



Attendance and Punctuality Policy - Covid-19 Addendum

Attendance

Pupils are expected to attend school as usual unless in very rare cases they are following specific guidance on shielding from their paediatrician. The main attendance policy is in full effect with the exception of some variations listed below) and the usual attendance, monitoring and penalties will be applied.

Non Attendance due to COVID-19

This category will only be used to record sessions that take place during the academic year 2021-2022, where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to public health guidance relating to the incidence or transmission of COVID-19
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19

This category will not be used to record any other type of non-attendance or absence - for example, where a parent or pupil is anxious about attending school because of COVID-19. Circumstances relating to when this category should be used can be found below:

Pupils who are required to self-isolate as they have symptoms or confirmed COVID-19

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate. It is now no longer necessary to take a PCR test. However, if the pupil does take a follow-up PCR test and the result is negative, they are no longer required to self-isolate.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result. Codes will not retrospectively be changed in the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate in line with public health advice until their main symptoms have gone, they are well enough to attend and they receive a negative LFD test. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.



Pupils who are a close contact of someone who has symptoms or confirmed COVID-19

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive. If they do test positive, they should be recorded as code I (illness) until they are able to return to school.

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

Parents must plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. The school will not accept absence during term time due to visits abroad and subsequent quarantine. Holidays and trips abroad should be planned for a longer break when there is sufficient time to return and quarantine within the school holidays. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If, in an exceptional circumstance, a pupil is required to be in quarantine on arrival in, or return to, the UK, the school should use code X in the register.

Pupils who are clinically extremely vulnerable and advised to shield

Clinically extremely vulnerable people are no longer advised to shield. All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

If shielding is advised nationally or in a local area, by DHSC, PHE or UKHSA, then pupils who are clinically extremely vulnerable may be advised not to attend school. Non-attendance in accordance with guidance from DHSC, PHE or UKHSA should be recorded as code X.

Pupils who are self-isolating but who have not had a PCR or LFD test

In line with public health advice, pupils with symptoms must self-isolate and pupils will be requested to take a PCR or LFD test. Where the pupil has been unable to take a PCR or LFD test, the school will record the pupil as code X in the register. The school will follow up with families if the reason as to why the pupil is not in school is unsatisfactory. Evidence may be requested from the family. If the school is not satisfied with the reason given for absence, an unauthorised absence code will be used.



Sickness Absence

Sickness must be reported to the school as usual during the pandemic under the normal sickness and absence reporting procedures with the addition of also reporting whether any Covid-19 procedures. Additionally the parent will also need to disclose whether their child has experienced any Covid-19 symptoms. If sickness is reported without disclosure of whether Covid-19 symptoms have been identified or not then the school will follow up to seek confirmation so that suspected Covid-19 can be ruled out as a possible reason for absence.

Review

This policy will be reviewed termly or sooner or if there is any change in statutory guidance or legislation. See 'Policy Review Schedule'.

Adopted in a meeting at Alamiyah School on 29/05/2020

Signed: H Musa (Headteacher) and S Motara (Chair of Trustees)