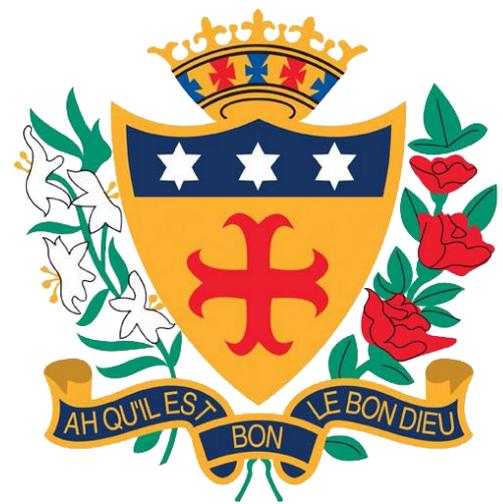


Notre Dame Catholic College

180 Great Homer St,
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Student Attendance Policy Covid-19 Addendum

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Opening Hearts, Minds and Doors

Addendum to Attendance Policy – September 2020

This document does not replace our existing Attendance Policy which can be found on our college website at www.notredameliverpool.com.

This addendum outlines our attendance procedures for the period of school re-opening from September 2020 until matters are reviewed in December 2020.

**Please refer to specific up to date DfE guidance for information on vulnerability, shielding and quarantine requirements (travel corridors).*

Context

When the government made the decision that all schools would close during the national lockdown in March 2020 legislation was changed to ensure that parents/carers would not be sanctioned for non-attendance at school.

From September 2020 all students will be expected to attend school.

It is vital that all children, who are able, return to school to minimise the long term impact of the pandemic on their education, well-being and wider development. Pupils who miss out on classroom learning time risk falling behind in their learning and academic achievements. We want to work with all parents/carers to ensure that all children in our school are given every opportunity to reach their potential.

Attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

When a student's absence is related to COVID-19 changes in legislation allows school to record the absence in a new category '*not attending in circumstances related to coronavirus (COVID-19)*'.

School will only use this category during the 2020-2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- 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)

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

Who cannot attend school?

- Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19) ([DFE Guidance](#))
- Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)
- Pupils who are required by legislation to self-isolate as part of a period of quarantine e.g. after returning from a holiday to a listed destination not in the travel corridor. ([Guidance on travel corridors](#))
- Pupils who are clinically extremely vulnerable in a **future local lockdown scenario only** – *Current guidance August 2020 is that all pupils (including clinically extremely vulnerable pupils) should return to school however this guidance will be monitored depending on local circumstances and guidance ([DFE guidance](#))*
- Pupils who have been advised to shield. If local rates of the disease rise children on the shielding list from that area may be contacted by the government and advised to shield. Families will receive a letter which should be shared with school.
- If rates of the disease rise locally, schools may need to prevent some pupils from attending. This will only happen following PHE or DHSC guidance in the event of a local lockdown.

Access to remote learning

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), pupils will have immediate access to remote learning.

Parents/Carers should check class charts daily for subject instructions from class teachers.

Parents/Carers should contact pastoral staff if there are any issues regarding digital devices or access to the internet.

Illness

Parents/Carers are asked to keep your child at home if they are showing any symptoms of COVID-19. These symptoms are

- a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

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If your child becomes ill in school we have procedures in place to deal with any situation.

If your child needs to go home due to illness we will contact a parent/carer via the telephone numbers provided by parents/carers. All parents/carers are asked to provide the details of three contacts in case of emergency. All members of our school community are expected to work with the Track and Trace programme. Parents/Carers will be contacted if a pupil has symptoms related to COVID-19.

Safeguarding

The school safeguarding team will consult with relevant external agencies including [‘Careline Child Services’](#) if there are any concerns regarding a student’s safety or welfare. School staff will always follow the local Safeguarding Children Partnership procedures.

School staff responsibility

- It is the school’s responsibility to record attendance and follow up on absence
- Use appropriate sanctions, including fixed penalty notices in line with Liverpool City Council’s code of conduct Sanctions will re-start from September 2020 where appropriate.
- School staff will offer support to parents/carers and students with issues affecting attendance particularly families who have anxieties regarding return to school
- School staff will use external agencies to support parents/carers where possible

Student responsibility

- Pupils will be organised into year group bubbles. Each year group bubble will have a staggered start and finish time. All students must arrive in school by the specified time.
- All pupils are expected to have at least 97% attendance. This means that pupils should have no more than 5 days off school during an academic year without a good reason.

Parent / Carer responsibilities

- Ensure that their child attends school regularly with no more than 5 days off without good reason
- Contact school preferably by 8.45am on the first day of absence if your child is unable to attend through illness, giving an indication of the expected duration and return date to school.

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- Parents/Carers will not permit their child to attend school if they are symptomatic of Covid-19
- Maintain contact with school when a child has symptoms of COVID-19 and book a test as soon as possible using the [NHS website](#)
- Ensure that all doctor/dentist appointments are made outside of school hours where possible
- Bring pupils into school before and after appointments (when a medical appointment can not be made outside of school hours)
- Always inform the school attendance office when a pupil is going to be absent/late to school by 8:45 am on the morning of the absence/late arrival. This will prevent a call from school attendance team checking on attendance.
- Appointment slips/letters for doctors or dentists must be provided prior to appointments to enable staff to authorise absences for medical purposes
- Avoid booking any holidays during term times – these holidays will not be authorised absences
- Check current information on [travel corridors](#) when booking foreign holidays to avoid students losing unnecessary lesson time through isolation
- Contact the attendance office or Head of Year if the reason for absence requires a more personal contact e.g. parent/carer has received results of Covid-19 test

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	Parent/Carer responsibilities	School actions/responsibilities
Pupil received a letter from their doctor advising to shield due to medical condition during lockdown	Pupil can return to school in September 2020 Current procedures are that shielding letters paused on 1 st August 2020 * <i>Advice will be updated if required</i> 2) Some pupils may need to take advice from specialist health professional during clinical appointment before return to school	Advise parents/carers to seek clinical advice where required *Remote education ** no sanctions re:absence Absence Code - X
Pupil has coronavirus symptoms e.g. <ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) 	Pupil will self-isolate at home Parent/Carer to inform school staff Parent/Carer to arrange for a COVID-19 test and inform school of results immediately when received	Once parent/carer has contacted school pupil marked as authorised absence Code X until time of Covid-19 Test then code will change to I *Remote education Follow DFE guidance if pupil tests positive
Pupil has a close relative with coronavirus symptoms (living in same household)	Pupil will self-isolate at home until relative has results of COVID-19 test – if positive pupil must self-isolate for 14 days. If negative pupil can return to school Parent/Carer to contact school attendance staff	Absence Code - X *Remote education
Pupil has had a positive Coronavirus test result	Pupil will self-isolate at home for 10 days and return when no symptoms. 10 days start from 1 st day of symptoms. (Pupils can return to school with cough/loss of smell or taste) Parent/Carer to contact school attendance staff / attendance officer Other members of household to isolate for 14 days	Absence code – X until Covid-19 test. If positive test code changes to I until pupil returns to school *Remote education during isolation
Pupil has had a negative Coronavirus (Covid-19) test result and no longer has symptoms	Pupil stops self-isolating Return to school when feeling better Other household members stop isolating Advise school staff of negative test result	Authorised absence following parental communication Absence code X until COVID test
Pupil is unable to attend school as parents are following clinical/public health advice	Parent/Carer to discuss with school staff / attendance officer	Absence will not be penalised Absence code X *Remote education

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NHS Track and Trace advises pupil to self isolate for 14 days due to close contact with a person who has tested positive for Covid-19.	Pupil self isolates for 14 days as instructed by Track and Trace Parent/Carer to inform school attendance staff	Absence Code X
Legislation states pupil should quarantine	Pupil must follow legislation and quarantine for 14 days	Absence Code X

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