



PLYMSTOCK SCHOOL

Attendance Policy (Behaviour for Learning) 2020-2021 – Annexe January 2021

This policy should be read in conjunction with the current Plymstock School Attendance policy.

Lead Officer: Alan Yendell (Deputy Headteacher – Pastoral)
Date for Review: March 2021

1. Introduction

- 1.1 From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:
 - 1.1.1 parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
 - 1.1.2 schools' responsibilities to record attendance and follow up absence
 - 1.1.3 the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

2. Context

- 2.1 On Monday 4 January 2021 parents and carers were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response and those children who are identified as vulnerable. Schools were requested to set up remote learning for all other students who would remain at home.
- 2.2 This annexe sets out some of the adjustments that have been made in line with the changed arrangements in the school and to ensure that any advice and guidance provided by the government and local arrangements are followed.
- 2.3 The full school attendance policy can be accessed following the link below:
<https://plymstockschool.org.uk/wp-content/uploads/2019/09/Attendance-Policy.pdf>

3. Aim

- 3.1 The aim of this annexe is to provide clear guidance to parents/carers, staff, students and other stakeholders about the expectations of the school with regard to attendance and the methods used to record and monitor attendance to ensure all children and young people are kept safe.

- 3.2 This annexe takes heed of current government advice published in:
- 3.2.1 Restricting attendance during the national lockdown: schools – DfE January 2021
 - 3.2.2 Children of critical workers and vulnerable children who can access schools or educational settings – DfE January 2021
 - 3.2.3 Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020-2021 academic year – DfE January 2021
 - 3.2.4 School attendance: Guidance for maintained schools, academies, independent schools and local authorities - DfE August 2020

4. Key Contacts

Attendance Manager: Mrs F Tripp - FTripp@plymstockschool.org.uk

SENDCo & Designated Teacher for Looked after Children: Mrs T Summers - TSummers@plymstockschool.org.uk

Designated Safeguarding Lead: Mrs L Walton - LWalton@plymstockschool.org.uk

Head of Year 7: Mrs M Kirk – MKirk@plymstockschool.org.uk

Head of Year 8: Mrs C Robb - CRobb@plymstockschool.org.uk

Head of Year 9: Mr S Wookey - SWookey@plymstockschool.org.uk

Head of Year 10: Mr D Wyatt - DWyatt@plymstockschool.org.uk

Head of Year 11: Mrs S Harris - SHarris@plymstockschool.org.uk

Director of Sixth Form: Miss E Monelle - EMonelle@plymstockschool.org.uk

5. On-site Provision

- 5.1 In response to the announcement made by the government on Monday 4 January 2021, Plymstock School has put in place on-site provision for children of critical workers and vulnerable children. All other students will be in receipt of remote education and should not attend school.
- 5.2 Children of critical workers and vulnerable children can attend school during the lockdown. The only exceptions will be those who:
- 5.2.1 have tested positive to Covid-19**
 - 5.2.2 have been asked to self-isolate as they have been in close contact with someone who has tested positive to Covid-19**
 - 5.2.3 suspect that they have Covid-19**
 - 5.2.4 are too ill to attend and so absent due to ‘normal’ reasons of ill health.**
- 5.3 Plymstock School remains open and is providing education to all its children and young people either through remote learning or on-site provision. All students will continue to access their curriculum offer and the expectation is that they follow their daily timetable through remote platforms, mainly Satchel One. This may also include lessons that may involve ‘live’ learning.

6. Attendance – Vulnerable children

- 6.1 All vulnerable children and young people are expected to attend school. Vulnerable children include those who have a social worker (including children in care) and those children and young people up to the age of 25 with education, health and care plans (EHCPs). A child may also be deemed to be vulnerable if they have been assessed (by the school, or other professional) as being in need or otherwise meet the definition in section 17 of the Children Act 1989.
- 6.2 There is an expectation that vulnerable children will attend school, so long as they do not have underlying health conditions that put them at risk. In circumstances where a parent/carer does not want to bring their child to school, and their child is considered vulnerable, the social worker (if there is one) and school will explore the reasons for this directly with the parent/carer.
- 6.3 Plymstock School will exhaust all strategies to engage with the parents/carers to look at the barriers that prevent attendance. Where we have been unable to engage with parents/carers and there are safeguarding or welfare concerns for vulnerable children, the school will consult with local authority services to ensure a joint plan of action is made, without delay.
- 6.4 Where vulnerable children are not attending, Plymstock School will work very closely with Children's Social Care to ensure that every effort is made to promote attendance. Where children in care and foster carers request home learning, we will contact the child's social worker who will liaise with the Virtual School to identify whether or not this request should be agreed.

7. Attendance – Children of critical workers

- 7.1 Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors outlined in the following sections. Children with at least one parent or carer who is a critical worker can request a place at school, if required, but parents and carers should keep their children at home if they can.
- 7.2 If it proves necessary, Plymstock School may ask for simple evidence that the parent in question is a critical worker, such as their work ID badge or pay slip.
- 7.3 Parents/carers should contact the school to request or enquire regarding a place for on-site provision. The following contact address should be used onsite@plymstockschool.org.uk.

8. On-site Provision Attendance

- 8.1 Parents/Carers that have a place for their child to attend on-site provision **MUST** ensure that their child attends. If for any reason, a child is unable to attend, the school should be informed.
- 8.1.1 **Phone to the school – Please call 01752 402679 (Option 1)**
- 8.1.2 **Email from an agreed account (i.e. the registered home email address)**
- 8.1.3 **Personal contact with the pastoral team where a note will be passed to the Tutor**

8.1.4 Through the MyEd app, which links to the absence hotline

- 8.2 If a child's absence is linked to a positive COVID-19 result, please TEXT the school's COVID-19 text number urgently on 07975 005633 immediately, giving your name, your child's name and a number where the school can contact you back.

9. Attendance Recording (including coding)

- 9.1 Plymstock School do not need to complete their usual day-to-day attendance processes to follow up on non-attendance. Plymstock School will complete a daily return online so the DfE can monitor who is in school and who isn't each day.
- 9.2 All pupils who are not eligible (*not vulnerable or children of critical workers*) to be in school will be coded **(X)**. They are not attending because they are following public health advice.
- 9.3 All pupils who are expected to be in school, should arrive by no later than 8.45am. Students will be registered by a member of the pastoral team. These students will be marked present (/) or absent **(N)**.
- 9.4 If vulnerable pupils are unable to attend due to coronavirus e.g. shielding, self-isolating or quarantining, they will be coded **(X)**.
- 9.5 If vulnerable pupils do not attend school for other reasons, such as illness, medical appointments etc, the absence will be recorded with the appropriate code, e.g. **(I)** or **(M)**. It is the parent's/carer's responsibility to inform the school of any such reason.
- 9.6 If a parent/carer makes the decision not to send their child to school due to concerns about coronavirus, they must inform the school who can then grant authorised leave of absence and this will be recorded using code **(C)**.
- 9.7 In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

10. Attendance Monitoring – Onsite Provision

10.1 Up to three days' Absence

- 10.1.1 It is the responsibility of the parents/carers to inform the school of the reason for a student's absence by 8:30am on the day of absence and each subsequent day.
- 10.1.2 The school will operate the Truancy Call system and the parents/carers of every absent student will be contacted by a member of the pastoral team in the first instance.

10.2 More than three consecutive days' absence

- 10.2.1 Parent/carer must contact the school on the first day of absence giving expected date of return.

10.2.2 Where there has been no parental/carer notification after three consecutive days, the Attendance Officer will contact parent/carer to establish the reasons for absence.

10.2.3 Where there has been an absence of more than four consecutive days and parents/carers have not made contact, or cannot be contacted by the school, a member of the pastoral team will attempt to make contact, which may include a home visit. The school will make a referral to the education welfare officer (EWO).

11. Attendance Monitoring – Vulnerable children

- 11.1 The Local Authority (LA) has a duty to monitor vulnerable children's attendance and Plymstock School will be completing the necessary returns to provide information regarding the monitoring of vulnerable children
- 11.2 Those vulnerable children who are not attending school will be contacted on a regular basis so that school is satisfied that they are safe. Plymstock School will follow DfE and LA guidance as it becomes available, or is updated. The Director of Inclusion will support WeST schools with this process. The DSL or Deputy DSL will review their RAG ratings for this identified group at least weekly taking into account any reported concerns from school contact or any information from partner agencies. Any changes will be recorded on the school's central vulnerable group spreadsheet (or equivalent) and shared with the Headteacher, if not DSL. Any changes in the RAG rating will be sent to the relevant LA as requested.
- 11.3 Key staff and social workers will agree with parents/carers whether children in need and those on CP should be attending school – we will then follow up on any pupil that we were expecting to attend, who does not. Plymstock School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.
- 11.4 To support the above, Plymstock School will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available. In all circumstances, where a vulnerable child does not take up their place at school, or discontinues, Plymstock School will take appropriate actions to ensure the safety and wellbeing of the child. Such actions, and their outcomes, will be recorded in CPOMS.

12. Reporting a concern

Where staff have a concern about a child, they should continue to follow the process outlined in the school Safeguarding Policy which can be done remotely via email or through telephone. In the unlikely event that a member of staff cannot access any electronic system from home, they should email the Designated Safeguarding Lead, Headteacher or Safeguarding contact. This will ensure that the concern is received. Staff are reminded of the need to report any concern immediately and without delay.

13. Non-attendance in circumstances related to coronavirus

- 13.1 There are some circumstances where pupils cannot attend school due to coronavirus (COVID-19). To make sure schools record this accurately and

consistently, in the changes to the regulations governing school attendance registers, a new category of non-attendance – ***'not attending in circumstances related to coronavirus (COVID-19)'*** has been added.

- 13.2 This category will only be used to record sessions that take place in the 2020-2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:
- 13.2.1 Contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)
 - 13.2.2 Prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)
- 13.3 In line with current legislation, and current guidance from PHE and DHSC, examples are as follows:
- 13.3.1 **Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)**
 - 13.3.2 **Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)**
 - 13.3.3 **Pupils who are required by legislation to self-isolate as part of a period of quarantine**
 - 13.3.4 **Pupils who are clinically extremely vulnerable in a future local lockdown scenario only**

- 13.4 For further information and guidance, please visit the links:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-have-had-close-contact-with-someone-who-has-coronavirus>

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

14. Linked documentation

Attendance Policy

Safeguarding Policy

Children in Care Policy

SEND Policy
Supporting Students with Medical Conditions

Policy History

Policy / Version Date	Summary of change	Contact	Implementation Date	Review Date