PGHS Attendance Policy Appendix for the Coronavirus Impacted Period

For the duration of the Coronavirus pandemic, Penwortham Girls' High School will adhere to the UK Government's attendance guidance and will following the procedural changes introduced by our local educational authority, Lancashire County Council.

It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on their education, wellbeing, and wider development. Schools are required by the government to be clear with parents and carers that pupils of compulsory school age must be in school unless a statutory reason applies.

The aim of this policy appendix is to ensure school is ready to welcome back all pupils full-time from the beginning of the autumn term. This policy amendment recognises that some school norms and routines have been disrupted by the coronavirus outbreak and that some pupils may have been exposed to a range of adverse experiences, outlining the actions we will be taking to reset attendance expectations and to support the successful reintegrate of pupils.

Attendance from September

Attendance is **mandatory** for **all** pupils from the start of the new school year. This means that from the first of September 2020, the usual rules on school attendance will apply, including:

- Parents' duty to ensure that their child attends regularly.

- Schools' responsibilities to record attendance and follow-up absences.

- The availability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct.

Students will be expected to attend school on time, unless:

- Pupil illness

Pupils exhibiting any coronavirus symptoms should not attend school in any circumstance, as this could lead to a wider population outbreak. Children exhibiting symptoms should be tested as quickly as possible *and school informed of the outcome*.

Coronavirus symptoms:

- a new continuous dry trickly cough

- a high temperature

- a loss of, or change in, your normal sense of taste or small (anosmia)

- Vital medical appointments (where possible, please arrange appointment for weekends or after school).

- Religious observance

- Authorised absence due to exceptional circumstance

- Self-isolation due to displaying Covid-symptoms (10-days from the onset of their symptoms), being asymptomatic but receiving a positive test result (10-days from their test result) or because of close contact with someone who has (14-day period).

NB: Students will only be able to return to school after displaying Covid related symptoms if their bubble is attending at that time. If their bubble has been sent home to self-isolate, recovered students will need to wait until their bubble is given the green light.

NB: Self-isolating students will be set work remotely. Engagement with this work will be closely monitored.

- Shielding (self-isolating due to a family member who is shielding).

Shielding advice for all children will pause on the 1st August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list are also expected to return to school, as can those who have family members who have been shielding.

If rates of the disease rise in our local areas, children (or family members) from our area, may be advised to temporarily shield during the period when rates remain high. As with cases of self-isolation, in the event that a pupil is unable to attend school due to shielding, work will be set remotely and closely monitored.

- Partial or full school closure following Public Health England advice.

<u>Recording of Attendance from September</u>

To make sure all schools record absence in an accurate and consistent way the government has made changes to the regulations governing school attendance registers to add a new category of 'not attending in circumstances related to coronavirus (COVID-19)' (X).

NB: Number codes 7, 8 and 9 are no longer in use.

This category must only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be contrary to guidance relating to the incidence or transmission of coronavirus or prohibited by any legislation.

Code X should be used in the following circumstances:

- Student is exhibiting covid-19 symptoms and is awaiting a test/the result – NB: Code X should be used for the period of self-isolation until the test result. After the test, if the pupil is diagnosed as having Covid, or continues to feel unwell with an unrelated illness, this should be recorded using the 'I' code (illness).

- Student is self-isolating due to close contact with someone who has tested positive for Covid-19.

- Student is clinically vulnerable and is shielding due to medical advice from a consultant or an escalation of local lockdown rules.

- Students who are required by legislation to self-isolate as part of a period of quarantine.

- Local rates of Covid require schools to follow Public Health England advice to limit attendance amongst certain groups (bubbles).

\# - Planned closure – used when there are no students in school, for example, when a deep clean is required.

NB: this new category of non-attendance (x) will not count as an absence (authorised or unauthorised) for statistical purposes.

From September, we will resume the expectation that parents will let the school know if their child is unable to attend school and the reason for the absence. If school has had no contact from parents prior to morning registration on the first day of absence, our attendance team will endeavour to make contact with the pupil's parent/carer. If no contact can be made, the absence will be recorded as unauthorised and could lead to the issuing of a penalty notice.

Correspondence with Parents due to a Covid-related absence

The following questions are to be asked when a student is absent from school due to a Covid-related reason. This information is needed is maintain the tracking and monitoring processes outlined below.

Initial absence:

- Why is your daughter absent? (Ill with symptoms, isolating, shielding, quarantining)

If the student is symptomatic:

- What are your daughter's symptoms? (Temperature, dry persistent cough, lost of smell and taste).

- When were these symptoms first noticed?

Advise parents that the student should be tested asap and the results shared with school. In the meantime, the student and their family should self-isolate.

If the test is positive:

- Other than your daughter's bubble, are there other students who have had 'close contact' with your daughter, e.g. students they travel to school with.

Tracking of Covid-Related Absences and Remote Learning

All Covid related absences will be recorded and tracked.

- Weekly 'X' figures will be reported on our weekly attendance summary.

- A daily list of 'X' pupils / bubbles will be emailed to all staff.

- A 'live' list of 'X' pupils will be on display in the pastoral office.

- Return to school dates following Covid contraction, isolation or quarantine will be identified and communicated to parents.

- A live document tracking all X pupils, the reason for absence and the expected return date will be maintained and is available to all senior and pastoral middle leaders (T:Drive, Pastoral, AIW, Covid Absence)

- Home learning engagement will be recorded by teaching staff on a central tracker – SharePoint.

- Non-engaging individuals will be closely monitored. Non-engaging students will be linked to a staff tutor.

- Staff tutors will make daily contact, check on task completion and liaise with class teachers as appropriate.

School Support

The attendance team will be working closely with Raising Achievement Coordinators and pastoral staff to help identify students whose attendance could be affected by the need for additional social and emotional support. Pupils may be reluctant or anxious about returning to school, particularly if they fall into one of the following groups:

- pupils who have been shielding.

- those living in households where someone else is clinically vulnerable.

- students concerned about their comparative risk to coronavirus, such those from a BAME background or children with certain conditions such as obesity and/or diabetes.

A proactive approach will be taken with pupils who have previously had poor attendance, particularly in cases where there have been low levels of engagement during the home school period.

The attendance team will work closely with parents of pupils where returning to school is proving more challenging. We will aim to build strong relationships and to maintain an open dialogue with parents who need further support, information, or reassurance on the importance and/or safety of returning to school.

In cases where there is no medical evidence at a consultant level advising against attendance at school (i.e. the need to shield), but there are some significant and genuine health concerns, school will consider the use of a temporary period of remote learning or a phrased return (Code C). Such measures will only be used as a short-term intervention and will require regular reviews while the school builds-up the confidence to fully attend school.

Where it is felt that a parent and/or pupil is failing to engage with the support provided, the full range of attendance related sanctions will be considered, including the issuing of penalty notices.

NB: In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend school.

Support for self-isolating pupils

School has a responsibility to ensure pupils who are self-isolating (X) are able to continue their learning remotely during their period of absence from school. All teachers are required to upload any lesson resources onto ClassCharts (or any other appropriate online platform). Teachers should make every effort to ensure resources are appropriate for home learning. If necessary, pupils and teachers can communicate directly through the school's email system.

A daily X list will be circulated by the Attendance Officer to all teaching staff to ensure all self-isolating students are catered for.

Engagement levels will be monitored on a lesson-by-lesson basis. Where students appear not to be completing online work, they will be linked to a staff tutor who will work with the individual to ensure remote learning is access and attempted.

<u>Punctuality</u>

It is vital when school re-opens to all pupils in September 2020 that students arrive at school 'just in time'. In order to reduce contacts between pupils, different year groups will have different start and end times. Students arriving late increase the risk of out-of-bubble contacts, potentially, spreading the disease across the school community.

Start and End time:

KS3 (Years 7, 8 and 9): Arrive from 8.30 - school opens at 8.40.

KS4 Years 10 and 11): Arrive from 8.50 – school opens at 9.00.

Students who arrive late with no valid reason, increasing the risk posed to all members of the school community will be sanctioned. Parents will be approach and expected to work with the school to prevent tardiness.

What to do if…	Action needed	Code	Return to school when…
…my child has coronavirus symptoms • Dry cough • High Temp • Anosmia	• Do not come to school • Contact school daily • Self-isolate • Get a test - Inform school immediately about test result.	Code X	…if the individual receives a negative test result and they have had no fever for 48 hours.
…my child tests positive for coronavirus	• Do not come to school • Inform school and provide evidence of the test result immediately. • Self-isolate for at least 10 days • Remain off school until their bubble returns.	Code I	…child is symptom free, has been without fever for 48hrs and the school informs you that child's bubble has returned (Usually 14 days after the last close contact). NB: Student should return to remote learning as soon as they feel up to it.
…somebody in my household has coronavirus symptoms	• Do not come to school • Contact school daily • Self-isolate / complete remote learning. • Household member to get a test • Inform school immediately about test result	Code X	…the household member's test is negative and nobody in the household is showing symptoms.
…somebody in my household has tested positive for coronavirus	• Do not come to school • Self-isolate for 14 days • Complete remote learning.	Code X	…the child has completed 14 days of self-isolation.
… NHS test and trace have identified my child as a 'close contact' of somebody with confirmed coronavirus.	• Do not come to school • Self-isolate for 14 days • Complete remote learning	Code X	…the child has completed 14 days of self-isolation.
…we/my child travelled and has to self-isolate a part of a period of quarantine.	• Do not take unauthorised leave in term time. Consider quarantine requirements and FCO advice when booking travel. Returning from a destination where quarantine is needed: • Do not come to school • Self-isolate for 14 days	Code X	…the quarantine period of 14 days has been completed.

…we have received medical advice that my child must resume shielding.	• Do not come to school • Contact school as required by the pastoral team • Shield at home.	Code X	…school inform you that restrictions have been lifted and your child can return to school.
…my school has sent my daughter home due to confirmed cases in her class or year bubble.	• Do not come to school • Self-Isolate until provided with further guidance. • If symptoms develop – test and inform school of the outcome.	Code X	…school confirms that the bubble is to return.
…my daughter doesn't have consultant level advise against attending school, but there are significant and genuine health concerns.	• Contact school to discuss the situation and agree a return to school plan. NB: With the provision of daily video conferencing and safeguarding checks, student can be recorded as Code B.	Code C	…support plan has been implemented and the lack of confidence in attending school has been addressed.
…school has been closed to all pupils in all year groups; e.g. for a deep clean.	• Do not come to school	Code #	…school confirms that Public Health England advice is that the school can safely reopen.

Information taken from:

https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year

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Dear Parent/Carer

As your daughter has shown symptoms of Covid-19, she must now begin a period of self-isolation. Your daughter now needs to be tested as soon as possible to ascertain whether or not she has contracted Corona virus. You can arrange for testing by calling 119 or via the government's testing website:

https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested

Your daughter should not return to school without being tested. The results of the test must be shared with school before your daughter can return.

If your daughter's test is negative, she no longer has symptoms and has been without a fever for 48 hours, she may return to school.

If your daughter's test is positive, you must contact school immediately. In such cases, members of your daughter's bubble will be sent home to self-isolate for 14 days as they may be carriers of the disease and we need to take every step possible to avoid further students / bubbles being affected. Additionally, all household members and other people who have had close recent contact with your daughter should begin a period of self-isolation for 14 days. The 14-day period should start from the day when your daughter first displayed symptoms.

Your daughter's learning

It is important that your daughter does not fall behind with her studies whilst she is at home. The materials for every lesson that your daughter misses will be uploaded to ClassCharts or SharePoint, as well as any homework set. It is therefore vital that your daughter has access to ClassCharts and her school email account.

As far as possible, your daughter should complete the work to the best of her ability, and upload to ClassCharts, or email her class teacher, evidence of her completed work.

Many thanks for your continued support,

Mr B Ward, Senior Assistant Headteacher, Pastoral and Progress / Attendance Lead.