



Whitehouse PRU

Attendance Policy- Covid-19 Addendum

The Addendum applies from September 2020 until the end of 2020/21 academic year. It sets out changes to our normal attendance policy and should be read in conjunction with the policy unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to the addendum as circumstances or official guidance changed. We will communicate any changes to staff and parents.

Guidance and definitions

Where we refer to 'close contact' this means:

- Direct close contacts: face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (Skin-to-Skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.
- Traveling in a small vehicle, like a car, with an infected person.

Attendance expectations

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with our normal attendance policy.
- They cannot attend school due to specific circumstances related to coronavirus. (See below)
- In line with government guidance, pupils must arrive in school at their year groups' designated time slot on each school day.
- The register closes 20 minutes after the designated start time for both the morning and afternoon sessions.

Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission.

- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus.

If a Pupil or a ‘close contact’ of theirs received a positive test result

The pupil’s parent/carer must notify the school about the positive test result as a matter of urgency, by telephoning the office during school day (01482 303300) or emailing admin@vennacademy.org outside of school hours. Pupils who test positive or are identified as a ‘Close contact’ of someone who tests positive., must self-isolate in line with NHS Test & Trace expectations.

If a pupil has to quarantine after travel abroad

The parent/carer must notify the school if their child must quarantine after travel to a country that is not the government exemptions list. The pupil must quarantine for the length of time prescribed by the government guidance on their arrival to UK and return to school thereafter.

If a pupil is required to shield during a local lockdown

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to admin@vennacademy.org or a photocopy to the school address.

The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted; we will contact the pupil’s parent/ carer to set an expectation that they can return the school.

Remote learning provision

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupils access to remote or paper education. Our approach and expectations regarding remote education are set out in our remote learning contingency plan. Full attendance and punctuality are expected where a pupil is not ill.

Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated. And as a minimum termly by the SLT. At every review, it will be approved by the full governing board.

Appendix 1: Pupil absence codes

The following codes are taken from DfE’s addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Pupil remains unwell following a negative test result (i.e. with a different illness)

I	Illness	Pupil has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because they are a close contact of someone who tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 14 days) after a trip to a non-exempt country
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is asked not to attend in the case of local lockdown