



Attendance Policy Covid-19 Addendum September 2020

Review Body:	Governing Body
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Reviewed:	
Approved by:	Abi Gilbert
Next Review:	In line with any changes to public health guidance



Attendance Policy Addendum

In line with government advice on the full re-opening of school, usual rules on school attendance will apply, including:

- Parents'/Carers' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age
- Schools' responsibilities to record attendance and follow up absence

Codes will be used in registers as set out in the following DfE guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

Supporting Parents/Carers and Pupils who are anxious about their return to school

The Gipsy Hill Federation recognises that some parents/carers, especially parents/carers of pupils with certain medical conditions or more complex needs might have significant anxieties about their child's return to school and their child's attendance at school if there is a rise in cases. The SENDCo and members of the Senior Leadership Team will work in partnership with the parent and pupil to support them to feel safe in school. Where appropriate, individual risk assessments will be carried out in partnership with parents/carers and the pupil. Appropriate adjustment will be made and specific support provided to support a smooth transition back to school.

It is recognised that a flexible approach will need to be taken, especially with our most medically vulnerable pupils to ensure they access full educational provision.

Supporting Parents/Carers and Pupils who are being advised by medical specialists to continue to shield

The Gipsy Hill Federation recognises that there are some pupils who continue to be advised by medical specialists not to be in school due to the very significant risk of covid-19 to them. Where this is the case, the SENDCo, the Senior Leadership Team and the class teacher will work with parents/carers and the pupil to ensure appropriate provision is in place so that the pupil has access to full educational provision. As part of this provision, daily contact will be made by a member of school staff who will make a record of this contact and will confirm with the school office so that a record can also be made on the information management system.

In its contingency planning, the Gipsy Hill Federation is considering the impact that a local lockdown might have on pupils with medical conditions if schools remain open only to pupils who are not being advised to shield. Contingency planning will ensure that appropriate provision is in place so that all pupils access full educational provision and contact will continue to be made daily with pupils affected by this.

Attendance procedures – tracking attendance and carrying out welfare checks – in the case of self-isolation

Where a pupil is not unwell but is self-isolating, contingency planning for educational provision will allow for daily contact with pupils. For children not attending school, there will be the following responsibilities for tracking attendance and carrying out welfare checks.

Staff involved in the delivery of educational provision

- Keep a daily register of who is engaging with the educational provision.
- Share register with link member of the Senior Leadership Team.

Admin teams

- Keep a weekly register of any parents who have made contact with the office to request support or to confirm the safety and well-being of their family or who have come to the school office to collect resources

Family Services Officers and identified members of staff supporting pastoral calls

- Call families who are known to social care, early help, family services or who we know will be particularly vulnerable during this time
- Update weekly registers to indicate where contact has been made

Senior Leadership team

- Monitor registers being collated on a weekly basis and identify any families from whom we have not had any contact
- Make contact with families for whom we have not had any weekly contact

Where contact cannot be established

Week 1	Week 2
Make contact with all known numbers including additional emergency contact numbers in order to ascertain well-being of pupils and family Send out email/text message asking parents to make contact with the school	Conduct home visits for children for whom we have had no contact Contact social care if contact cannot be established