

Addendum to the Whole School Attendance Policy in the light of Covid-19

Valid: June 1st- 30th 2020

1. Who should attend school at this time?

- Vulnerable children unless the risk assessment process indicates they are not able to attend (usually due to health needs). This applies to those students with an EHCP and also those open at CIN and CP level to Children's Social Care alongside other students where we have agreed a placement in school is in their best interests
- Students of key workers (where required. Employer evidence and work pattern required along with confirmation that adult childcare is not available at home)
- Year 10 students for face-to-face contact from 15 June 2020 (on clearly structured 'invitation' basis to cover all members of Year 10 by the end of the academic year)
- There will be some socially distanced face to face meetings taking place in school this half term for the following groups of students and will be by invitation only:

Student group	Location	Staff Lead
EHCP Annual Reviews	Arts Theatre	J Clarke
Y11 CEIAG/risk of NEET	Dining Room Conservatory Area	D Paxton
Vulnerable families in need of support	M18	K Haury
New Year 7 Uniform Fitting	Under the canopy at the front of school	J Marshall

DfE Guidance around the attendance of vulnerable students has been updated to state:

'Vulnerable children and young people's attendance is expected, where it is appropriate for them (that is, where there are no shielding concerns for the child or their household, and/or following a risk assessment for children with an EHC plan) so that they can gain the educational and wellbeing benefits of attending. Vulnerable children and young people - regardless of year group - that have not been attending in the recent period are expected to return to nursery, early years, school or college provision where this would now be appropriate for them to do so. A brief summary of attendance expectations across the different groups of vulnerable children and young people is as follows:

- *For vulnerable children and young people who have a social worker, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on households with possible coronavirus infection, and shielding and protecting people defined on medical grounds as clinically extremely vulnerable).*

- *For vulnerable children and young people who have an education health and care (EHC) plan, attendance is expected where it is determined, following risk assessment, that their needs can be as safely or more safely met in the educational environment.*
- *For vulnerable children and young people who are deemed otherwise vulnerable, at the school, college or local authority discretion, attendance is expected unless the child/household is shielding or clinically vulnerable (see the advice set out by Public Health England on households with possible coronavirus infection, and shielding and protecting people defined on medical grounds as clinically extremely vulnerable).'*

2. Provision for those students not currently eligible for a place in school

Those students who are not eligible for a place at this time are expected to work at home to complete the work set for them by their teachers. A two week timetable is in place to ensure coverage of all subjects studied in each student's curriculum. Work is available electronically and new work packs are produced fortnightly to support students without access to appropriate technological devices and/or internet access.

3. What if I do not want a place in school for my child at this time?

Eligible children – including priority groups – are strongly encouraged to attend their education setting, unless they are self-isolating or they are clinically vulnerable.

Parents will not be penalised if their child does not attend school at this time, but Lathom staff will be working with our students and their families to support and prepare them for a return to school. If a student is not engaging with the remote learning set, we may ask that your child begin to attend school so they are not vulnerable in terms of poor educational outcomes upon return to school.

School registers will be used and absences will be recorded. At this time, all absences will be recorded as authorised. The data held in School Attendance registers at this time will not count towards your child's or to the school's overall attendance data.

4. When should your child NOT attend school

IT is **ESSENTIAL** that you do not send your child to school for 7 days if they have any of the following symptoms:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

If these symptoms remain (excepting the cough) after the 7 days then they should remain at home until these symptoms pass.

You should also not send your child to school if:

- *The household is self-isolating* - from day 1 of a member of the household showing the above symptoms, the remainder of the household should self-isolate for 14 days. If they subsequently become ill then they should isolate for 7 days or until they no longer have a high temperature and/ or loss of smell and taste
- They have tested positive for Covid-19 - they should then isolate for 7 days
- A student in the class tests positive- we will inform you if this happens. At this point, your child should self-isolate for 14 days. **Parents should ensure that school has an up to date emergency contact number and it is expected that a family member will be on alert and available to collect the student from school very quickly.**
- Any student who is classed as clinically extremely vulnerable should not attend school - **You will know this as you will have a letter to direct your child to shield. We may be required to ask for a copy of this letter.**
- Any student who is clinically vulnerable AND has medical advice advising to shield. **We may ask to see a copy of this advice.**
- If a member of your household is classed as extremely clinically vulnerable, we will discuss individually the measures that may be needed to ensure a safe return to school. We will only ask for a return to school in cases where we are clear that strict social distancing can be adhered to at all times
- If a member of the household is classed as clinically vulnerable or is pregnant then the student IS ABLE to attend school.

5. What happens if my child develops symptoms when on site?

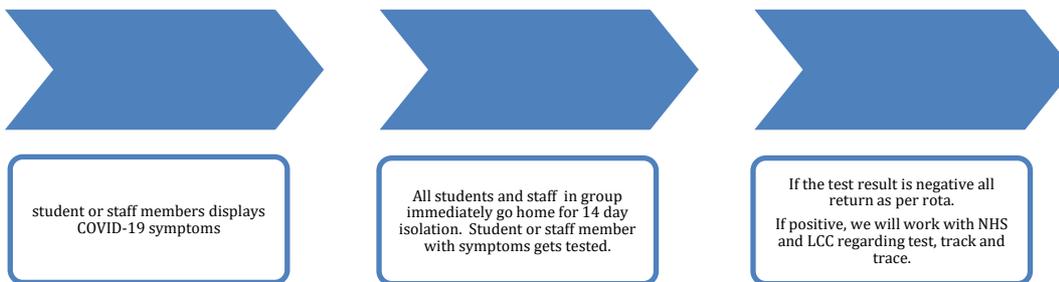
In this situation, we will make immediate contact in order to send the student home. **It is ESSENTIAL that parents have provided us with up to date contact details and that parents respond quickly to enable us to remove the student from site as soon as possible.**

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

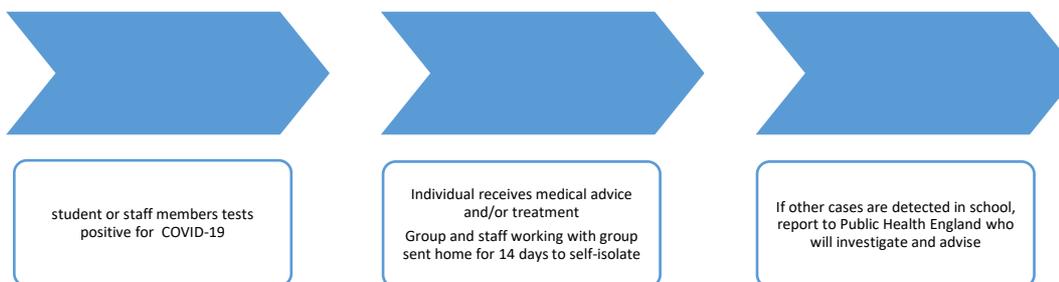
If the test is positive then the student should remain at home for 7 days and the class group will be self-isolated.

If the test is negative then the student should return to school as soon as they are well.

Actions if a student or staff member displays COVID-19 symptoms



Actions if there is a confirmed case of COVID-19 in school



School procedures

- 1. The School day** – the timings of the school day will vary for students in the vulnerable/keyworker 'bubbles' and Year 10 students attending for face-to-face contact. These timings will be communicated to parents separately.

2. Absence from school

In the circumstance of a student who is due into school not attending at school at the required session time:

School will:	Parent/ carer will:
<ul style="list-style-type: none"> Investigate the absence and code the register as below Consider if any safeguarding responses are necessary Make contact with the family if a pattern of absence develops 	<ul style="list-style-type: none"> Inform school by telephone call or email 01695 711601 or s.taylor@lathom.lancs.sch.uk Provide an expected return date and a reason for the absence If the absence is Covid-19 related the parent should request a test and inform school of the outcome of the test

3. Punctuality

Students will be registered in their class groups and will be expected to arrive at the times communicated by staff. It is important that students be on time as the school day is structured to avoid mixing and ease social distancing. To avoid students congregating on arriving at school, all students will travel to school by taxi (paid for by school) or be dropped off by parent. Late students may compromise the safe running of school and, therefore, if students are late a senior member of staff will speak to them and contact will be made to parents/carers.

4. Attendance/ absence codes

The school registers will be completed to follow DFE guidelines.

Code	Meaning	Use
X	Not required to attend	Used when the student does not fit into the eligible groups (as above) and when provision is not offered to that student group during that session.
Y	Absent due to exceptional circumstances	Students who are eligible to attend but are shielding or household isolating.



		This also includes students with an EHCP where the risk assessment process has determined that they are not required in school.
#	Planned closure	Used when there are NO students in school at all. For example, deep cleaning taking place
B	Educated off site	Used for student attending a hub or host school
L	Lateness before register closes	
I	Absent due to illness	Any illness- including Covid – 19 symptoms We may ask to see your evidence of Covid test results. <i>We will not be following our usual practice of requesting medical evidence at this time. This requirement will resume when it is safe to do so.</i>
C	Authorised absence	Used for students who are eligible but not in attendance at school due to either parental choice or other circumstances such as bereavement. This code will also be used if no reason for absence is provided.
M	Medical appointment- counts as absence	Medical evidence will be required to support this absence.
E	Exclusion- absence	Please note that our amended behaviour policy

		confirms that exclusions will occur if there are serious breaches of policy.
D	Dual registered	Used for students attending alternative provision.

During this time, school will not be using unauthorised marks such as O, N, and U

5. Legal intervention

Absences during this period are exempt from prosecution.

Under the Coronavirus Act 2020, we have disapplied certain statutory provisions, so that the parent of a child of compulsory school age is not guilty of an offence on account of the child's failure to attend regularly at the school at which the child is registered (section 444 of the Education Act 1996). This means that parents will not be penalised if their child does not attend school.

6. Leave requests

The protocol and school policy around leave in term time remains the same. This will only be granted in exceptional circumstances. Parents/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 upon all families. The lengthy absences from school were unavoidable but once we are able to return to face to face teaching it is essential that we have full classes to enable students to fill in any learning gaps.

Policy to be reviewed on June 30th 2020