



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 children 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 children - children who are vulnerable, including those with a social worker, those with an Educational Health Care plan. and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home.

From 1st June 2020, schools are being asked to open to a wider number of children. 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 children within their community.

This additional Appendix of Hardwicke schools 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 & Review Cycle;
Responsible group:
Implementation date:
Next Review Date:

Statutory and annual
School LGB
May 2020
Ongoing as needed.

Please note, this annex has been created in line with the current government guidance. Schools need to ensure that this template reflects any local guidance and the specific needs of their school. We understand that reopening schools to more pupils will be very challenging, and we will update any guidance in line with government advice.

1. Taking attendance during partial school closure

1.1 During the partial school closure period, the school will adhere to the current government guidance by implementing the following measures:

- Attendance is non-compulsory during partial school closure and parents will not be fined for not bringing their child to school in line with the Coronavirus Act 2020 Disapplication of section 444(1) and (1A) of the Education Act 1996 (England) Notice 2020.
- The school remains open for all vulnerable pupils and children of keyworkers who cannot receive sufficient care at home.
- The school's attendance register will not be taken during partial school closure and the attendance code '#' will be used to denote planned full or partial school closure.
- The school will complete the '[Educational setting status](#)' form by midday each day of partial school closure to provide the DfE with accurate information on whether the school is open to eligible pupils and how many pupils it is caring for during this time.
- If a child that is expected to be in school does not attend, the school will contact the child's parents or primary carers to ensure the safety and security of the child.
- Under no circumstance will an individual enter the school grounds if they are displaying symptoms of coronavirus.
- Parents will inform the school if their child (who is expected to attend school) is ill, and/or displaying symptoms of coronavirus, and is unable to attend school as a result.
- If a pupil lives with an extremely clinically vulnerable person, they will only be able to attend school if they adhere to strict social distancing measures.

2. Taking attendance during phased reopening

2.1. When schools are advised to begin reopening to more pupils, the school will adhere to the current government guidance by implementing the following measures:

- Attendance is non-compulsory during phased reopening and parents will not be fined for not bringing their child to school in line with the Coronavirus Act 2020 Disapplication of section 444(1) and (1A) of the Education Act 1996 (England) Notice 2020.
- The school will resume its attendance register once phased reopening commences – the attendance register will be open for longer to account for staggered starts.
- In addition to the attendance register, the school will continue to submit the 'Educational setting status' form to the DfE.
- The school will devise a recovery plan which will enable it to reopen safely and adhere to strict social distancing and hygiene rules – this plan will be made in collaboration with parents, governors, staff and any other relevant party.
- The school respects the concerns of parents and will not pressure them into bringing their child to school if they feel the setting is unsafe, and will the school's plan to keep

pupils safe in line with Public Health England's (PHE's) advice, offering reassurance where required.

- The school will work with the LA to ensure those who are expected to attend school are doing so, and any unexplained absences are dealt with using the correct channels.
- **Under no circumstance will an individual enter the school grounds if they are displaying symptoms of coronavirus.**
- Parents will inform the school if their child (who is expected to attend school) is ill, and/or displaying symptoms of coronavirus, and is unable to attend school as a result.
- If a pupil lives with an extremely clinically vulnerable person, they will only be able to attend school if they adhere to strict social distancing measures.