



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 SEPTEMBER 2020

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

From the start of the Autumn Term 2020 student attendance will be mandatory. Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of students who will remain on the shielded patient list can return to school, as can those who have family members who are shielding. The usual rules on attendance will therefore apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered student;
- 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.

In a normal academic year there would always be a handful of students returning from the summer break that have felt anxious after being away from school for so long. Following the national lockdown and partial closure of schools the majority of our students have been away from school for approximately 5 months. It is understandable, therefore, that levels of anxiety/stress for both students and parents/carers will be higher than in previous years. There will be students/families that have experienced things in the last 5 months that they have never experienced before and 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 walk or cycle to school where possible and avoid public transport. If they must use public transport they must wear face coverings 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;
- Students should arrive according to the time on their timetable. It is expected that students will arrive on time so they do not affect the staggered start times of the year groups by mixing the year group bubbles;



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- Students must respect social distancing measures in place as they travel to and from school as well as in the school buildings when they arrive;
- Students must not enter any buildings that are not within their allocated year group bubble and must not deliberately mix with students outside of their bubble
- Student must follow staff instructions regarding interaction with other students, moving round the school, responding to fire alarm or lock down procedures, or any altered routines for arrival or departure;
- Face coverings should be worn in internal communal areas and when travelling internally between designated “bubble” locations. Use of face coverings at any other time is dependent on the safety concerns of the individual and that decision should be made based on the guidance provided regarding social distancing, expected levels of hygiene and handwashing. When not being worn face coverings should be placed in a clear plastic bag in an easy to reach location such as a blazer pocket.

Attendance:

- Students of compulsory school age must be in school unless a statutory reason applies. The expectation that parents/carers will let the school know if a child is unable to attend and the reason remains. Parent/carers will be contacted on the first day of absence where this does not happen.
- If you have any anxieties about your child’s return in September 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.
- No one with symptoms of Covid-19 should attend this setting for any reason. 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 the start of the autumn term, 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:
 - 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.
- Where a student is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education.



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Current legislation, and current guidance from PHE and DHSC:

- Students are to self-isolate if they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19).
- Students who have symptoms should self-isolate and get a test.
- If a student tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the student remains unwell following the test (such as with a different illness), then they will be recorded as code I – illness in the attendance register, as would usually be the case. Code X will only be used up until the time of the negative test result.
- If a student tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. Code X will be used for the period of self-isolation until the test. After the student tests positive they will be recorded as code I (illness) until they are able to return to school.
- If someone in the student's household has symptoms, the household should self-isolate and the member of their household should get a test. If the member of the household tests negative, the student can stop self-isolating and can return to school. Code X will only be used up until the time of the negative test result when the student can return to school. If the household member tests positive, the student should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X will be used during this period.
- The NHS test and trace guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19).
- In the event of a confirmed coronavirus (COVID-19) case in the school community, advice will be provided on who this applies to, and the need to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious. Code X will be used for these students during this period.
- In all cases of self-isolation, parent/carers must inform the school immediately about the outcome of a test. Although we 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.

Remote education:

- If a student is not attending school due to circumstances related to coronavirus (COVID-19), 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. We will keep a record of, and monitor engagement with this activity.

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.



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- 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.

Day to Day expectations:

- 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
- When the student returns to school after an absence, parents/carers must complete an 'explanations for absence' slip in the student planner.
- If electronic registration indicates a student to be absent and no contact has been received from the parents/carers, a text will be sent to the parents/carers informing them of their child's absence from school and asking for verification of the absence. If there is no response a follow up email is sent at the end of the day.
- 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. Please understand that failure to do will impact on the health and safety of others through the mixing of the year group bubbles.
- 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.
- 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.
- Detentions for persistent poor punctuality will be held on Saturdays and whilst extenuating circumstances will be taken into account as a gauge if a student arrives late 5 times in a week they will get a one hour detention, if they arrive late 10 + times as a cumulative total they will get a one hour detention, if they arrive 15+ times as a cumulative total they will get an hour and a half detention, if they arrive 20+ times as a cumulative total they will get a two hour detention and if they arrive 25+ times as a cumulative total they will get a three hour detention.

Impact

It is important that schools address both the legislation for attendance and the provision for the health, safety and wellbeing of all members of our school community from September 2020.

This addendum to the school Attendance & Punctuality policy serves to reflect the guidance, legislation, protective measures and any new rules and routines. It serves to ensure students can understand them and that all school leaders and staff are prepared to welcome back all students full-time from the beginning of the autumn term in a climate of recovery and re-engagement where all students can achieve and enjoy.

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:

