



Hardwicke Parochial Primary Academy  
Diocese of Gloucester  
Academies Trust

Attendance Policy  
Appendix

---

From 23rd March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those pupils of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of pupils - pupils who are vulnerable, including those with a social worker, those with an Educational Health Care plan, and pupils whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

From 1<sup>st</sup> June 2020, schools are being asked to open to a wider number of pupils. It is imperative that the daily running of the schools during this time should have at the centre of its organisation the safety and wellbeing of all pupils within their community.

This additional Appendix to the Attendance Policy details the school's procedures at this time in line with national guidance. This document is an interim document and will be amended and updated throughout this period as the situation changes.

Status and Review Cycle;  
Responsible group:  
Implementation date:  
Next Review Date:

Statutory and annual  
School LGB  
May 2020  
Ongoing as needed.

## **Attendance during partial school closure**

During this partial school closure period, the school is adhering to the current government guidance by implementing the following measures:

Attendance is non-compulsory during this partial school closure and parents will not be fined for not bringing their pupil to school in line with the Coronavirus Act 2020 Disapplication of Section 444(I) and (IA) of the Education Act 1996 (England) Notice 2020. Consequently, schools will not be held to account for their attendance during this time.

The school remains open to all vulnerable pupils and pupils of key workers as well as pupils in (insert own circumstances here).

## **Pupils or Parents demonstrating symptoms of Coronavirus**

All communications with parents and carers during this time will be explicit that should a child or a member of their family be displaying any symptoms of Covid will not enter the school grounds.

Parents will inform school if their child (who is in one of the groups expected to attend school) is ill, and/or displaying symptoms of coronavirus, and is unable to attend school as a result.

## **Taking the register from 1<sup>st</sup> June 2020**

From the 1<sup>st</sup> June, the attendance register will be taken for all pupils who are expected to be in school as well as continuing to complete the [Educational setting status](#) document by midday each day of partial school closure to provide the DfE with accurate information on whether the school is open how many pupils and staff are in school daily.

If a pupil that is expected to be in school does not attend, the school will contact the pupil's parent's/carers, in line with safeguarding practices to check that the pupil is safe and well.

The school respects the concerns of parents and carers and will not at this time exert undue pressure to bring their pupil into school if they feel the setting is unsafe. They will try to reassure parents of the safeguards they have put in place in line with Public Health England's (PHE's) advice and will provide reassurance when necessary.

If a vulnerable pupil does not attend school, the social worker and school (DSL) should explore the reasons for this directly with the parents/carers. Where parents are concerned about their child catching the virus, schools should explain the safeguards that they have put into place to minimise contact with large groups. Schools must notify social workers if a vulnerable pupil fails to attend school when expected.

In line with our safeguarding policy, DSLs will ensure that the list of vulnerable pupils is kept updated, so that everyone is clear about who should be in school at this time. In line with GCC policy if this list changes, because additional pupil has gone onto the CP list, or has received an EHCP, then the vulnerable pupil list will be updated and shared with the local authority.

Schools will work closely with social care, virtual school and other professionals at this time to safeguard pupils. They will make sure that in line with the appendix to the safeguarding and pupil protection policy, that they stay in touch, via telephone, email, or doorstep visit, (if this is safe to do) in line with safeguarding policy procedures.

## **Exceptional Circumstances**

Any pupil who is classified as clinically extremely vulnerable under the government guidance found [here](#) should not be in school at this time, regardless of whether or not the rest of their year group is attending.

If a pupil lives with an extremely clinically vulnerable person, they will only be able to attend school if they are able to adhere to strict social distancing measures.

Pupils who are described as being clinically vulnerable should only attend school if stringent social distancing can be adhered to. If a pupil has an EHCP for medical reasons and parents would like the child to return to school, then there will need to be an adaptation to the child's individual care plan may need to be put into place to ensure the child's wellbeing. This will be completed ensuring that full advice and guidance is taken from health professionals. All adaptations to pupils' individual plans will be fully communicated with LA SEND team.

Absence coding will be in line with the direction given by the DfE which has yet to be released.