



Attendance and Punctuality Policy

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1. Introduction

Rugby Free Secondary School (RFSS) is committed to providing education of the highest quality for all its students and recognises that this can only be achieved supporting and providing excellent school attendance. This is based on the belief that only by attending school regularly and punctually will children and young people be able to take full advantage of the educational opportunities available to them at RFSS. High attainment depends on good attendance and it is our policy to celebrate both.

2. Statutory/Legal Guidance

Under section 7 of the Education Act 1997 a parent is responsible for making sure that their child of compulsory school age receives full time education that is suitable to the child's age, ability and aptitude and to any special educational needs that the child may have. This can be regular attendance at school or by education otherwise.

If a child of compulsory school age who is registered at a school fails to attend regularly at the school, then the parent is guilty of an offence under Section 444(1)/(1A) of the Education Act 1996.

If children are to succeed in their education and reach their full potential, it is essential they attend school regularly and are punctual. Parents are informed of the school's expectations and procedures through the students' planners, induction processes, newsletters and other communication between school and home.

Our school staff will always contact parents to notify them of a cause for concern in relation to their child's attendance.

3. Aims

- Our school seeks to ensure that all children in its care receive a full-time education, which maximises opportunities for achieving their potential
- The school strives to provide a welcoming, caring environment, whereby each member of the community feels safe and valued
- All staff will work with children and their families to encourage each child to attend school regularly and to enable them to feel safe and valued



- The school operates an effective system of age appropriate incentives and rewards which acknowledges the efforts of children and families to improve attendance and punctuality. The school will challenge and support parent(s)/carer(s) who give low priority to attendance and punctuality

To meet these objectives, the school will establish an effective and efficient system of communication with children, parent(s)/carer(s) and appropriate external agencies to provide mutual information, guidance and support. The school has a computerised attendance package (SIMS) which is used to take twice daily registers and monitor attendance data.

4. Home/School Partnership

Securing a high level of attendance requires the school and home to work closely together. In order to achieve this, it is essential that parent(s)/carer(s):

- Ensure their child attends school regularly and on time
- Notify the school of a child's illness on the first day using the absence line including an estimation of the likely length of absence and reason for absence
- Send in a written note with their child on the first day of return
- Contact the school as soon as possible about any concerns they have about their child's attendance. In return, Rugby Free Secondary School will:
- Contact home on the first day of absence if no message has been received.
- Follow up promptly any concerns that parent(s)/carer(s) have that may be affecting their child's attitude to or feeling of wellbeing in our school
- Regularly and consistently remind children of the importance of good attendance and punctuality
- Provide the services of Family Support to assist families who are struggling to ensure their child(ren) arrive at school on time and every day
- Complete home visits, both announced and unannounced, to ensure that the reason for absences are clarified and that the child's safety remains paramount



5. Pupil Absence

Parents must inform the school by 9:00am if their child is absent and must give the reason for and likely duration of the absence. A message can be left on the school answerphone if no answer can be sought on the dedicated attendance line.

Our absence management process is as follows:

- The register is taken by the Form Tutor at the start of the school day. Any child arriving after 8:45am must report to the member of staff running 'late gate'. If a child arrives after 9:00am, they must report to the main office. Both the 'late gate' location and the main office are the single point of entry (SPOE) after 8:45am for all children entering the school
- The registers will be checked promptly after completion to identify children who are absent without notification
- By 9:30am we shall attempt to contact the parent(s)/carer(s) of those children not in school and for whom no reasons for absence have been given
- The school will wherever possible complete home visits to all unexplained absences that day if no contact is sought
- The school will make reasonable steps to identify the whereabouts of children during periods of extended absence. Should the criteria qualify, and a student be absent from school without contact for 10 school days, a referral will be made to the Local Authority's Children Missing in Education (CME) Team

6. Unauthorised Absences

It is the Head teacher who determines whether an absence is authorised. The Head teacher may give delegated responsibility at any time to a nominated officer who may act on his/her behalf. A request form, or notification of an absence does not automatically give authorisation. Unauthorised absences include all unexplained or unjustified absences not relating to a child's ill health and will include a reason for considered as authorised circumstances.

Unauthorised absence is any absence which does not fall into the following categories:

- Absence due to sickness or other unavoidable cause



- An absence for religious observance sanctioned by the religious body to which the parents belong
- Medical or dental appointments agreed prior to the absence (parent(s)/carer(s) should seek to return their child within 30 minutes of the appointment)
- Agreed leave of absence under exceptional circumstances

Only the school can authorise absence, not the parent(s)/carer(s), and the school is not obliged to accept the explanation offered as a valid reason.

7. Leave during Term Time for Extended Periods or Holidays

Rugby Free Secondary School expects all children to attend school regularly and, as such, will not authorise any extended leave or holidays during term time unless in exceptional circumstances. We expect parent(s)/carer(s) to share the same commitment to learning and to plan holidays and leave during the school holidays. If, in all extreme case, parent(s)/carer(s) wish to request leave in light of exceptional circumstances, they must write to the Head teacher, giving at least 10 school days' notice. The Head teacher will consider each application and a nominated officer within the school will respond to parent(s)/carer(s) with the outcome of the application.

As a school operating under Warwickshire County Council, we are obliged to follow their policy with the escalation of unauthorised absence. As a parent(s)/carer(s), you are entitled to make representation to the Headteacher using our 'exceptional circumstances form' dealing the exceptional circumstances in which your request is based upon. If the reasons for absence detailed in the request are not deemed to be exceptional, the school may refer the absence to the Local Authority and an initial Penalty Notice of £120 per parent/adult for each child, reducing to £60 for early payment could be the outcome. This would require payment being made directly to the Local Authority within 21 days.

Non-payment will mean that the Penalty notice will rise to £120 after 21 days but within 28 days of receipt. If the penalty has not been paid within 28 days of issue the Local Authority may instigate legal proceedings under section 444 (1) of the Education Act 1996. If found guilty of an offence under this Act, parents will receive a criminal record and could be fined up to £1000.



The school does not benefit financially from this action.

In line with guidance provided by Warwickshire County Council, the school may make a referral for consideration of fixed penalty notice in the following circumstances:

- Where at least 10 sessions are lost due to unauthorised absences in any 100-session period
- Where leave of absence during term time is taken without authorisation from the school and the given threshold is met
- Excessive delayed return from a family holiday (not agreed)
- Persistent late arrivals to school
- Where, during a truancy sweep, a child is found playing truant from school without a valid reason for absence

8. Lateness

Parents are informed that the school gates open at 8:00am and the school day starts at 8:45am. Children should enter the school via one of the available doors in the school site up until 8:45am, after this time the main reception door is the single point of entry.

Our staff operate 'late gate' between 8:45am and 9:00am for children who arrive late to school. Children who arrive between these times will receive an 'L' on the register along with how many minutes they were late. The register closes at 9:30am and any child arriving after this point will be coded as 'U' (late after registration closed) along with how many minutes they were late.

The Attendance Officer along with a member of the Senior Leadership Team will be on the 'late gate' taking names, time and reason of lateness per pupil. Each pupil who is late without a valid reason will be issued a lunchtime detention for 20 minutes on the same day and will be given a slip to remind them.

The Attendance officer will then input all late marks along with minutes late onto SIMS. A list is sent out to all staff via email to remind the pupils of their detention along with a parent mail sent to parents to inform them of their child's lateness to school.



If pupils do not turn up to lunchtime detention, they will then be required to do a 20 minute after school detention on the same day. Another list is sent out to all staff via email to remind pupils about their detention and another parent mail is sent to parents to inform what is happening. However, if pupils do not attend their after school detention they will then be required to be in Refocus for the following day. A list of pupils who do not attend after school detention and therefore will be in refocus the following day will be emailed to the Senior Leadership Team along with a parent mail sent to parents to inform them what is happening.

When a child is persistently late, contact will be made with the parent(s)/carer(s) and an attendance contract or punctuality plan will be put in place.

If no improvement is seen, the school will refer for support from the Local Authority.

Punctuality to lessons is also important as teachers need to begin the programme of learning promptly. If a child is late to a lesson, they will receive a late stamp in their planner, and these are monitored by the Form Tutor. If lateness to lessons gives a cause for concern parent(s)/carer(s) will be contacted and appropriate support and/or sanctions put into place.

9. Medical Appointments

Where possible, routine medical appointments should be booked for outside of the school day. In certain circumstances, where this is not possible, parent(s)/carer(s) should notify the school in writing or by showing the appointment letter or by telephone message of the time and date of the child's medical appointment. Children should attend school before and after the medical appointment as far as is practically possible.

10. Identification & Monitoring

- Parent(s)/Carer(s) of children not in school are contacted by telephone on the first day of absence
- If no contact is made by the first day a home visit may be undertaken
- All verbal messages from parents are recorded centrally
- All verbal messages and notes from parent(s)/carer(s) are retained within the



register

- All parent(s)/carer(s) will be sent a letter if no reason is given for their child's absence
- After two weeks if no reason is supplied for the absence then it will be noted as 'unauthorised'

Leadership monitoring:

- The Head teacher or a nominated officer on their behalf, checks registration procedures at least once per calendar month, to ensure consistency by all staff
- The Governing Body is involved in target setting for the term
- Attendance data for the whole school is presented to the Trust Board regularly
- Reports are given to Trustees concerning strategies employed and future action to be implemented for raising attendance

11. Escalation System

Our school target is 96% and each individual child's target is 100% attendance.

All children whose attendance falls below a nominated threshold for that individual term will be monitored weekly and will be treated as a child at risk of 'persistent absence'. Persistent absence is the official term for attendance below 90% at the end of the academic year – this may be referred to as PA.

As a school operating under Warwickshire County Council, we may choose to refer cases when the absence threshold is met for further investigation by the Local Authority. This could result in a fixed penalty notice being issued or legal action being taken.

For continued attendance concerns, support will be offered to encourage the child to raise their attendance to above the school target using our staged escalation system.

- **Stage one** – parent(s)/carer(s) are made aware of the fall in attendance by a telephone call from the school to outline attendance concerns. Parents may receive a letter detailing the call
- **Stage two** – a formal letter is sent to the parent(s)/carer(s) to outline the school's major concerns in relation to the absence of the child. Advice will be given at this point that further absences will result in a parenting contract



- **Stage three** – a formal parenting contract invitation is sent to the home address and a formal parenting contract meeting will be held in school to draw up formally the reasons for absence and for support to be put into place to ensure the regular attendance of the child. A home visit to conduct the meeting may take place if parent(s)/carer(s) fail to attend without notice
- **Stage four** – a formal review of the parenting contract to map any progress in the nominated period will be carried out. This meeting will be followed by three potential outcomes:
 - Attendance has improved enough and, as such, the child will be taken off the parenting contract and will be informally monitored
 - Attendance has not improved enough, or the child would benefit from another review period, and therefore will be invited to review his or her attendance again in 4-6 weeks.
 - Attendance has continued to decline and therefore a referral to the Local Authority will be completed by the school.

Parent(s)/carer(s) are made aware that the Head teacher or nominated officer acting on their behalf may make a referral to the Local Authority during any point of the escalation process if they feel attendance is deteriorating at a pace which may cause harm to the child's education.

12. Referrals for Additional Support

The school may complete referrals for additional support to the Local Authority's specialist teams in the following circumstances:

- The school has concerns in relation to safeguarding
- The absence threshold in a given period has been reached
- The school requires additional support in securing regular attendance of a child
- The escalation process has failed, and targets haven't been met
- The child is missing in education with no contact for up to 10 school days
- The school is in receipt of a request for elective home education
- Any other concerns which the Head teacher deems a referral will support the child's



overall wellbeing, safety or education

13. Attendance Codes

Code	Description
/	Present (AM)
\	Present (PM)
B	Educated off site (not dual registered)
C	Other authorised circumstances
D	Dual registration
E	Excluded
G	Family holiday (not agreed)
H	Family holiday (agreed)
I	Illness
J	Interview
L	Late (before registers closed)
M	Medical/dental appointments
N	No reason yet provided for absence
O	Unauthorised absence
P	Approved sporting activity
S	Study leave
T	Traveller absence
U	Late (after registers closed)



V	Education visit or trip
W	Work experience
X	Not attending in circumstances relating to coronavirus (COVID-19)

14. Attendance in One School Year

Attendance during one school year	Equals this number of days absent	Which is approximately this many weeks absent	Which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons



Appendix A – Attendance record from Monday 23rd March 2020 due to COVID-19

From Monday 23rd March 2020 until schools reopen for all pupils, education settings will need to temporarily change their attendance recording practices. To reduce the burden on schools and ensure that only the most important information is submitted, schools should complete the 'record of children in attendance form' provided by the Department of Education.

This record of children in attendance is for all settings that are registered as schools.

Schools which remain open for some children (those of key workers and vulnerable children) should do the following:

- Do not take the normal attendance register. For administrative purposes, please use Code # (planned whole or partial closure) in the normal attendance register
- Complete the 'record of children in attendance form' spreadsheet provided by the Department of Education. This will include children of critical workers and vulnerable children and may include children that are not enrolled at the school. We may also have children who are not enrolled at RFSS. These children will also be record on this form

The 'record of children in attendance form' should include the following:

- The names of all children who are in attendance on each day
- If the child is not enrolled at your school, the name of the school where the child is enrolled
- Whether the child is present on each day
- Whether the child has parents who are critical workers (key workers)
- If the child is vulnerable e.g. they have an education health and care plan (EHCP), have a social worker or are looked after
- The time the child signed into the school
- The time the child signed out of the school



Appendix B – COVID-19 Attendance from Monday 15th June

Pupils who are not eligible to attend a session

This includes any pupil who is not in an eligible year group or priority group (children of critical workers and vulnerable children). This may also include children who are in an eligible year group but are not required in school for a specific session, i.e., year 10 and year 12 pupils who are not among the quarter of pupils expected in school at a given time.

They should be recorded as code X (not required to be in school). (Temporarily, code X can be used for compulsory school age children – usually it is only used where non-compulsory school age children are not expected to attend.)

Rugby Free Secondary School and social workers will agree with parents/carers whether children in need should be attending school. Social workers will then follow Rugby Free Secondary School up on any pupil that they were expecting to attend, who does not. Rugby Free Secondary School will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend.

Secondary schools are able to offer face-to-face support for a quarter of the year 10 cohort at any one time. Rugby Free Secondary School Year 10 is currently divided into two bands, the X band and the Y band. We will alternate each band with students from either X band or Y band attending for a whole week at a time. To minimise the number of children in school at any one time and reduce the level of contact any one child or adult has (in the event of a positive case), each band will be divided into two groups and allocated to either a morning or afternoon slot.

Pupils who are eligible to attend a session but do not

This includes children in eligible year groups, children of critical workers and vulnerable children, such as:

- Where a pupil is shielding, self-isolating, or the pupil has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they should be recorded as code Y (unable to attend due to exceptional circumstances). (Temporarily, code Y can be used where a pupil is prevented from attending school due to following government guidance on



coronavirus). To help us to complete the educational setting status form, we will note whether the absence is due to shielding or isolation

- Where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as code I (illness). To help us to complete the educational setting status form, we will note whether the illness involves coronavirus symptoms
- Where a pupil 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 pupil should be recorded as code C (leave of absence authorised by the school) where no other authorised absence code is appropriate

At this time, all absence will be classed as authorised.

Pupils who are attending other schools

Where a pupil 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 registered) should be used to indicate that the pupil was not expected to attend the session in question as they are attending the other school at which they are registered
- A host school on a temporary basis because their home school cannot accommodate them, the pupil will not be registered at the host school. The home school should record the pupil as attending an approved education activity using code B (off-site educational activity) - the host school does not need to add this child to their attendance register but should keep a record of their attendance for safeguarding purposes and include the child in their daily totals for the educational setting status form - schools should put in place arrangements whereby the host school notifies the home school of any absences

Using Other Authorised Absence and Attendance Codes

Where other specific authorised absence and attendance codes are more appropriate Rugby Free Secondary School reserves the right to use these as usual, such as code M (medical appointment).



Daily Procedures

Absences and Lateness:

- Parents are expected to telephone or email the school as soon as possible to inform us if a child is to be absent or late on **EACH** eligible day. Calls or emails should be made to the attendance telephone or attendance email address. Students are late if they are not in their first session by 9:15am

Registers:

- Registers will be taken in AM session, within the first 10 minutes of each session. Non-attendance is identified within those registers
- In the morning if the child has not arrived in school and we have not been informed of a reason we will text parents to request information on the reasons for absence
- If we have not received a response to the text message by 10:15am then the attendance officer will make a call to the parents following 10:15am onwards
- If we are unable to talk to parents via phone regarding an absence that is unexplained on the child's eligible session in school, we will make one further attempt on the following day to discuss this on the phone. If we are then unable to reach parents by phone, we will conduct a home visit to discuss the unexplained absence on the third day. This day may not be a child's eligible day, however we are responsible for safeguarding reasons to follow up the original unexplained absence
- Daily fire registers will be sent through to SLT by the attendance officer

Please note -The DSL notifies Children's Social Care if a child with a child protection plan is absent for more than two consecutive days without a valid reason.

COVID 19 principles and guidance; · Children and young people who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few if any children will fall into this category, but parents should follow medical advice if their child is in this category



- A Child or young person who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting
- If a child or young person lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance on shielding, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions - this 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 individuals to attend · Children or young people should not attend school if they have symptoms or are self-isolating due to symptoms in their household
- Parents will be contacted and informed if their child has symptoms following the temperature check upon arrival. Parents will be informed that their child will be asked to leave and follow government guidelines

Appendix C – COVID-19 Return to School

Elective Home Education

What age range does the statutory guidance for Elective Home Education cover?

- The guidance covers children of statutory school age (5-16)

How do schools best support and advise parents who are indicating they may ask for their child to be removed from the school roll for the purpose of Elective Home Education because of COVID19?

- Fully explore the reasons with the parents why they might be thinking of taking this step
- Highlight and reassure parents about all the safety measures that are in place at the school and signpost them to the WCC COVID19 advice and guidance
- Strongly emphasise the difference between the home education they have been providing as parents during lock down and elective home education in its truest sense – they would be fully responsible for ALL aspects of their child's education including ALL associated costs such as exams and resources and have no access to



any of the online lessons or support created by the schools during COVID19

- As you do this, consider if the family might benefit from additional support such as Early Help (including the Family Information Service) before they take any steps to remove their child from your school roll
- Signpost parents to professionals/agencies where you feel they might benefit from additional support or guidance around their child's wider needs
- If the child has an EHCP, please contact the relevant Plan Co-ordinator for advice in the first instance
- If they are open to Children's Services/Early Help speak to the Social Worker or Family Support Worker at the earliest opportunity
- If parents seem set in their ideas about home education, as a minimum, signpost parents to the LA webpage at <https://www.warwickshire.gov.uk/homeeducation>
- Encourage parents to contact the LA on the email on the webpages – we can advise them fully over the phone
- Advise parents the LA has advised that they will give them a cooling off period and keep their child on roll (for a minimum of 2 weeks) in case they change their mind
- Advise them that if the arrangement does not work out, they will have to formally re-apply and will be considered along with any other applications the school may have at that time in line with the schools' admissions arrangements. This may mean that the child's original place could be offered to someone else and they may not be able to return their child to your school as there may not be a place available – this could result in their child being without a school place of their choice for an indefinite period of time
- For schools requiring further advice or guidance contact the Access to Education Team on the following telephone number 01926 736323 or email: accesstoeducation@warwickshire.gov.uk



Non-attendance

Do all registered children have to return to school in September 2020?

The DfE has advised that all registered pupils should return to school 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

What are the requirements for recording pupil attendance?

On the 6th August 2020, the DfE released an updated 'School Attendance' document along with an addendum document to help with recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year.

On 27th August the DfE released an update of 'Recording attendance during the coronavirus (COVID-19) outbreak'. This outlines what educational settings need to do when recording attendance in the educational settings status form from 1 September 2020. Your data will help the DfE build a national picture of educational provision so that they can focus support more effectively, monitor the impact of the virus, and ensure children are safe. On the 1st September the DfE produced additional guidance entitled 'Improving school attendance: support for schools and local authorities'. The first part of the document sets out the principles underpinning an effective whole school strategy for attendance. The second part outlines actions that school staff and local authorities may consider taking to improve attendance for all pupils, pupils at risk of persistent absence and pupils who are persistently absent (PA).

The above guidance can be found at the following address:

<https://www.gov.uk/government/publications/school-attendance>

Attendance Coding

- Schools should use the normal attendance codes unless the absence reason is coronavirus (COVID-19) (set out on page 9 of the school attendance guidance),



- For coronavirus (COVID-19) absence, see table below

<p>Pupils who are required to self-isolate as a member of their household has symptoms or confirmed coronavirus (COVID-19)</p>	<p>If someone in the pupil's household has symptoms, the household should 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 should 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, schools should ask parents to inform them immediately about the outcome of a test. Schools should not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>
<p>Pupils who are required to self-isolate as they have symptoms of coronavirus (COVID-19)</p>	<p>Pupils who have symptoms should self-isolate and get a test. Schools will code absences as X until the result of the COVID test is known.</p>
<p>Pupils who are required to self-isolate as they have confirmed coronavirus (COVID-19)</p>	<p>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</p>



	<p>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 should be used for the period of self-isolation until the test. After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.</p>
<p>If a pupil tests negative and they feel well and no longer have symptoms similar to COVID.</p>	<p>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 should be recorded as code I – illness, as would usually be the case. Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.</p>
<p>Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)</p>	<p>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, the local health protection team will provide advice on who this applies to, advising them to self-isolate for</p>



	<p>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.</p>
<p>Pupils who are required by legislation to self-isolate as part of a period of quarantine</p>	<p>It remains at the discretion of the head teacher if a Leave of Absence for the purpose of a family holiday is authorised or unauthorised and coded either H- authorised holiday or G – unauthorised holiday. However, 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 should be used in the register.</p>
<p>Pupils who are clinically extremely vulnerable in a future local Lockdown scenario only</p>	<p>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</p>



	<p>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 the National Institute for Health Protection (NIHP) or the DHSC should be recorded as code X. Schools should 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 should not be used for sessions after the pupil has been advised to return to school.</p>
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How do I respond to a parent who says they will not send their child to school but would like the place held open for the child?

- It is a parent's duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- If a child is absent from school, the school will be required to use the appropriate absence code in line with the table above
- Children should remain on school roll in these circumstances and the school should follow their attendance policy and work with appropriate agencies to offer support and advice e.g. FIS, Early Help, WAS, etc

If a child does not attend, am I required to provide remote learning?

If a pupil is not attending school due to coronavirus (COVID-19) and the absence is coded as X, the DfE expects schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register. There is no requirement



on schools to provide remote learning for children who are not attending for any other reasons than those related to coronavirus (COVID-19).

How do I respond if a parent says they or their child have significant health issues and therefore do not want to risk sending their child to school?

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. Therefore, the guidance is that it is expected that these children attend school. Continue to reassure the parent/carer that the school has taken all the appropriate measures to reduce the risks in line with government guidance.

Will parents and carers be fined if they don't send their child to school?

On 24th August 2020 the Secretary of State for Education Gavin Williamson stated "we would ask all schools to work with those parents, encourage them to bring their children back, deal with the concerns they have and fining would be very much the last resort – as it has always been." Warwickshire County Council will work closely with schools and families to support with attendance issues related to COVID-19. A sympathetic and pragmatic approach will be taken with all cases, however there may be occasions where it is appropriate to use sanctions to improve attendance in some cases. All fines are issued in line with the 'Warwickshire County Council Non School Attendance and FPN Code of Conduct'.

Can parents request leave of absence?

As usual, parents should try and plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. It remains at the discretion of the head teacher if a Leave of Absence for the purpose of a family holiday should be authorised (H code) or unauthorised (G code).

What should if a parent/carer is worried about their child returning to school because of coronavirus (COVID-19)?

Schools are advised to take a proactive approach and identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young



people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic. Some anxieties may be due to normal trepidation felt by many students when returning to school after a prolonged period, e.g. after summer holiday, illness, etc. In the first instance provide the parent/carer with the normal advice and reassurances that the school will support their child in this transition and help them settle back into school routine. It is recognised that for some parents and carers, the thought of their child returning to school because of coronavirus (COVID-19) may cause increased concern and anxiety. It is important to reassure the parent/carer that the school is prioritising the safety and wellbeing of both pupils and staff within their schools and following public health advice and guidance from the DFE. Schools will need to reiterate to parent/carers their duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil and the school should continue to be committed to working in partnership with parents and carers to ensure that all pupils have the best possible opportunity to attend school. Encourage parents to visit the following web pages for more information: [gov.uk/backtoschool](https://www.gov.uk/backtoschool) <https://www.warwickshire.gov.uk/information-coronavirus/coronavirus-children-families/1>

Can I remove a child from roll if the parent is stating that they are not sending their child to school because of coronavirus (COVID-19).

- No child should be removed from roll except in the very specific circumstances prescribed by regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended. No child should be removed from roll for reasons related to anxiety about coronavirus (COVID-19). Please refer to the advice given in section 1.2 for Elective Home Education requests
- Expected First Day of Attendance - Schools must enter pupils on the admission register and attendance register from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. For most pupils the expected first day of attendance is the first day of the school year. If a pupil fails to attend on the agreed or notified date, the school must establish the reason for the absence and mark the attendance register accordingly

Part time timetables

Can a school place a pupil on a part-time timetable?



As a rule, no. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs and this should never be treated as a long-term solution. If, in an exceptional case, a part time timetable is put in place, this should be reviewed regularly. In agreeing to a part-time timetable, a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

Given the length of time that children have not been in school during coronavirus (COVID-19), it is expected that all children come back accessing a full-time education. Creating part-time timetables may send out the message that school leaders are agreeing that full-time education in school is not necessary or important, which will be counterproductive.