



SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

Our Vision:

To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.

COVID-19 ADDENDUM TO SHS ATTENDANCE & PUNCTUALITY POLICY JUNE 2021

This addendum should be read in conjunction with the Shirley High School Attendance & Punctuality Policy and other relevant policies and procedures. Unless stated otherwise all existing policies, procedures and guidance continue to apply.

Intent:

Attendance became mandatory from 8 March 2021 and the usual rules on attendance 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 all legal interventions will now be available for schools to consider, if appropriate, the DfE guidance states that they expect schools to have a reasonable response to support parents/carers in sending their children back.

Following the second national lockdown and partial closure of schools the majority of our students have been away from school again for just under a term. It is understandable, therefore, that levels of anxiety/stress for both students and parents/carers will have increased again, especially as it was the number of cases and deaths reaching its highest peak that led to the second national lockdown. There will be students/families that have experienced things in this lockdown that they did not in the first or who have had the misfortune of being negatively affected in both. This will need to be taken into consideration when addressing attendance i.e. bereavement, serious illness and family breakup. We will need to consider what the effect of COVID-19 may have had on the emotional wellbeing of all students when they return to school and how this will impact on the strategies we use to encourage attendance.

Our intent is therefore to implement the DfE guidance regarding mandatory school attendance but also support any students who remain anxious, reluctant or were on the shielded patient list to return to school. We are happy to talk to parents/carers about their individual concerns and offer solutions or implement transition plans as required. We will balance reward, support for students and families and sanctions appropriately.

Implementation:

Parents/carers, students and staff are expected to read and ensure they understand this addendum to the Attendance & Punctuality Policy.

Rules and procedures

Protective Measures:

- Students are expected to wear face coverings if they use public transport and ensure they plan the timings of their journey to incorporate the restriction of the numbers of passengers allowed on each bus and tram and the impact of this on getting to school on time for their staggered start;
- Face coverings should be worn at all times inside school buildings, except when eating or drinking in the school dining areas;



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- Students should arrive according to the time on their timetable. It is expected that students will arrive on time;
- Students should still respect social distancing as they travel to and from school as well as in the school buildings;
- Student must follow staff instructions regarding interaction with other students, moving round the school, responding to fire alarm or lockdown procedures, using allocated toilets, or any altered routines for arrival or departure;
- Students are expected to observe good levels of hygiene and handwashing whilst travelling, on arrival to school and throughout the day.

Day to Day expectations:

- Students of compulsory school age must be in school unless a statutory reason applies. If you have any anxieties about your child's return or would like to discuss a transition plan to support your child back into school full time, please contact your child's Head of Year.
- If a student is to be absent from school the parent / carer must inform the Attendance Office on 0208 656 9755 extension 163 or by email to attend@shirley.croydon.sch.uk
- If registration indicates a student to be absent and no contact has been received from the parents/carers, they will be contacted to inform them of their child's absence from school and verification of the absence will be requested. If there is no response it will be followed up.
- If no response is received regarding the absence after three school days, the Attendance and Welfare team will try to make contact. If this is unsuccessful they will follow the school's escalation process. This may include contacting other emergency numbers, a socially distanced home visit, a police welfare check or making a 'Child Missing from Education' referral to the Local Authority.
- Students should arrive to school on time according to their respective staggered start times.
- If there are extenuating circumstances leading to a student being late and missing their staggered start time, the student is to report immediately to Reception where they will sign in with the Attendance and Welfare Assistant. The student is then to go directly to the classroom on their timetable at that time.
- The school targets of 96% attendance and no more than 3% poor punctuality are still in force. Students will be rewarded for achieving these targets and sanctioned where appropriate for failing to meet them.
- Persistent lateness will be sanctioned through Friday and Saturday detentions.

Recording attendance

- No one with symptoms of Covid-19 should attend this setting for any reason. Parents / carers must inform the school if their child or any member of their family have or suspect they Covid 19.
- Should any of the school community test positive for the Coronavirus, the school will implement the procedures as set out in the guidance for full opening and the risk assessment.
- Although school attendance is mandatory from 8th March, 2021, there are some circumstances where students cannot attend school due to coronavirus (COVID-19). The government have added a new category of non-attendance – 'not attending in circumstances related to coronavirus (COVID-19)' for school attendance registers. This category (Code X) can only be used to record sessions that take place in the 2020 to 2021 academic year where a student does not attend because their travel to, or attendance at, school would be:



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

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 (Code X) will not count as an absence (authorised or unauthorised) for statistical purposes.

- If you have concerns about attendance due to your child's medical condition, please can you contact your specialist health care professional and seek guidance. A meeting will be held to discuss any health professional advice with you to determine any additional measures and to provide a care plan where necessary.
- As usual, parents/carers should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a student is required to be in quarantine on arrival in, or return to, the UK, code X will be used in the register.
- The DfE attendance return will be completed and returned daily.

Remote education:

- If a student is not attending school due to circumstances related to coronavirus (COVID-19) / they are complying with clinical and/or public health advice, we will immediately offer them access to remote education.
- Students must attend live/remote sessions as they would normally do in respect of onsite lessons, unless there is a valid reason for their absence. They should log in via Google classroom at their normal lesson time and the teacher will be available live. We will keep a record of, and monitor engagement with this activity.

Current legislation, and current guidance:

- Students must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.
- Students are to self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19).
- Students should provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- Students who have symptoms should self-isolate and get a test.
- If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.
- If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not



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have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 10 days from the day after the individual tested positive.

- In all cases of self-isolation, parent/carers must inform the school immediately about the outcome of a test. Although the school will not insist on evidence of negative test results or other medical evidence before welcoming students back after a period of self-isolation, it can be helpful for the school to have this for their records.

Local lockdown:

- If rates of the disease rise locally, we may need to prevent some students from attending. We will follow national and local guidance on what measures are necessary in the event of local lockdown.
- Where attendance is to be limited to certain groups, ‘not attending in circumstances related to coronavirus (COVID-19)’ - code X - will be used for students who are asked not to attend.
- If in future, rates of the disease rise in local areas, students still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents/carers will be able to share with the school. Non-attendance in accordance with guidance from PHE or the DHSC will be recorded as code X.
- We will contact parents/carers of students who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school. Code X will not be used for sessions after the student has been advised to return to school.

Impact:

This addendum to the school Attendance & Punctuality policy serves to reflect the importance of the school addressing both the legislation for attendance and the provision for the health, safety and wellbeing of all members of our school community from March 2021.

We will maintain robust and effective attendance procedures that will ensure that the education of our students is not compromised by poor procedures and practice and that despite the pandemic our community continues to strive for excellence.

This addendum has been approved by the chair and lead governor and ratified by the governing body.

Signed: _____

Signed: _____

Print name: _____

Print name: _____

Designation: Chair of Governors

Designation: Lead Governor for pastoral

Date: _____

Date: _____



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We want all at SHS to believe in and maintain the values of our school:

