



Addendum to Attendance Policy

Applicable to:	✓	All individual academies within NEAT
		Specified academies only
		NEAT Trust
Approval body:	Local Governing Committee of each Academy	
Effective date:	20 September 2020	

Status:

Statutory policy or document	Yes
Review frequency	Termly
Approval by	Local Governing Committee

Publication:

Statutory requirement to publish on website	Yes – school website
If not, agreed to publish on website?	N/A

Version Control:

Revision Record of Issued Versions			
Author	Creation Date	Version	Status
Headteacher (RC)	June 2020	1.0	Final version agreed by local governing committee for communication to staff, parents, pupils
Changed by	Revision Date	Version	Status
Headteacher (RC)	19 September 2020	2.0	Final version of updated addendum agreed by LGC

Review Date	
Frequency	Next Review Due
Termly	Spring Term 2021 (or earlier if required)

Purpose

This document is in response to changes in school operations brought about by the Coronavirus (COVID-19) pandemic. The circumstances in which schools are operating means that usual attendance policy and procedures do not fully apply.

Scope

This document does not replace the existing policy but sets out any changes that will apply while the school is implementing measures to minimise the risks to pupils and staff from the coronavirus (COVID-19) pandemic.

Policy statement

- Department for Education guidance is clear that as schools fully re-open from the start of the autumn term 2020 pupil attendance is mandatory and the usual rules on attendance will apply including:
 - parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil;
 - schools' responsibilities to record attendance and follow up absence;
 - the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct.
- We recognise the concerns and anxieties that parents and carers may have about their child(ren) returning to school and we will work with families to address those concerns.

Specific arrangements

While the school continues to implement measures to minimise the risks of spreading coronavirus, we will not apply the following sections of the school's Attendance Policy in full:

- **Registration:** registers will be kept open until 9:05am to recognise staggered start times which enable pupils arriving at school to socially distance.

Safeguarding

We will continue to monitor attendance for safeguarding purposes:

- If a pupil who is expected to be in school does not attend, we will contact their parents or primary carers to ensure the safety and security of the pupil.
- We will work with the local authority to ensure any unexplained absences are dealt with using the correct channels.
- We will maintain attendance registers in line with the current guidance from the Department for Education, including any updated guidance for recording absence due to coronavirus.

Attendance and illness during coronavirus pandemic

- Pupils and parents should not enter the school grounds if they are displaying symptoms of coronavirus.
- Children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household

- Parents must inform the school if their child (who is expected to attend school) is ill, and/or displaying symptoms of coronavirus, and is unable to attend school as a result.
- If a pupil becomes ill during the school day, parents are expected to collect the pupil promptly.
- Any pupil who displays symptoms of coronavirus or has been in close contact with a confirmed coronavirus case should follow NHS guidance on self-isolating and testing.
- The school will follow government guidance on shielding for extremely clinically vulnerable pupils or those with a family member who is extremely clinically vulnerable.