test. After the pupil tests positive they will then be recorded as code I (illness) until they are able to return to school.

If someone in the pupil’s household has symptoms, the household will be required to self-isolate and the member of their household should get a test.

If the member of the household tests negative, the pupil can stop self-isolating and will be required to return to school. Code X will only be used up until the time of the negative test result when the pupil can return to school.

If the household member tests positive, the pupil will continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X, again will be used during this period.

In all cases of self-isolation, we will ask parents to inform us as soon as possible about the outcome of a test. We will not require evidence of negative test results or other medical evidence before admitting or welcoming them back after a period of self-isolation.

**B) Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)**

Pupils who do not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).

The NHS test and trace guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case we along with the local health protection team will provide advice on who this applies to, advise them to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious. Code X will be used for these pupils during this period.

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

View this alongside guidance on how to self-isolate when you travel to the UK.

As usual, we request that 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 that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X will be used in the register.

Pupils who are clinically extremely vulnerable in a future local lockdown scenario only

View this alongside guidance on shielding and protecting extremely vulnerable persons from Covid-19.

Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding. We will work closely with parents and carers of these pupils to ensure that when they are in school all reasonable safety precautions are in place including an individual risk assessment.

Should rates of COVID cases rise in our area, children still on the shielding list (or family members still on the shielding list), may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents will be asked to share with the school. Non-attendance in accordance with guidance from PHE or the DHSC in these cases will be recorded as code X.

Glapton Academy will contact parents of pupils who are shielding when any additional measures in our area are lifted and shielding is paused again, so that they can return to school.

Code X will not be used for sessions if a pupil has been advised to return to school but does not do so. Normal attendance procedures will apply.

## **Local lockdown**

If rates of the disease rise in our area we may need to prevent some pupils from attending. Glapton Academy will follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. If we have to limit attendance to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - will be used for pupils who are asked not to attend.

## **Remote education**

If a pupil is not attending due to circumstances related to coronavirus (COVID-19), we will immediately offer access to remote education. We will keep a record of, and monitor engagement with this activity.

## **Data collection**

Collection of school attendance data as part of the school census will resume in January 2021, collecting data for the autumn term 2020. Subject to the necessary legislation being made, from January 2021, the census will collect attendance codes in addition to absence codes.

## **Arrangements for Attendance**

Entry to Glapton Academy will be as follows:

### **Manor Farm Lane Gate**

8.45am Elm & Birch

9am Chestnut and Beech

### **Glapton Lane Gate**

8.45am Sycamore & Oak

9am Willow & Juniper

### **Green Lane Gate**

8.45am Hazel & Cherry

9am Alder & Rowan

### **Glapton Lane Nursery Gate**

8.45am Walnut

9am Larch

9.15am/12.45pm Saplings

## **Arrangements for Leaving School at the End of the Day**

Exit from Glapton Academy will be as follows:

### **Manor Farm Lane Gate**

3pm Elm & Birch

3.15pm Chestnut and Beech

### **Glapton Lane Gate**

3pm Sycamore & Oak

3.15pm Willow & Juniper

### **Green Lane Gate**

3pm Hazel & Cherry

3.15pm Alder & Rowan

### **Glapton Lane Nursery Gate**

3pm Walnut

3.15pm Larch

12pm/3.30pm Saplings

## **Arrangements for Late Arrivals**

An adult will remain on each gate for 10 minutes after arrival time to collect latecomers whose parents have to use multiple gates.

Children arriving late for other reasons after gate closure will need to report to Glapton Lane Nursery Gate and ring for the office.

## **Arrangements for Following Up Pupils' Absence**

Glapton Academy will continue to apply the same arrangements identified in our Attendance Policy and Safeguarding Policy to check upon the welfare of our pupils when they do not attend the academy.

This appendix will be reviewed as and when Government advice on attendance and attendance registers changes.