



Attendance Policy

Coronavirus Addendum

Document Control

This policy has been approved for operation within	Manchester Muslim Preparatory School
Date of last review	August 2020
Review period	Extra-ordinary in line with government updates
Policy status	Statutory
Owner	MMPS
<i>This policy addendum will be subject to ongoing review and may be amended prior to the scheduled date of next review in order to reflect changes in legislation, where appropriate.</i>	

Attendance will be recorded in line with government guidelines published in the DfE guidance:

- ***School attendance Guidance for maintained schools, academies, independent schools and local authorities (August 2020)***
- ***Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year (August 2020)***

PURPOSE OF ADDENDUM

This addendum replaces the temporary guidance issued by the government during the school lockdown period (March 2020 – July 2020) in response to the Coronavirus outbreak.

ATTENDANCE EXPECTATIONS

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will 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

NOT ATTENDING IN CIRCUMSTANCES RELATED TO CORONAVIRUS – COVID-19

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

To make sure such absences are recorded accurately and consistently, a new category of non-attendance has been added – 'not attending in circumstances related to coronavirus (COVID-19)'.

This category will only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil 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 will not count as an absence (authorised or unauthorised) for statistical purposes.

ATTENDANCE CODES

Pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' will be recorded using code X

Code X will continue to be used for non-compulsory school aged pupils who are not expected to attend a session.

EXAMPLE OF CORONAVIRUS RELATED ABSENCE

Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)

In line with current legislation, and current guidance from PHE and DHSC, examples are as follows:

- Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19). Pupils who have symptoms must self-isolate and get a test.
If a pupil 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 pupil remains unwell following the test (such as with a different illness), then they will be recorded as code I – illness, as would usually be the case.
Code X will only be used up until the time of the negative test result. In line with government guidance, the code in the attendance register will not be changed retrospectively due to a negative test result.
- If a pupil 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 pupil tests positive they will be recorded as code I (illness) annotated with Covid-19 until they are able to return to school.
- If someone in the pupil's household has symptoms, the household must self-isolate and the member of their household should get a test.
If the member of the household tests negative, the pupil 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 pupil can return to school.
If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. *Code X should be used during this period.*

In all cases of self-isolation parents must inform school immediately about the outcome of a test.

No evidence of negative test results or other medical evidence needs to be submitted to school before admitting pupils or welcoming them back after a period of self-isolation.

Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)

Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).

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, MMPS will, in line with government guidelines, seek advice from the local health protection team who will provide advice on who this applies to, advising them 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 should be used for these pupils during this period.

See [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and [NHS test and trace](#) guidance.

Pupils who are required by legislation to self-isolate as part of a period of quarantine

As usual, parents 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 pupil is required to be in quarantine on arrival in, or return to, the UK, code X will be used in the register.

See <https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

Pupils who are clinically extremely vulnerable in a future local lockdown scenario only

Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding.

If in future, rates of the disease rise in local areas, children 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 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.

School will contact parents of pupils 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 pupil has been advised to return to school.

See <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Local lockdown

If rates of the disease rise locally, school may need to prevent some pupils from attending. Schools will follow PHE or DHSC 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 - should be used for pupils who are asked not to attend.

Remote education

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), access to remote education will be offered via Tapestry for EYFS pupils (Nursery and Reception) and Class Dojo for Key Stage 1 and Key Stage 2 (Year 1 to Year 6). Class teachers will keep a record of and monitor engagement with activities set by teachers.

Data collection

Collection of school attendance data as part of the school census will resume in January 2021, collecting data for the autumn term 2020. Subject to the necessary legislation being made, from January 2021, the census will collect attendance codes in addition to absence codes.

Further information will follow on what, if any, additional attendance data will be required during the 2020 to 2021 academic year to monitor the impact of coronavirus (COVID-19) and support the government's planning.