

Glossopdale School COVID-19 Attendance Policy Annex

SLT with responsibility: Mary Skillings - Assistant Headteacher – Behaviour, Attendance & Welfare

Principles

- From March 2020, when the COVID-19 outbreak was intensifying in England, the Department for Education (DfE) made it clear that no parent/carer would be penalised or sanctioned for their child's non-attendance at school
- The DfE directive around school attendance from **September 1st 2020** is that school attendance is **compulsory**. Parents and carers have a **legal responsibility** to ensure that their child attends school
- It is essential for **all** students to attend school from September 2020 to minimise the longer-term impact of the COVID-19 pandemic on their educational outcomes, wellbeing and wider development
- Missing more time from the classroom will result in students falling further behind. There is a strong correlation between good school attendance and high rates of academic progress/outcomes at secondary school
- Glossopdale School's pastoral staff team will ensure that **all** students, parents and carers are supported in ensuring that a full return to education takes place for all of our students from September 2020
- The following procedures have been implemented in conjunction with the latest advice from the DfE, Public Health England (PHE) and NHS guidelines
- Glossopdale School will work with East Midlands Health Protection Team wherever necessary in order to minimise the risk posed for the school community
- Students, staff, parents and carers are strongly encouraged to engage with NHS Test and Trace as widely communicated in the media. Should any member of our school community develop symptoms or have contact with a person who has tested positively for COVID-19, they must get a test as soon as possible
- This annex is to be used in conjunction with the **Attendance 'what to do' for parents and carers** document

Procedures

- **Absence - Parent / Carer responsibilities – parents/carers must ring the Glossopdale School Absence line on the first morning of their child's absence by 8:30 am** (school phone number, select 'report a student absence'). This is for any absence – COVID-19 related or otherwise. The reason for the child's absence must be clearly explained

- **Parents and carers must** ensure that school has current contact details (supplying updated mobile numbers, email addresses, additional contact numbers etc.) and it is essential that the parent/carer remains contactable at all times

Absence – COVID-19 related. If a student has been in contact with **any** person who has tested positive for COVID-19, they must self-isolate at home for **14 days** from the date of their last contact with the person, even if they do not have any symptoms. Parents and carers **must** state this in their message on the school absence line. The absence will be **given a code X** and the student must complete work remotely / by obtaining hard copies from school (if well enough to do so).

A **code X** means that the student has met the criteria for '*not attending in circumstances related to coronavirus (COVID-19)*' DfE August 2020. This new category of non-attendance **will not count as an absence (authorised or unauthorised) for statistical purposes and will not impact the student's overall attendance for academic year 2020-21**

Students must self-isolate for **14 days** if they live with (or are in a support bubble with) someone who:

- Has symptoms of coronavirus and tested positive, had an unclear result or did not have a test
- Tested positive but has not had symptoms (this is because it can take 14 days for symptoms to appear)
- The 14 days starts from when the first person in their home or support bubble started having symptoms or from the day they were tested (if they have not had symptoms). If they get symptoms after they were tested, the student must self-isolate for a further 14 days from when their symptoms start
- Students must get a test to check if they have COVID-19 if they get symptoms whilst self-isolating for 14 days. If the test is negative, they must still keep self-isolating for the rest of the 14 days
- If the test is positive, the student must self-isolate for 10 days from when their symptoms started. This might mean that they are self-isolating for longer than 14 days overall
- **Parents / carers must inform school on the Glossopdale absence line that the test is positive and keep us updated at all stages**

Self-isolation for 14 days – **NHS Test and Trace.** If a student has been in close contact with someone who has COVID-19, they may get a text, email or call from the NHS Test and Trace service. They will advise the student to self-isolate for 14 days

Absence – COVID-19 related. If a student has COVID-19 symptoms or has tested positive for COVID-19 they must self-isolate for **10 days**. This includes:

- A student with symptoms of COVID-19 who has either tested positive, had an unclear result or did not have a test
- A student that tested positive but does not have symptoms
- If the student has symptoms of COVID-19, the 10 days of self-isolation starts from the time the symptoms first started

- If the student does not have symptoms, the 10 days of self-isolation starts from when they had the test. If the student gets symptoms after their test, they must self-isolate for a further 10 days from when their symptoms first started
- Self-isolation can stop **after 10 days only** if either:
 - The student does not have any symptoms
 - The student has only a minor cough or changes to their sense of smell or taste – these can last for weeks after the infection has gone
- If a student continues to feel unwell beyond the 10 days of self-isolation, they must continue to self-isolate until they feel well and are symptom free (other than the 2 points above)
- Students must keep self-isolating if they have any of these symptoms after 10 days:
 - A high temperature or they are feeling hot and shivery
 - A runny nose or sneezing
 - They are feeling or being sick
 - They have diarrhoea
 - Students must only stop self-isolating when these symptoms have gone
- On obtaining a test (after displaying one or more symptoms of COVID-19) if the student tests **negative**, and, if they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating. However, the student could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better, and so are advised to stay at home until they are fully recovered
- Additionally, other members of their household can stop self-isolating (unless they have symptoms of COVID-19) in which case the student must remain at home until all test negative or the end of the 14 day self-isolation period is over from when the family member(s) first developed symptoms
- Such absence **will be coded as X** whilst the student is absent and awaiting a test result, then it will be **coded I for illness** if the test result is positive. The student must complete work remotely / by obtaining hard copies from school (if well enough to do so)

Absence – COVID-19 related - Quarantine from holidays overseas

- Any student returning from a country not on the ‘travel corridor’ list will need to self-isolate / quarantine for 14 days
- The ‘travel corridor’ list is frequently updated by the Government. A list of countries where quarantine is **not needed** upon return is found here:
<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-requirement-on-arrival-in-england>
- If this 14-day period overlaps or coincides with the start of the September 2020 term, the student must remain at home until the end of the 14 days of self-isolation. The absence will be marked as a **code X**. If they and other members of their household do not develop

symptoms of COVID-19, they may return to school on day 15 after their arrival back to the UK

- The extended absence will be **recorded as X** and the student must complete work remotely / by obtaining hard copies from school (if well enough to do so)

Absence – students who become unwell during the school day

- Students will be sent home during the school day if they develop one or more of the COVID-19 symptoms. The student will need to get a COVID-19 test. The guidelines around self-isolation as stated above will subsequently follow
- DfE guidelines: Any members of staff who have helped someone with symptoms and any students who have been in close contact with the ill student do not need to go home to self-isolate unless they develop symptoms themselves
- If other students / member(s) of staff do develop symptoms, or if the symptomatic person (initial ill student) subsequently tests positive, they should arrange to have a test. They may also be contacted by NHS Test and Trace
- In consultation with the East Midlands Health Protection Team (where an outbreak in school is confirmed) a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice. They will also issue advice around students who must subsequently self-isolate for 14 days
- If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should get a test, and:
- If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop COVID-19 within the remaining days
- If the test result is positive, the parent/carer must inform school immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should also self-isolate for at least 14 days from when the symptomatic person first had symptoms
- Public Health England is clear that routinely taking the temperature of students is not recommended as this is an unreliable method for identifying COVID-19
- Schools must not share the names or details of people with COVID-19. We will only do this if the East Midland Public Health Team consider it essential to protect others

Absence – illness (non-COVID-19 related)

- Under current DfE guidelines it is compulsory for any ill student to stay at home until they have recovered from their illness
- If a student has diarrhoea or they are being sick, they should remain at home until 48 hours after the last episode.
- For all other absence through illness / injury students need to remain at home only until their symptoms are alleviated to a point where it is of greater benefit for them to be in school

Absence – non-illness related

- Permission for term-time holidays **will not be granted**.
- Students have missed a lot of time from school and need consistency in attending school to support their wellbeing and re-engage with work. If students need to miss school for a reason such as attending a small family wedding / funeral / for religious observance, parents/carers must fill in the [Leave of absence form](#) (found on our website - www.glossopdale.derbyshire.sch.uk/-Parents/Attendance-and-Absence)
- Due to current circumstances, large functions are not in operation in England and ‘travel corridors’ could change with very little notice causing disruption to travel plans. We therefore strongly encourage parents/carers **not to book holidays during term time** and to fill in this form **only under exceptional circumstances**

Exceptional circumstances – in the event of a ‘forced local / national lockdown’ or other future scenario, which may dictate that shielding resumes;

Students who are to resume shielding or shielding others within their household;

- Shielding advice for all adults and children was paused in England on 1st August 2020
- In the event of a **future enforced local / national lockdown / other future scenario resulting in the resumption of shielding**, a small number of students may be unable to attend school in line with public health advice because they have an underlying health condition and have been advised by medical professionals to resume shielding. Other students may be shielding a person within their household with a serious medical condition (and that person has been advised to resume shielding). In such cases, **medical evidence** should be supplied (e.g. photograph of the letter or email from GP/hospital emailed to school) and the student will be supported by school to continue remote learning
- Where students are not able to attend school due to their own health or the health of parents/carers (following clinical and/or public health advice) their absence will not be penalised (**a code X will be used**)

Local / National Lockdown

- In the event of a local or partial lockdown, school will communicate as soon as possible with parents and carers. **All forced absences will be marked with an X code**. All work will be set remotely or as hard copies (upon request)

Absence – school procedures

- From September 1st 2020, the national rules on school attendance will apply, including:
- Schools’ responsibilities to record attendance and follow up absence
- The availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct. Please refer to our full Attendance policy for further information about both of these points (found on our website [www.glossopdale.derbyshire.sch.uk/-About Us/School-Policies](http://www.glossopdale.derbyshire.sch.uk/-About_Us/School-Policies))

Parents/carers - If you have concerns around your child’s attendance from September 1st 2020, please contact their Year Manager for further help and support via their email address (found on the website) www.glossopdale.derbyshire.sch.uk/Contact-Us