



Robert Shaw Primary & Nursery School

COVID-19 Attendance Policy Addendum (V3 January 2021)

Effective from 6 January 2021

On 4th January 2021, the Government announced a further national lockdown to take effect from 00:01 Wednesday 6 January 2021. During the period of national lockdown, school will remain open to **vulnerable** children and **children of critical key workers** and nursery children only. This decision does not suggest that schools are no longer safe places for children, instead limiting attendance is about reducing the number of contacts that all of us have with other people.

During this period of national lockdown, school should only allow vulnerable children and children of critical key workers to attend. Children with at least one parent/carer who is listed as a critical worker are eligible for a school place. It is not necessary for both parents to be critical workers. A list of critical workers can be found: https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision?utm_source=4493ba16-e0eb-4840-9121-4e6cd72207a8&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily

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

Is Attendance Compulsory?

We expect all vulnerable and critical 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 extremely 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 clinically extremely 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 2 metre 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 child is unable to attend on a daily basis. We will consider the circumstances and explore with you the reason for the absence to help address any concerns and barriers.

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.

A member of the School Office will contact parents/carers who have indicated that their child will be attending should they be absent and no reason is provided.

Remote Education

For those children not in school, we will teach children remotely – please see our Remote Learning guidance on the school website <https://robertshaw.nottingham.sch.uk/school-closure-information/school-closure-january-2021> In Transform Trust, we are committed to securing the best learning outcomes for our pupils through a remote learning approach. This means that the children will receive the same broad school curriculum if local or national restrictions require pupils to isolate or remain at home.

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 can access tests if they display symptoms of Coronavirus. 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 family members of that class 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 may 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.

Penalty Notices

Parents/carers will not be penalised if their child does not attend. Under the Coronavirus Act 2020, the Government has relaxed the law so that parents/carers are not guilty of an offence on account of their child's attendance.

We will work with parents/carers and other services to support families to enable their child to return to school.

Start Times

We expect children to arrive on time. Registers close 20 minutes after the start of the school day. Parents/carers are asked to ensure that children arrive at the appropriate start time, neither early nor late, in order to avoid contact with other bubbles. If children do arrive late, they will be escorted to their classroom by an adult in order to avoid bubble crossover.

Our start times will be:

Bubble	Start Time	End Time
F1 – Nursery only	8.30am	11.30am
EYFS (F1 & F2 Mixed)	8.45am	3.00pm
Year 1	8.45am	3.00pm
Year 2	8.45am	3.00pm
Year 3	9.00am	3.15pm
Year 4	9.00am	3.15pm
Year 5	9.00am	3.15pm
Year 6	9.00am	3.15pm

Please contact the School Office for further information:

Please continue to contact us via our school office on 0115 9155765, Class Dojo, SchoolComms, or email admin@robertshaw.nottingham.sch.uk.

Dropping off/collecting children

We will operate a staggered start and end for all bubbles with different arrival and leaving points. This is to maintain social distancing as much as possible. When dropping off and collecting your child, please ensure only one adult drops off or collects, you observe social distancing and wear a face covering.

Bubble staff will be on the playground 5 minutes before the start time, so that children can see where they are lining up.

Parents must only use the entrance and exit points listed below. This is to prevent bubbles of children and adults from mixing.

Bubble	Start Time	End Time	Entrance and Exit Point
F1 – Nursery only	8.30am	11.30am	Side Gates near Underpass
EYFS (F1 & F2 Mixed)	8.45am	3.00pm	Dorothy Grove Playground
Year 1	8.45am	3.00pm	Key Stage 2 Playground
Year 2	8.45am	3.00pm	Key Stage 2 Playground
Year 3	9.00am	3.15pm	Key Stage 2 Playground
Year 4	9.00am	3.15pm	Key Stage 2 Playground
Year 5	9.00am	3.15pm	Top Car Park Gate
Year 6	9.00am	3.15pm	Dorothy Grove Playground

Registers

During the lockdown period, we will continue to record daily attendance to the Trust and other regulatory authorities.

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. You should note whether the illness involves coronavirus symptoms.
- 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).

- Children who are not in an eligible year group or priority group (critical key worker and vulnerable children) should be recorded as Code X (not required to be in school).