

	Name of Policy	Attendance Policy: Coronavirus Addendum
	Name of School	St. Joseph's Catholic Primary
	Policy review Date	Spring Term 2022
	Review End Date	September 2022
	Who reviewed this policy?	

Contents

1. Aims and Scope	1
2. Guidance and Definitions.....	1
3. Attendance Expectations	2
4. Where 'non-attendance in relation to coronavirus' applies	2
6. Travel and Quarantine	2
7. Remote Learning Provision	2
8. Recording attendance	2
9. Following up absence.....	3
10. Legal Sanctions	3
11. Monitoring arrangements.....	3

1. Aims and Scope

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

- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Supporting parents/carers and pupils who are concerned about the return to school due to coronavirus.

This addendum applies from the start of the spring term 2022 until the end of the 2021/22 academic year. 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.

2. Guidance and Definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2021/22 academic year and reflects the latest advice from the London Borough of Havering.

3. 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 section 'Understanding Types of Absence', Refer to page 3 of our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus

4. 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:

- Contrary to guidance relating to the incidence or transmission of COVID from UKHSA and / or the DHSC
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

4.1 Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by UKHSA or the DHSC, they should be recorded as code X (not attending in circumstances related to coronavirus).

4.2 Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).

4.3 For pupils abroad who are facing challenges to return, code X is unlikely to apply.

4.4 In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply.

6. Travel and Quarantine

All children and staff travelling to England must adhere to current government travel advice during coronavirus (COVID-19). Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.

7. 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 pupil access to remote education.

Our approach and expectations regarding remote education are set out in our remote learning contingency plan/policy

We will keep a record of, and monitor, pupil engagement with remote learning, but we will not track this information in the attendance register

8. Recording attendance

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances' (as defined in section 'Holidays During Term Time', pages 3 and 4 of our normal attendance policy)
- Unable to attend for reasons related to coronavirus

9. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer
- Notify their social worker, where they have one

10. Legal Sanctions

Attendance is 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

11. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and at regular intervals during term time by Bernadette Matthews, Head teacher. At every review, it will be approved by the full governing board.