



DRAYTON MANOR HIGH SCHOOL

Drayton Manor High School

Addendum 1

1 SEPTEMBER 2020

Note:

This document does not replace our existing Attendance Policy which can be found on our website at <https://www.draytonmanorhighschool.co.uk/School-Policies.html> This addendum outlines our attendance procedures for the period of school re-opening from September 2020 until matters are reviewed in January 2021 or at an agreed interval in accordance with updates to government guidance.

Attendance during Coronavirus

From 1 September, attendance to school is mandatory as the effects of Coronavirus recede and shielding has been officially paused.

To maximise the opportunity for students to reach their full potential, students must attend school every day. Those with higher overall absence tend to achieve less well.

Usual rules on School Attendance will apply, including:

- Parents' duty to ensure that their child attends school regularly
- Schools duty to record attendance and follow up on all absence
- The availability to issue sanctions, including fixed penalty notices in line with Local Authorities' codes of conduct

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

If parents of students with significant risk factors are concerned, they are advised to contact the relevant Head of Year and discuss their concerns. The school may contact the SENAS and/or the School Nursing Teams for advice and support, and we may require medical verification or other relevant documentation in order to assess risk.

Testing

If anyone in the household presents with symptoms of Coronavirus they must seek a test immediately. Parents must inform the school regarding the results of all tests carried out on anyone in the household (positive and negative) as a matter of urgency.

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

Students who are shielding

Shielding advice for all adults and children will pause on 5 August 2020, subject to a continued decline in the rates of community transmission of coronavirus. Therefore, even the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.

Some students 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 and the school before returning to school in September. If someone in a household is extremely clinically vulnerable, the school will discuss individual cases with parents as necessary on presentation of medical evidence.

If rates of the disease rise outside of the borough of Ealing, students and family members from that area may be advised to shield during the period where rates remain high and therefore, they may be temporarily absent. If rates of the disease rise within Ealing, we may go into local lockdown in which case the school will not allow students on site.

Students required to self-isolate

Isolation will be necessary in certain cases to prevent the risk of the virus spreading;

If a student has symptoms, they must isolate at home and refer to the NHS testing website to obtain a test. If they gain a negative test result, they should return to school straight away. If the student gains a positive test result, they are to remain at home for 10 days from the first sign of symptoms (not 10 days from the test result). Students may return to school with a cough and a loss of taste or smell as these symptoms persist after the virus is no longer present.

If a person in the student's household has symptoms, they should refer to the NHS testing website to obtain a test. The student should isolate along with the household pending the result of the test. If the person in the household tests positive, everyone in the household must isolate for 14 days from the first sign of symptoms (not 14 days from the test result). On the confirmation of a negative test result, the student should return to school straight away.

Returning to school after test results

Test results arrive by text or email. We advise students to be ready to return to school at any time and should return in the middle of the day if this is when a negative confirmation arrives; do not wait until the next day.

Holidays

Where a family are returning to the UK from a country on the government quarantine list, they should not attend school for 14 days. Please discuss such circumstances with the school and provide documentary evidence in support of absence; the school will consider the circumstances of the trip/time abroad to inform their decision to authorise absence or not. Holidays should not be taken in term time.

Punctuality

Year groups have been given staggered start and finish times to ensure social distancing. This will not reduce teaching time, but we ask parents to ensure students arrive on time to minimise disruption. Students can still arrive early; but they must move straight to their designated bubble area.

Parents must contact the school ahead of time if they are experiencing difficulties. If lateness persists, the school will discuss this with the parent and the student and agree support measures. If matters do not improve, the lateness will not be authorised and the matter will be referred to the Local Authority School Attendance Service, who may invite you to agree a Parenting Contract.

Management of non-attendance

Parents must inform the school using the normal procedures if their child is unable to attend on any given day and update the school on each day of absence.

Where a student is not regularly attending school, we will discuss this with you to understand what the difficulties are and agree with you some supportive measures to improve matters urgently. We will follow our normal absence procedures to establish the reasons for absence. Where our efforts do not result in an improvement in attendance or punctuality, we will refer to the local authority School Attendance Service for additional support, advice and ultimately enforcement.

Referrals to the Local Authority

Unauthorised absence

All unauthorised absence, including significant lateness, is reported to the Local Authority School Attendance Service to offer additional advice and support to parents as necessary. Where unauthorised absence is frequent and or persistent, sanctions will be imposed to include warnings, penalty notices, prosecution in the magistrate's court or an education supervision order through the family proceedings court. Where the school is unable to contact a student/family over a 3-day period, they will contact the School Attendance Service to carry out enquiries to try to locate them. A home visit will be undertaken.

Holidays during term time

A leave of absence is only granted in exceptional circumstances at the discretion of the Head, and in accordance with the school policy as agreed by the governing body. Leave is unlikely, however, to be granted for the purposes of a family holiday as a norm. 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 a Fixed Penalty Fine.

Children missing in education

Where the school and the Attendance Service have failed to locate the student/family within 10 days, the child will be referred to the Ealing Children Missing Education 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 students' whereabouts, the matter will remain open to that service who will widen their enquiries. In these circumstances, the school cannot guarantee to keep a school place open for your child.

Safeguarding

If at any time we are concerned for a child's safety or welfare from any year group, we will consult with Ealing Social Care in line with our Child Protection Procedures.

Attendance codes:

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| ∧ | Present AM/PM | C | Authorised absence |
| L | Late (during registration) | E | Exclusion |
| U/N/O | Not present after registration/Not present during the day/Not present, no reason provided | H/G | Holiday approved / Holiday not approved |
| B | Educated off-site | I | Illness (evidence provided) |
| D | Dual reg | M | Medical |
| J | Interview | R | Religious observance |
| P | Sport | S | Study leave |
| V | Trip | T | Traveller allowance |
| W | Work experience | X | Covid (including: Shielding / isolating) |
| Z | Not on roll | Y | Exceptional circumstances |
| # | School closure | | |