

Annex 1



Temporary Policy Addendum:

COVID-19 Attendance arrangements at Southam College

This Policy addendum is effective from 8th March 2021

School Name: Southam College
Policy owner: Megan Browne
Date: 24/02/2021
Date shared with staff: 05/03/2021
Approved by the Trust Board:

Context

On Monday 22nd February 2021, The Prime Minister announced the government’s roadmap to cautiously ease lockdown restrictions in England. This included a direction that from 8 March 2021, all pupils should attend school.

Southam College will continue to have regard to the statutory safeguarding guidance keeping children safe in education (as amended, Jan 2021).¹

We will ensure that where we care for children on site, we have appropriate support in place for them.

We will take advice and work with the local safeguarding partners.

We will refer to the Government guidance for education and childcare settings on how to implement social distancing and continue to follow the advice from Public Health England on handwashing and other measures to limit the risk of spread of coronavirus.

This addendum of the Southam College Safeguarding and Child Protection policy contains details of our individual safeguarding arrangements in the following areas:

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf

Attendance monitoring

We expect all pupils to attend school.

Parents or carers are expected to contact the school on the first day of the illness and inform us of the reason for absence so that the correct attendance codes can be used in every case of absence. We expect parents or carers to make contact to make us aware of the status of any COVID-19 tests that have become necessary and to update the school on the welfare of the pupil.

From 8th March 2021, we will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended)² for all pupils.

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

For children self-isolating or quarantining or shielding – we will use code X.

In compliance with the Remote Education, Temporary Continuity Direction³ will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19).

Also, we will offer pastoral support to pupils who are:

- self-isolating
- shielding
- vulnerable (and off-school)

The Department for Education expects schools to grant applications for leave in exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

² <https://www.legislation.gov.uk/uksi/2006/1751/contents/made>

³ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/923539/Remote_Education_Temporary_Continuity_Direction_-_Explanatory_Note.pdf

Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

Absence and Lateness

Parents are required to contact the school as soon as possible to inform us if a child is to be absent or late on each day that the child is eligible to attend.

This can be done via:

1. **Telephone** 01926 812560 - press 1 for attendance
2. **Text** 01926 800044
3. **Email** attend4114@welearn365.com
4. **Login to insight** and update us online.

Students are late if they are not on site by 8.45am.

Registers

Registers are taken each AM and PM session, within the first 10 minutes of the lesson. Non-attendance is identified each morning and afternoon as well as within every lesson.

In the morning if the child has not arrived in school and we have not been informed of a reason the following actions will be taken:

- A text message will be sent by 11:00am

If no appropriate response is received:

- A follow up call is made the next day

If no appropriate response is received:

- A home visit will be completed on the 3rd school day of the unexplained absence

If a student needs to leave the site prior to the end of the school day they are required to sign out at the student office and will require a note from their parent/carer to do so.

Please note-The DSL notifies Children's Social Care if a child with a child protection plan is absent for more than two consecutive days without explanation.

Elective Home Education (EHE)

Southam College will encourage parents to send their children to school, particularly those who are vulnerable.

Where an application is made, Southam College will consider whether a parent's decision to educate at home gives greater cause for concern compared to remaining in school.

Where we feel that there is additional cause for concern the designated safeguarding lead will then consider making a referral to the local authority in line with existing procedures. This will happen as soon as Southam College becomes aware of a parent's intention, or decision, to home educate.

Southam College will work with local authorities and, where possible, coordinate meetings with parents to seek to ensure EHE is being provided in the best interests of the child.

If a parent wants to admit their child to Southam College, we will follow our normal processes for in-year admissions applications.

Support from the Multi-Academy Trust

The Multi-Academy Trust will provide support and guidance as appropriate to enable the Attendance Lead to carry out their role effectively.