**Princes Primary School**

**Appendix to Attendance Policy – COVID-19 Response**

This document does not replace our existing Attendance Policy which can be found on our school website, but it outlines our attendance procedures for the period of school re-opening from September 2020 until the next review in January 2021.

**Background**

In March 2020 when the coronavirus (COVID-19) outbreak was increasing, the Government made amendments to the legislation which meant parents would not be penalised or sanctioned for the child's non-attendance at school.

It is now vital for **all children** to return to school to minimise the long-term impact of the pandemic on children's education, well-being and wider development.

**School attendance** will be compulsory from the beginning of the Autumn Term in September 2020.

Your child will be welcomed back into school and the usual rules on school attendance will apply.

- It is the duty of the parent to ensure that their child attends school regularly (where the child is a registered pupil) and at a compulsory school age.
- It is the responsibility of the school to record attendance and follow up on absence.
- The availability of the local authority to issue sanctions relating to unauthorised absence from school will now continue.

**Who can't attend school?**

- **Pupils who have Covid symptoms.**
- **Pupils who live in the same household as someone who has Covid symptoms.**

   **Where this is the case, please refer to the NHS testing website and inform school immediately**

   If someone in your household is extremely clinically vulnerable, the school will discuss individual cases with parents as necessary.

**Pupils who are shielding or self-isolating**

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. However:

- A small number of pupils will 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 a close contact of someone who has coronavirus (COVID-19).
- Shielding advice for all adults paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- Where you and your child have been delayed in returning to the UK or travelling abroad and have been told to remain at home, you should not attend school during the period of quarantine. Please discuss such circumstances with the school and provide documentary evidence in support of the absence; school will consider the circumstances of the trip/time

abroad to inform their decision to authorise absence or not. For current travel advice, see https://www.gov.uk/foreign-travel-advice

- If rates of the virus 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.
- 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 retuning to school.

Where a chid is unable to attend school because they are complying with clinical and/or public health advice, we will offer access to education at home resources. We will monitor engagement with this activity to ensure learning is being accessed appropriately.

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

**All other pupils must attend school.**

**Pupils of compulsory school age** must be in school unless a statutory reason applies and where the absence has been authorised. For example:

- The pupil has been granted a leave of absence.
- The pupil is unable to attend because of sickness.
- They have been told to quarantine.
- They are absent for a necessary religious observance etc.

We understand that some pupils, parents, and households may be reluctant and anxious about returning to school. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparativelyh increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. If parents of pupils with significant risk factors are concerned, please discuss these with school so that we can understand your situation and help to reassure you of the measures we have in place to reduce the risk in school. The school may contact the SEND and School Nursing Teams for advice and support, and we may require medical verification or other relevant documentation in order to assess risk.

**Punctuality**

Some groups of pupils may be giver staggered start and finish times to keep 'bubbles' apart as they arrive and leave school. Where this is the case, you will be informed. Staggered start and finish times will not reduce the amount of overall teaching time each child receives. Please ensure your child arrives on time and is collected on time (if not using the transport service) in order to minimise disruption in line with the school's COVID-19 risk management. Please contact the school ahead if you are experiencing difficulties. If lateness persists, school will want to discuss this with you and agree some support measures. If matters do not approve, the lateness will not be authorised and it may be referred to the Local Authority Education Welfare Service.

*Please be aware that coming on to the school site when not dropping/picking up a child, or without a prearranged appointment is not permitted.*

**Absence Procedures**

- Parents and carers should notify the school as normal if your child is unable to attend on any given day. You must update the school regularly regarding and ongoing absence.
- Where a child is not regularly attending school, we will discuss this with you to understand what the difficulties are and agree some supportive measures to improve matters as early as possible. Normal absence procedures will be followed (please refer to our main Attendance Policy on our website).
- Where the school's efforts do not result in an improvement in attendance or punctuality, and if there is no valid reason for the child to be absent, we will refer to the local authority Education Welfare Service for additional support, advice and statutory intervention.

**Procedures for COVID related absence**

If a parent reports a pupil absence due to COVID symptoms they should stay at home, be advised to get a test immediately and engage with NHS test and trace process. Tests can be booked online through NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without internet access.

- **Code X** to be applied during the period of self-isolation until the outcome of the test is known (in school SIMS recording)
- **Parents must inform school immediately of the results of a test.**
- If the child tests positively, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste (this is because a cough or anosmia can last for several weeks once the infection has gone). The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.
  - Code X should be used for the period of self-isolation until the outcome of the test is known. If a positive result is confirmed the pupil should be recorded as code I (illness) until they are able to return to school.
- Any siblings in the same household should continue self-isolating for the full 14 days
  - Code X to be applied.
- If a pupil tests positive but has no symptoms for COVID-19 they must self-isolate for 10 days, starting from the day the test was taken. If they develop symptoms during the isolation period, they must restart their 10-day isolation from the day they develop symptoms.
  - Code X should be used for the period of self-isolation until the outcome of the test is known. Once a positive result is confirmed, the pupil should be recorded as code I (illness) until they are able to return to school.
- After 10 days, if pupil still has a temperature they should continue to self-isolate and seek medical advice. The pupil does not need to self-isolate after 10 days if they only have a cough or loss of sense of smell/taste, as these symptoms can last several weeks after the infection has gone.
  - Code I to be applied
- When school is informed of a positive test, the flowchart procedures in Appendix 1 will be followed.
- For all pupils in a 'bubble' who have been sent home and asked to self-isolate for 14 days
  - Code X to be applied
  - If a pupil tests negative, they should return to school the following day if they are well.

**Pupils who are required by legislation to self-isolate as part of a period of quarantine:**

As usual parents should plan their holidays as part of school breaks. If a pupil is required to be in quarantine on arrival in, or return to, the UK

- o Code X is to be applied
- o **From September, the normal rules will apply during the period of absence relating to the holiday dates.** Please refer to our main policy for guidance regarding holidays taken during term time.
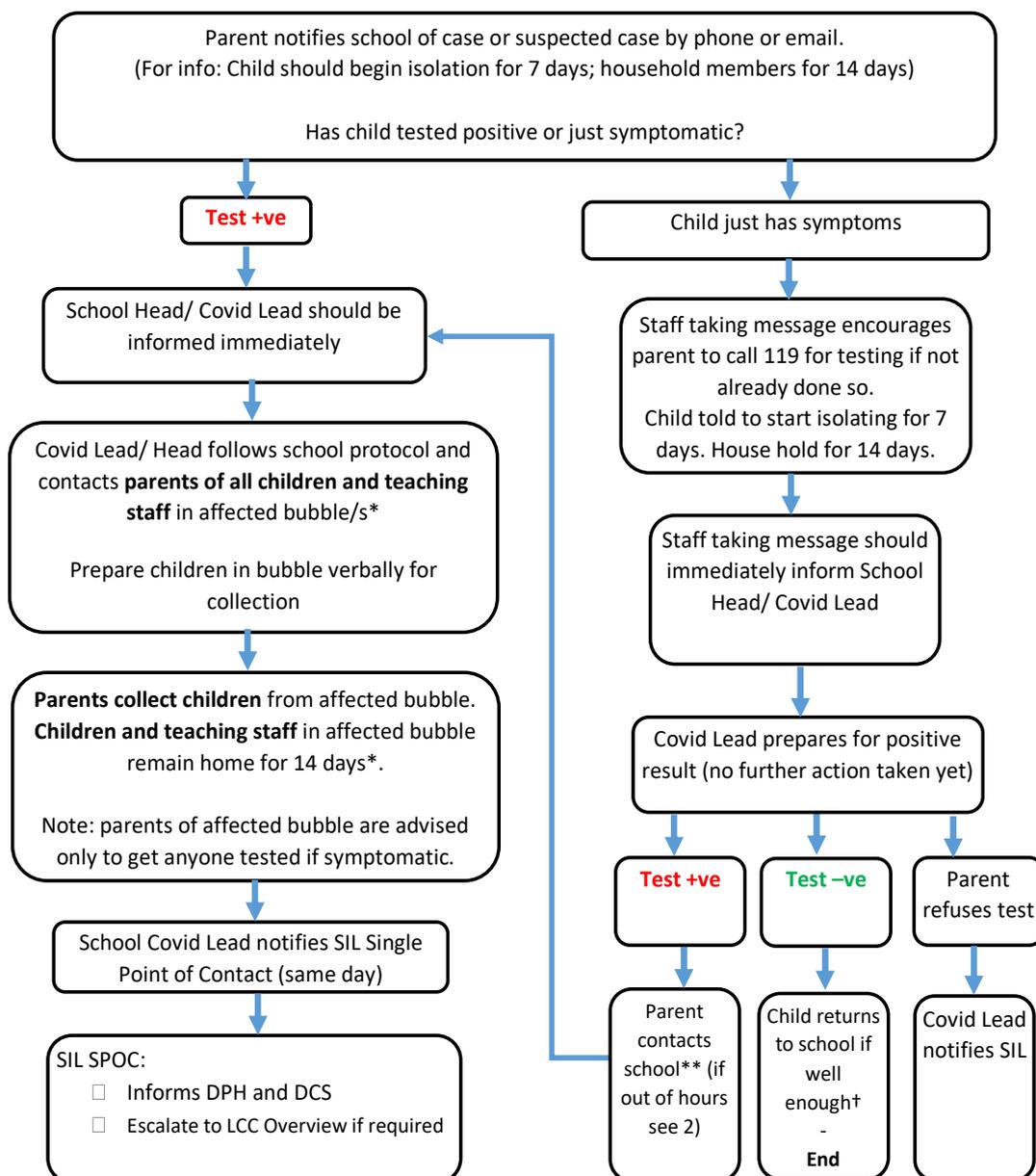
**Referrals to the Education Welfare Service**

- All unauthorised absence is reported to the Education Welfare Service so the local authority can offer additional advice and support to parents, as necessary. Where unauthorised absence is persistent, sanctions may be imposed to include warnings, penalty notices etc.
- Where a child or family is away from home including abroad, and unable to return home, parents are expected to provide the school with detailed information as to the whereabouts, reasons for travel and estimated return dates. Where the school is not satisfied with the reasons provided, the absence will not be authorised, and this could result in the local authority issuing a Penalty Notice (please refer to our main Attendance Policy).
- Leave of absence can only be granted in exceptional circumstances at the discretion of the Headteacher and in accordance with the school policy as agreed by the governing body. **Holidays in term time are not viewed as exceptional circumstances. There is no entitlement to time off during term time.**
- Where the school and the Education Welfare Service have failed to locate the child/family within 20 school days, the child will be referred to the Local authority Children Missing Education Pupil Tracking Officer (CME officer) who will undertake additional checks with other agencies to locate them, including consultation with social care, the police, health and housing. Where these enquiries do not lead to confirmation of the child's whereabouts, the matter will remain open to that service who will widen their enquiries.

**Safeguarding**

If at any time the school are concerned for a child's safety or welfare from any year group, we will consult with the relevant agencies and follow the local Safeguarding Children Partnership Procedures.

# 1. Schools Covid-19 Case Reporting Process July 2020 IN SCHOOL HOURS

All schools to keep easily accessible lists of bubbles including pupil names and parent contacts

Parent notifies school of case or suspected case by phone or email.
(For info: Child should begin isolation for 7 days; household members for 14 days)

Has child tested positive or just symptomatic?

**Test +ve**

School Head/ Covid Lead should be informed immediately

Covid Lead/ Head follows school protocol and contacts **parents of all children and teaching staff** in affected bubble/s*

Prepare children in bubble verbally for collection

**Parents collect children** from affected bubble. **Children and teaching staff** in affected bubble remain home for 14 days*.

Note: parents of affected bubble are advised only to get anyone tested if symptomatic.

School Covid Lead notifies SIL Single Point of Contact (same day)

SIL SPOC:
☐ Informs DPH and DCS
☐ Escalate to LCC Overview if required

Child just has symptoms

Staff taking message encourages parent to call 119 for testing if not already done so.
Child told to start isolating for 7 days. House hold for 14 days.

Staff taking message should immediately inform School Head/ Covid Lead

Covid Lead prepares for positive result (no further action taken yet)

**Test +ve**

**Test –ve**

Parent refuses test

Parent contacts school** (if out of hours see 2)

Child returns to school if well enough†
-
**End**

Covid Lead notifies SIL

Overview Group review if outbreak. SIL and school activate whole school outbreak control plan.
Including: potential school/ year closure, communications protocol, deep cleaning

*Include anyone who has had contact (see note 3, p4)
**PHE may also contact school
† They could still have a cold/ flu – best to avoid contact with other people until they are better