



GOVERNORS' POLICY STATEMENT

(05) ATTENDANCE

Coronavirus Addendum

Approved by:	SLT	Date: October 2020
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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/carers 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
- › Travelling in a small vehicle, like a car, with an infected person

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 the relevant section within our 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

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

The student's parent/carer must notify the school about the positive test result as soon as possible by contacting the school and speaking with attendance office staff or emailing attendance@oakwood.surrey.sch.uk

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 [exemptions list](#).

The student must quarantine for 14 days on their arrival to the UK and return to school thereafter.

4.4 Student is required to shield during a local lockdown

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scanned copy to attendance@oakwood.surrey.sch.uk or a photocopy to the school address.

The student will stay at home until the shielding measures in the local area 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.

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.

- When a parent/carer notifies the Attendance Department that their child is self-isolating or has been asked to self-isolate, a member of the department will make contact to inform the parent/carer that an email will be sent out to them on the email address held on the school database with instructions on how their child can access remote learning.

- › A student can access work for each subject they take which is in line with the current programme of study via the self-isolation links on the school website. These are not password protected therefore a student can access on any device without needing their login details.

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 outlined in the Unauthorised Leave of Absence section of 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 at their designated time slot on each school day.

The register for the first session will be taken at 8.40am for Years 8 & 10 on Week A and Years 7, 9 and 11 on Week B and students arriving after 8.50am will be marked as late. The register for the first session will be taken at 9.05am for Year 7, 9 and 11 on Week A and Years 8 & 10 on Week B and students arriving after 9.20am will be marked as late. In line with our usual attendance policy if any student arrives after the registers close at 9.30am, a U code will be given which is an unauthorised absence unless there is a valid reason provided for the absence such as a medical appointment. The register for the second session will be taken at 12.25pm and will be kept open until 12.45pm.

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 by sending out Truancy Call
- › Notify their social worker, where they have one

If a student does not attend because they, and/or their parent/carers are concerned about returning to school because of coronavirus, we will:

- › Arrange a phone call/video meeting/in-school appointment between the parent/carers and a member of the pastoral team to outline the protective measures the school is and has taken to keep students safe

6.1 Legal sanctions

As stated in the [DfE Guidance for Full School opening](#), school attendance has been mandatory from the beginning of the autumn term. This means from that point, the usual rules on school attendance apply, including the availability to issue sanctions, including fixed penalty notices in line with our local authorities' codes of conduct. Further detail can be found in our usual attendance policy.

7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum half termly by Mr Easlick (Deputy Headteacher) and Mrs Sherman (Student Support Welfare and Attendance Manager). At every review, it will be approved by the Senior Leadership Team and the Governing Body informed.

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
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
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 (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