



Addendum to Helmshore Primary School

Attendance Policy

2020 – 21

Expectations of Attendance

In their published guidance, the Department for Education have clearly stated that:

- From the start of the Autumn term 2020 attendance in school is mandatory and the usual rules on attendance apply
- Schools should now record attendance and follow up absence in the usual way
- The duty on parents to ensure the regular attendance of children of compulsory school age is no longer disapplied
- The ability to issue sanctions such as penalty notices is no longer disapplied

The school day

- Excellent punctuality is very important as the school day is structured to avoid mixing and to enable social distancing. Pupils arriving late may compromise the safe running of school.
- If pupils are late, a senior member of staff will speak to them and contact will be made with parents/carers.

To address the requirements of reopening safely there are some changes to processes in school. The school day is now: Refer to Appendix A

Pupils are expected to be in school by the times stated in Appendix A. Pupils arriving after these times will receive a L (late mark) or a U mark (unauthorised absence), depending on how late they are.

The recording of attendance

Attendance registers will be marked as laid out in the DfE School Attendance Guidance and as detailed in our main Whole School Attendance Policy. During this academic year, there will be the use of an additional code X (as outlined in the DfE

School Attendance Guidance Addendum). This will be used to record situations when pupils are not able to attend school due to:

- self-isolation
 - pupil or household member has coronavirus symptoms*
 - pupil has had close contact with someone with symptoms/confirmed positive COVID19 and told to self-isolate by NHS Test and Trace/Public Health
 - pupil is under a period of quarantine, e.g. following a relevant trip overseas
- staying at home following advice of a health professional, where they are clinically extremely vulnerable, in a local lockdown scenario only
- advice from DHSC or PHE advising them to stay at home in a local lockdown scenario

In all the above cases, school will provide access to remote education.

*all pupils with coronavirus symptoms are advised to get a test.

If the test is negative and the pupil feels well enough, they can return to school.

If the test is positive, the pupil should self-isolate for at least 10 days from the onset of their symptoms. The absences following the positive test result will be marked as I (authorised absence).

The X code is not classed as an absence for statistical purposes.

What happens if my child develops symptoms when on site?

In this situation, we will make immediate contact with parents/carers in order to send the pupil home. It is **essential** that parents have provided us with up to date contact details and that parents respond quickly, to enable us to remove the pupil from site as soon as possible, following the latest DfE guidance for schools.

Parents/ carers should ensure that a test is requested and inform school of the result of this test as soon as possible.

School attendance framework and support to encourage good attendance

The school attendance framework remains as outlined in our main school attendance policy.

Leave requests

The school policy and procedure around leave in term time remains the same. Any leave in term time will only be granted in exceptional circumstances. Parent/carers must request permission for the leave **before** the absence. Requests cannot be agreed retrospectively.

Whilst the current situation feels exceptional to us all this should not in itself be seen as an exceptional reason to support a request for leave. The Covid-19 situation has affected all families. The lengthy absences from school were unavoidable but now

we are able to return to face-to-face teaching, it is essential that we have full classes to enable pupils to fill in any learning gaps.

Parents should also consider the consequences of potential quarantine on their child's attendance at school.

Policy review date: July 2021

Signed; Chair of Governors

Signed; Headteacher

Appendix A

Year Group		Arrival		Home time Arrangements
EYFS	8.55am	Children enter through top gate on Gregory Fold, greeted by staff and escorted into school via EYFS door.	2.45pm	Children escorted to Top Gate and collected by parents.
Year 1	8.45am	Children enter through top gate on Gregory Fold, greeted by staff and escorted into school via the side door.	2.55pm	Children escorted to the top gate and released to parents
Year 2	8.45am	Children enter through central gate on Gregory Fold, greeted by staff and escorted through the front entrance	2.45pm	Children escorted through the front door to the middle gate on Gregory Fold and released to parents.
Year 3	8.55am	Children enter through central gate on Gregory Fold, greeted by staff and escorted through the front entrance	2.50pm	Children escorted through the front door to the middle gate on Gregory Fold and released to parents.
Year 4	8.45am	Children enter school grounds via the bottom gate on Gregory Fold, greeted by staff, enter school via Acorns entrance.	2.55pm	Children escorted via the side exit to the middle and bottom gate on Gregory Fold. 4J Parents to wait at the front of school at the middle gate on Gregory Fold. 4A Parents to wait at the front of school at the bottom gate. Children to be escorted out of Acorns Door and released to parents, 4J to leave first, followed by 4A
Year 5	8.50am	Children enter school via bottom gate on Gregory Fold, greeted by staff, enter school via Acorns entrance.	3.00pm	Children escorted via the side exit to the middle and bottom gate on Gregory Fold. 5B Parents to wait at the front of school at the middle gate on Gregory Fold. 5J Parents to wait at the bottom gate on Gregory Fold. Children to be escorted out of Acorns Door and released to parents, 5B to leave first, followed by 5J
Year 6	8.55am	Children enter school via bottom gate, greeted by staff, enter school via door by Class 6H	3.05pm	Children escorted via the side exit to the middle and bottom gate on Gregory Fold. 6H Parents to wait at the front of school at the middle gate on Gregory Fold. 6K Parents to wait at the bottom gate on Gregory Fold.