



Pupil Attendance

Covid-19 Addendum

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Attendance Policy COVID-19 Addendum

Introduction

At Fairfield, we strive to create an environment which enables and encourages all members of the community to aspire to excellence, to achieve their potential and make accelerated progress. For our pupils to gain the greatest benefit from their education, it is vital that they attend on time and every day unless the reason for the absence is unavoidable.

Aims of the Policy

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

- Allowing and encouraging vulnerable children to access full-time education in school
- Allowing the children of critical workers to access full-time education in school if parents/carers cannot keep them at home
- Following up on absence among any pupils who we expect to attend school

This addendum applies during the national lockdown currently in place. 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 pupils.

Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on restricting attendance during the national lockdown, and its [addendum](#) to the school attendance guidance for the 2020/21 academic year.

In section 4.3 of this addendum, where we refer to 'close contact', this means:

Face-to-face contact, including:

- Being coughed on
- A face-to-face conversation within 1 metre
- Being within 1 metre for 1 minute or longer without face-to-face contact
- Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day)
- Travelling in a small vehicle or a plane

This definition is from the DfE's guidance on restricting attendance during the national lockdown (linked above, page 24).

Pupils eligible to attend school during national lockdown

Vulnerable children

We expect all vulnerable children to attend school. In particular, children with a social worker are expected to attend due to their safeguarding and welfare needs.

The definition of vulnerable children includes those who:

Are assessed as being in need under section 17 of the Children Act 1989, including:

- Looked-after children
- Children with a child in need plan
- Children with a child protection plan
- Have an education, health and care (EHC) plan

Parents/carers must inform the Tanzila Ilyas (Designated safeguarding lead) if their child:

Falls into one of the categories above (and is therefore expected to attend school) but parents/carers wish for their child to learn from home

Has had a change in circumstances, which means their child now falls into one of the categories above

Does not fit into one of the categories above but parents/carers have concerns that their child is otherwise vulnerable

Children of critical workers

Parents/carers who are critical workers should keep their child at home if they can. If this is not possible, children of critical workers are able to attend school.

Critical workers are those whose work is critical to the coronavirus and EU transition responses, including parents/carers who work in:

- Health and social care
- Education and childcare (including social workers)
- Key public services (including the justice system, religious staff, charities delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting)
- Local and national government who are involved in delivering the coronavirus response, EU transition or essential public services
- Food and other necessary goods
- Public safety and national security
- Transport and border (including transport systems through which supply chains pass, and the construction and operational support of critical transport and border infrastructure through which supply chains pass)
- Utilities, communication and financial services

A more detailed list of critical workers is available on the government website.

Parents/carers that qualify must notify the school if they wish for their child to attend, by contacting Tanzila Ilyas/ John Page

Where 'not attending in circumstances related to coronavirus' applies

For the 2020/21 academic year, there is a new category of non-attendance to capture circumstances where pupils cannot attend school due to COVID-19: 'Not attending in circumstances related to coronavirus'.

This applies where a pupil'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 or transmission of coronavirus

Pupil due to attend school develops symptoms or lives with someone who develops symptoms

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

- **If the pupil's test result is negative:** the pupil 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 (e.g. with a different illness).
- **If the symptomatic person tests negative:** the pupil will stop self-isolating and return to school.

Pupil due to attend school or a 'close contact' of theirs receives a positive test result

- The pupil's parent/carer must notify the school about the positive test result as soon as possible.
- Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms (i.e. the day the symptoms started and the next 10 full days), 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 pupil's household tests positive, the pupil must self-isolate for 10 days from the onset of the household member's symptoms (as above, the isolation period includes the day the symptoms started and the next 10 full days).
- If a 'close contact' of the pupil tests positive, the pupil must self-isolate for 10 days from the day after the pupil last met with the 'close contact' who received the positive result (i.e. the isolation period includes the date of the last contact and the next 10 full days).

Pupil due to attend school is required to shield

- Shielding is in place during the national lockdown. Pupils who are clinically extremely vulnerable should not attend school.

Remote learning provision

Fairfield School will provide access to remote education for pupils not attending school for the scenarios included in the section above, or other examples that come under the category of 'not attending in circumstances related to coronavirus'.

Recording attendance of all pupils

We will take our attendance register at the start of each school day and once during the afternoon. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances'
- Not attending in circumstances related to coronavirus

Following up on absence

If we have not heard from you by **9.30am** we will call the contact numbers, you have given us to find out why your child is not in school

If none of your contact numbers answer, and you have a social worker, they will be informed to carry out a welfare check

If you do not have a social worker, and none of your contact numbers answer, school will make a home visit to ensure the wellbeing of your child, and parents/carers

If we are still not able to verify the welfare of your child the school will notify Children's Services / Police. This is to ensure the welfare of the child absent is known and raise an alarm to ensure their safety

Monitoring arrangements

This policy will be reviewed as guidance from the local authority or Department for Education is updated, and as a minimum 3 months during term time . At every review, it will be approved by the full governing board.

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 to shield