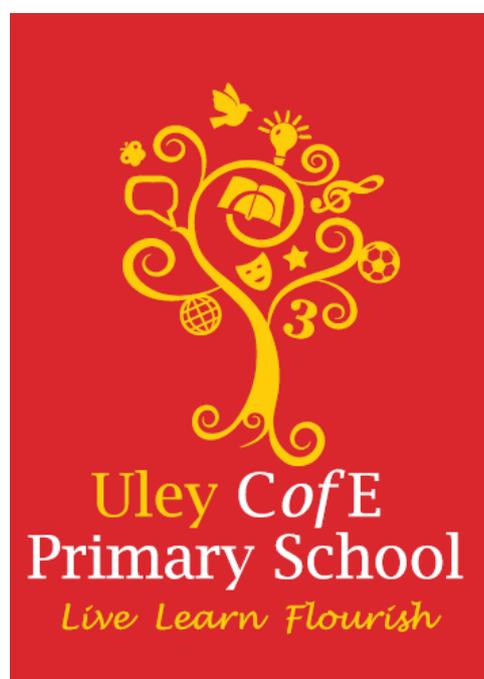


# ULEY C OF E PRIMARY SCHOOL



## ATTENDANCE ADDENDUM SEPTEMBER 2020

This addendum applies until further notice.

It sets out changes and exceptions to our normal attendance policy. Pupils, parents and staff should continue to follow our normal attendance policy with respect to anything not covered in this addendum such as absence through illness, not covid related.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

This addendum to our Attendance Policy sets out details of our arrangements for:

STATEMENT OF INTENT

COMPULSORY ATTENDANCE

OUR SCHOOL DAY AND REGISTERS

SHIELDING/SELF-ISOLATING

EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME

QUARANTINE ARRANGEMENTS

### **STATEMENT OF INTENT**

Uley Primary School believes that regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults who are able to realise their full potential and make a positive contribution to their community.

We are committed to:

- Promoting positive behaviour and excellent attendance is the responsibility of the whole school community.
- Ensuring children attend school on time every day that school is open unless the reason for absence is unavoidable.
- Promoting good attendance by the development of positive attitudes towards school.
- Striving to make our school a happy and rewarding experience for all children.
- Making the best provision we can for those children who, for whatever reason, are prevented from coming to school.

Acting early to address patterns of absence to ensure that every pupil has access to full time education to which they are entitled.

The Department of Education has outlined their expectation that all students should return to school in September. This addendum has been written in accordance with:

Guidance for full opening: schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This addendum to Uley Primary School's Attendance Policy is with immediate effect and will remain in place unless alterations are stated within the addendum.

This is version 1.0 of the addendum. It will be reviewed on a regularly as circumstances continue to evolve or following updated Department for Education advice or guidance. It is available on the school website and is made available by email on request.

### **COMPULSORY ATTENDANCE**

School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- Parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age.
- 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

### **OUR SCHOOL DAY AND REGISTERS**

Due to Covid the start and end times to the school have been staggered to minimise the risk of infection.

- Classes 3 and 4 start school at 8.45am and finish at 3pm.
- For children in Classes 3 and 4 registers are open until 9am after which the register will be marked as late. After 9.15am the register will be marked as unauthorised unless there is a valid explanation.
- Classes 1 and 2 enter school at 9am and finish at 3.15pm.
- For children in Classes 1 and 2 registers are open until 9.15am after which the register will be marked as late. After 9.30am the register will be marked as unauthorised unless there is a valid explanation.
- If we have not received notification by 9.30/9.45am the school will phone parents.
- Registers are taken again at 1.15pm.

### **SHIELDING/SELF-ISOLATING**

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we ask that parents communicate this to the school office. Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

### **EXCEPTIONAL LEAVE OF ABSENCE DURING TERM TIME**

There has been no change to the procedure for requesting leave of absence. All requests for leave of absence, should be sent in writing to the school office, using the Time out of school request form.

There is an expectation that parents should not take pupils out of school during term time. Schools are required to ensure that children only miss school if it is absolutely unavoidable, because of the detrimental effect that this has on pupils' attainment and therefore their future life chances.

### **QUARANTINE ARRANGEMENTS**

Parents should consider any possible quarantine requirements before any leave during the school holidays is taken and to consider the impact of the children having additional time out of school.