

Maplewell Hall School



Attendance Policy Addendum Autumn 2020

Addendum – Attendance guidance for Autumn 2020 return

Introduction

Government Guidance states that all pupils in all year groups will return to school full time at the beginning of the autumn term.

This addendum to the Attendance Policy is for use by Maplewell Hall School during the arrangements of pupils returning to school now the prevalence of COVID 19 has decreased and track and trace is in place. It is to be used in conjunction with, and read alongside, the existing Attendance Policy.

We will continue to promote good attendance; it is the responsibility of all of the Maplewell staff, thus enabling and encouraging all pupils to achieve excellence. Attendance has a direct relationship with the attainment of individuals and groups of pupils and the standards thereby achieved by the school. Securing good attendance is a fundamental responsibility within our duty to safeguard and promote the welfare of the children in our school.

Absence from school remains detrimental to a child's education. Any unexplained absence from school will be followed up in the normal manner as per the existing policy. This is in line with our safeguarding policy and practices.

The risk to children themselves becoming severely ill from COVID 19 is extremely low, there are however negative health impacts of not attending school.

Maplewell Hall School will reinforce that it is the 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.

It is the school's responsibility to record attendance and follow up absence.

Schools are able to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct, however Maplewell Hall School would like to ensure we have exhausted every alternative option prior to issuing sanctions, including fixed penalty notices.

1. Prevention

1.1 Minimise contact with individuals who are unwell by ensuring that those who have COVID19 symptoms or who have someone in their household who does, do not attend school.

2. How can Maplewell Hall encourage pupils to attend and maintain good attendance?

2.1 Maplewell Hall will communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year.

2.2 Staff need to identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.

2.3 Schools are required to put measures in place for those families who will need additional time and support to secure pupils' regular attendance.

2.4 Staff will need to work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of nonattendance.

3. Educated Otherwise

3.1 Pupils on Educated Otherwise Packages (EO) settings will return to school full-time from the start of the autumn term.

3.2 To support this return, AP settings must comply with health and safety law which requires employers to assess risks and put in place proportionate control measures.

4. Becoming unwell at school

4.1 If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

4.2 If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

4.3 PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) More information on PPE use can be found in the [‘Safe working in education childcare and children’s social care settings, including the use of personal protective equipment \(PPE\)’](#) guidance.

4.4 Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.

5. Pupils who are shielding or self-isolating

5.1 A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are in close contact of someone who has coronavirus (COVID-19).

5.2 If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent.

5.3 Some pupils no longer required to shield, but who generally remain under the care of a specialist health professional, may need to discuss their care with their health professional before returning to school in September.

5.4 Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

6. Safeguarding

6.1 We will continue to apply all safeguarding responsibilities connected to pupil attendance at school as detailed in the policy.

6.2 Non-attendance of timetabled pupils should be followed up in the usual way and the reason for absence should be documented on Go4S and/or MyConcern.

6.3 Where every effort has been made to contact a family of a child that has failed to attend and there are safeguarding concerns, a home visit may be required. No staff member should enter the property, they should ensure that social distancing is adhered to. If further concerns are raised reporting should take place through the normal channels.

6.4 Please follow the following Maplewell guidelines when undertaking home visits.

- Do not enter the home
- Knock on the door and then speak to parent/carer and child from a safe distance ideally 2 metres from the front door
- If a family is self-isolating, view the child through a window and ascertain as best you can through gestures, thumbs up, waving, lip reading, etc. that the child is safe and well
- It is important to physically see the child, even if only through a window
- All home visits should be undertaken in pairs.

7. Essentials

7.1 No one with symptoms should attend Maplewell Hall School for any reason.

8. Register Coding

8.1 Recording absence due to Covid-19 related circumstances should be noted as an X.