

Ravensdale Junior School

COVID-19 Attendance Policy

Addendum

Effective from 5th January 2021

“We want to get all children and young people back into education as soon as the scientific advice allows because it is the best place for them to learn, and because we know how important it is for their mental wellbeing to have social interactions with their peers, carers and teachers. Children returning to educational and childcare settings in greater numbers will also allow more families to return to work”, Department for Education (DfE) May 2020.

On 20th March 2020, school life for many children changed. Both children and parents found themselves working in unprecedented circumstances where children were learning from home and parents were teaching their children from home. For many, this situation compounded an already difficult home-life or home working.

When applying this Addendum, we must remember that at this point in time, our children have had nearly a year of disrupted home learning and/or at school education. This, in turn, could mean a breakdown of routines and heightened anxiety when learning at home or attending school.

From 5th January 2021 we are in another countrywide lockdown and therefore will be only welcoming back in to school children who are classed as **‘vulnerable’** children and **‘children of Key Workers’** from all year groups. All other children will be provided with online learning and requested to stay at home.

Vulnerable children are identified as those who:

- are assessed as being in need under section 17 of the Children Act 1989, including children who have a child in need plan, a child protection plan or who are a looked-after child;
- have an education, health and care (EHC) plan and it is determined, following a risk assessment, that their needs can be met as safely or more safely in the educational environment; or
- have been assessed as otherwise vulnerable by education providers or local authorities (including children’s social care services), and who are therefore in need of continued education provision - this might include children and young people on the edge of receiving support from

children's social care services, adopted children, those at risk of becoming NEET ('not in employment, education or training'), those living in temporary accommodation, those who are young carers, and others at the provider and local authority discretion

Guidance on who is identified as a **Key/Critical Worker** can be found: [parent or carer who is listed as a critical worker](https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision) <https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Preparing for Re-opening

Following revised planning, risk assessments and collaboration with Transform Trust, we can re-open to our vulnerable and key worker children from all year groups.

Upon re-opening and until further notice, our school will be open every weekday to those eligible children. All other children will be provided with online learning that mirrors the work done with those children attending school. This online work will be accessed via the Showbie app. Children who cannot access on line learning at home will be provided with a school computer or paper work packs.

Is Attendance Compulsory?

We expect all vulnerable and key worker children to attend, where it is appropriate for them to do so, i.e. unless they are self-isolating or they are clinically vulnerable.

For children who have a Social Worker, attendance is expected unless the Social Worker decides the child is at less risk at home or in their placement.

For children who have an education health care plan (EHCP), attendance is expected where it is determined, following a risk assessment, that their needs can be safely met in school.

No child with symptoms should attend for any reason. If someone in a child's household is extremely clinically vulnerable, then the child should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow school instructions on social distancing. We have worked hard, taking in account the restrictions of our buildings, to ensure that wherever possible, the 1m+ distancing will be followed in school but we cannot guarantee this.

We acknowledge that it may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing, if stringent social distancing cannot be adhered to, we do not expect those children to attend and we will provide home learning resources.

Absence

Parents/carers should notify the School Office (as normal) if their vulnerable or keyworker child is unable to attend on an expected day. If no notification is received a member of the School Office will contact parents/carers who have indicated that their child will be attending to clarify the reason.

All parents/carers, whether their child is in school or home learning **must** inform school immediately of any possible **COVID** symptoms within the household, positive contact or COVID testing done for any member of their immediate family. Staff will advise on the current procedures and keep a record of the COVID case. If this is in relation to a child currently attending school and the child has been in contact with a possible case of COVID within their household or is showing symptoms of COVID, the child and family must immediately remain at home and self isolate. If in school, the child must be collected immediately. Where there is contact with a positive case outside of the household it is only the person who has had the contact that needs to isolate unless they begin to show symptoms, which would result in the whole household isolating. If you or any member of your household have any suspected symptoms and/or are awaiting test results or have been tested positive the whole household **MUST** isolate for 10 days. This is the **current legal guidance** provided by the government. If symptoms for other household members develop during this 10 day period then the isolation for that individual will reset for a further 10 days. During this time parents/carers are requested to keep school advised of new symptoms within the household, tests being accessed and test results. Should a family who has needed to self isolate due to possible COVID symptoms subsequently receive a negative test, and there are no further symptoms within the household then, the child attending school may return following confirmation with school staff. Please email any COVID concerns to safeguarding@ravensdalej.derby.sch.uk and/or telephone to **speak to a member of staff**.

A member of our Safeguarding Team will follow up any absence from a vulnerable child who we expect to attend and we will continue to inform Social Care where children with a Social Worker do not attend.

All other children who are home learning will be contacted regularly by school staff to check their and their family's wellbeing and any offer learning support or other help if needed. A home visit may be conducted if felt necessary to provide further support to the child and/or family.

Where there are concerns that a child is not attending school despite being offered a place as a 'vulnerable child' we may request support from the Education Welfare Office and we will work with parents/carers and other services to support families to enable their child to return to school.

What happens if there is a confirmed case of Coronavirus in school?

If a child or staff member develops symptoms compatible with Coronavirus they will be sent home and advised to self-isolate for 10 days. Everyone in the same household will be expected to self-isolate for 10 days. Staff and children will be advised to access a test where there are symptoms. Where a child or staff member tests positive, the rest of their class/group will be sent home and advised to self-isolate for 10 days. Other members of the family for those children do not need to self-isolate unless symptoms develop. If other cases are detected within the class/group or cohort or across school, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure. We are following guidance on infection prevention and control measures which will reduce the risk of transmission.

Start Times

We expect children to arrive on time. Registers have previously 'closed' 20 minutes after the start of the school day, however, we are temporarily extending this to 30 minutes. Our start times will be from 8.45 to 9.00 am.

Please contact the School Office for further information: 01332 512373 or officemanager@ravensdalej.derby.sch.uk

Dropping off/collecting children

- Nobody must enter the school site if they are displaying any signs of Covid19.
- All parents/carers must wear a mask.
- A 2m distance from pupils and staff must be adhered to whenever possible.
- All children will arrive through the playground gate.
- At the end of the day, Year 3 and 4 children will be taken to the playground gate at their designated time and line up along the railings. Parents will be required to indicate their presence.
- Year 5 and 6 children will be taken to the far park gate and again parents must indicate their presence.
- No children should stay to play on the park or wait for friends.
- Any parents collecting must wait outside the school site.
- Only one parent will be allowed in reception at any time and this should only be to collect work packs. 2m markings must be observed. Parents must enter via the main gate.
- Parents with a blue badge will still be able to come down the drive but should not get out of their car. Any child being collected this way should go out via the office.

Registers

During the lockdown period, we have been recording daily attendance and reporting this daily to the DfE by 12 noon.

Coding

- Where a child cannot attend school due to illness, as normally would happen, the child should be recorded as absent in the attendance register and the school will authorise the absence. Code I (Illness) should be used in this instance with an indication of whether it is a COVID illness.
- X codes will be used for other absences such as learning at home due to local lockdown, self isolating due to positive contact, self isolating due to possible covid symptoms or shielding due to clinical vulnerability. Children who are not in an eligible year group or priority group (key worker children and vulnerable children) should be recorded as Code X (not required to be in school).
- Where a child does not attend school – despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school, the child should be recorded as Code C (leave of absence authorised by the school) where no other authorised absence code is appropriate.
- Where a child is attending another school at which they are registered (for example a pupil referral unit (PRU), as would normally be the case, Code D (dual registration).
- Where a child is attending a host school on a temporary basis because their home school cannot accommodate them, the child will not be registered at the host school. The home school should record the child as attending an approved education activity using Code B (off-site educational activity).
- Code M should be continued to be used for specific authorised absence such as a medical appointment).