



Addendum to Attendance Policy (coronavirus)

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Context

BMAT Academy's Attendance policy and appendices are available on our Academy websites under Additional Information.

This addendum provides guidance on our Attendance and Engagement arrangements, in light of our new operating practices, as a response to the Corona Virus, and resulting government guidelines.

We will continue to review this policy as guidance from the Local Authority and Department for Education is updated.

BMA	Burnt Mill Academy
CS	Cook Spinney Primary Academy and Nursery
ESJ	Epping St John's
FHS	Forest Hall School
FWA	Freshwaters Primary Academy and Nursery
LP	Little Parndon Primary Academy
MCA	Magna Carta Primary Academy
MHA	Mark Hall Academy
RDA	Royal Docks Academy
RY	Roydon Primary Academy
SFG	Sir Fredderick Gibberd
STEM	BMAT STEM Academy

Each BMAT school is legally defined as an Academy, regardless of whether the term 'school' is used to describe it in the policy.

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Introduction

We are committed to meeting our obligations with regards to school attendance by:

- Allowing and encouraging vulnerable children to access full-time education in school
- Allowing the children of critical workers to access full-time education in school, if parents/carers cannot keep them at home.
- Following up on absence among any pupils who we expect to attend school, online lessons or engage/provide evidence of home learning.

This addendum applies during the national lockdown currently in place. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

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

Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on restricting attendance during the national lockdown, and its [addendum](#) to the school attendance guidance for the 2020/21 academic year.

Where we refer to 'close contact', in this addendum, it 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
- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's [guidance on restricting attendance during the national lockdown \(linked above, page 22\)](#).

Pupils eligible to attend school during national lockdown

Vulnerable children

We expect all vulnerable children to attend school.

The school with parents/carers contribution, will complete a risk assessment for every vulnerable pupil, which will be reviewed regularly.

The definition of vulnerable children includes those who:

- Are assessed as being in need under section 17 of the Children Act 1989, including:
- Looked-after children/children with a child in need plan
- Children with a child protection plan
- Have an education, health and care (EHC) plan

Parents/carers must inform the School if their child:

Falls into one of the categories above (and is therefore expected to attend school) but parents/carers wish for their child to learn from home

Has had a change in circumstances, which means their child now falls into one of the categories above

Does not fit into one of the categories above but parents/carers have concerns that their child is otherwise vulnerable

Children of critical workers

Parents/carers who are critical workers **should keep their child at home if they can**. If this is not possible, children of critical workers are able to attend school.

Critical workers are those whose work is critical to the coronavirus and EU transition responses, including parents/carers who work in:

- Health and social care
- Education and childcare (including social workers)
- Key public services (including the justice system, religious staff, charities delivering key frontline services, those responsible for the management of the deceased, and journalists and broadcasters who are providing public service broadcasting)
- Local and national government who are involved in delivering the coronavirus response, EU transition or essential public services
- Food and other necessary goods
- Public safety and national security
- Transport and border (including transport systems through which supply chains pass, and the construction and operational support of critical transport and border infrastructure through which supply chains pass)
- Utilities, communication and financial services

A more detailed list of critical workers is available on the government website [here](#).

Parents/carers that qualify must notify the school if they wish for their child to attend.

Where ‘not attending in circumstances related to coronavirus’ applies

For the 2020/21 academic year, there is a new category of non-attendance to capture circumstances where pupils cannot attend school due to COVID-19: ‘Not attending in circumstances related to coronavirus’.

This applies 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 or transmission of coronavirus

For example:

- Pupil is not eligible to attend school and must stay at home
- Pupils that do not fit into an eligible group, must follow public health advice and not come into school.
- Pupil due to attend school develops symptoms, or lives with someone who develops symptoms

- The pupil's parent/carer must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they or the symptomatic person they live with receives their coronavirus test result.

If the pupil's test result is negative: the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (e.g. with a different illness).

If the symptomatic person the pupil lives with tests negative: the pupil will stop self-isolating and return to school.

Pupils due to attend school or a 'close contact' of theirs receives a positive test result

The pupil's parent/carer must notify the school about the positive test result as soon as possible.

- Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms (i.e. the day the symptoms started and the next 10 full days), and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).
- If a member of the pupil's household tests positive, the pupil must self-isolate for 10 days from the onset of the household member's symptoms (as above, the isolation period includes the day the symptoms started and the next 10 full days).
- If a 'close contact' of the pupil tests positive, the pupil must self-isolate for 10 days from the day after the pupil last met with the 'close contact' who received the positive result (i.e. the isolation period includes the date of the last contact and the next 10 full days).

See the definition for 'close contact' in guidance and definitions on page 2 of this addendum.

Pupil due to attend school is required to shield

Shielding is in place during the national lockdown. Pupils who are clinically extremely vulnerable should not attend school. School will require written evidence of shielding, from a medical professional.

Remote learning provision

The school will provide access to remote education for pupils not attending school for the scenarios included in the section above, or other examples that come under the category of 'not attending in circumstances related to coronavirus'.

Remote Learning Guidance for parents/carers and students, can be found on the school website.

We expect all pupils to engage with online and home learning. If pupils are not engaging, then school will contact parents/carers and the Education Welfare Team will carry out home visits.

If pupils continue to not engage fully in on-line learning, parents/carers will be invited to meet with the Education Welfare Officer. Your child may be required to attend school full time, if full online engagement cannot be obtained.

We will keep a record of, and monitor, pupil engagement with remote learning.

Recording Attendance

Recording attendance for each session

We will take our attendance register at the start each session. It will mark whether every pupil is:

- Present online
- Engaging in home learning (evidence of work must be submitted)
- Absent/missing

Recording attendance at am and pm sessions

Schools are required to submit an 'educational status setting form', daily to the DfE. The data submitted helps the government monitor the impact of coronavirus.

- Present in school
- Attending an approved off-site educational activity
- Absent/missing
- Unable to attend due to 'exceptional circumstances'
- Not attending in circumstances related to coronavirus

Children Missing from Education (CME)

We will no longer use the term 'absent' as this does not adequately safeguard our children, and when a child is not in attendance at school or engaged in online/home learning and their whereabouts are unknown, we will refer to them as missing.

- Daily texts/phone calls to pupils not in attendance at school or engaged in online lessons.
- Vulnerable Calling List checked and phone calls made (any child on a social care plan, including CIN, CP, Family Solutions, year 5/6 pupils who walk to school alone or any other pupil you have any concerns about)
- Email to Safeguarding Team and EWO of any pupils missing from school or online lessons.
- Any outside agencies working with our families will be informed by email and/or phone call
- Phone calls made going 1 downwards on emergency contacts – all contacts used to establish whereabouts of the child/ren
- If no contact can be made with any contact on our electronic system, then the child is classed as missing
- Home visits carried out, and/or police welfare check requested if home visit is unsuccessful and parent/carer cannot be contacted.
- For pupils working from home with work packs. Regular phone calls and home visits will be carried out. The above protocol applies for any pupil/parent/carer deemed missing.

We may remove a child from roll after a set amount of days if their whereabouts cannot be ascertained.

Monitoring arrangements

This policy will be reviewed as guidance from the local authority or Department for Education is updated.