



Addendum to Helmshore Primary School

Attendance Policy

2020 - 2021

Attendance expectations

In their [coronavirus operational guidance](#) for schools, the Department for Education has stated:

School attendance will be mandatory for all pupils from 8 March 2021.

The usual rules on school attendance apply, including:

- parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

As usual, school is responsible for recording attendance, following up absence and reporting children missing in education to the local authority.

Pupils must not come into the school if:

- they have one or more [coronavirus \(COVID-19\) symptoms](#)
- a member of their household (including someone in their [support bubble](#) or [childcare bubble](#) if they have one) has coronavirus symptoms
- they are required to [quarantine](#) having recently visited countries outside the Common Travel Area
- they have had a positive test

Parents/carers must arrange a test if their child develops [coronavirus symptoms](#). If a pupil tests negative and they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating and return to school. If someone in the pupil's household has symptoms, the household should self-isolate and the affected member of their household should get a test.

Pupils must cease to attend and not attend for at least 10 days from the day after:

- the start of [coronavirus symptoms](#)

- the test date if they did not have any symptoms but have had a positive test, whether this was a [Lateral Flow Device \(LFD\) or Polymerase Chain Reaction \(PCR\) test](#)

Pupils who have been confirmed as clinically extremely vulnerable (CEV) should shield and stay at home. School may request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place.

The school day

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 how late they are.

Attendance recording

Attendance registers will be marked as laid out in the DfE [school attendance guidance](#) and as detailed in our main Whole School Attendance Policy.

School will use code X for pupils who are self-isolating or quarantining because of coronavirus in accordance with relevant legislation or guidance published by PHE or the DHSC, or who are awaiting coronavirus test results. Code X is not classed as an absence for statistical purposes.

If a pupil remains unwell following a negative coronavirus test result (such as with a different illness), then they should be recorded as code I (illness), as would usually be the case. Code X will be used up until the time of the negative test result.

If a pupil tests positive for coronavirus, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only 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 be recorded as code I (illness) until they are able to return to school.

School will provide access to remote education for pupils who are unable to attend because they are self-isolating or shielding due to coronavirus.

Pupils who develop coronavirus symptoms on site

If your child develops coronavirus symptoms whilst in school, 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 the pupil to leave the school site as soon as possible, following the latest DfE and PHE 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.

Support to encourage good attendance

Some pupils and parents/carers may be reluctant or anxious about returning to school. This may include pupils who:

- have previously been shielding but have been advised they no longer need to shield
- live in a household where someone is clinically vulnerable (CV) or clinically extremely vulnerable (CEV), including young carers
- are concerned about possible increased risks from coronavirus, such as those who have certain conditions such as diabetes and asthma

If you or your child have any concerns about attending school during the coronavirus pandemic, please contact school as soon as possible so that we can assess the situation and offer support if required.

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.