

## IVYBRIDGE COMMUNITY COLLEGE

### Attendance Policy Addendum 2021 2022

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<b>This policy will be reviewed annually by the College Governing Board</b>	
Next review September 2022	

#### **Mission Statement**

"Ivybridge Community College aims to provide an integrated, comprehensive curriculum in an environment where the whole learning experience is one of opportunity, endeavour, achievement and excellence."

#### **Rationale**

This policy addendum is to support the updates to School Attendance during the COVID-19 School closure and re-opening. A clear policy of action with due regard for Health, Safety and Safeguarding of young people can only be of benefit to the College and individual students who may otherwise become "at risk".

#### **Purposes**

- To support the following of new government and DfE guidelines with regard to the closing and opening of school to students.
- To support College attendance wherever possible.
- To minimise educational disadvantage through infrequent attendance.
- To further develop positive and consistent communication between home and College.

#### **Taking attendance 2021 2022**

The College will adhere to the current government guidance by implementing the following measures:

Attendance is mandatory. The usual rules on attendance continue to 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.
- The duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education.
- The College will devise a recovery plan which will enable it to re-open 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 College 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.

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- **Under no circumstance will an individual enter the school grounds if they are displaying symptoms of Coronavirus.**
- Parents will inform the College if their child (who is expected to attend College) is ill, and/or displaying symptoms of coronavirus, and is unable to attend College as a result.
- During phased re-opening, parents will be expected to follow normal absence recording procedures (see below) if their child is due to attend College.

#### **Absence Procedures**

When a student is absent parents/carers must contact the College on the first day of absence on the **Absence Line 01752 891777** and any consecutive day of absence. The College would appreciate as much detail as is necessary to explain the reason for absence, i.e. shielding, suspected COVID-19 and/or COVID-19 test taken etc.

**Covid Absences can be reported at any time via  
covidnotification@ivybridge.devon.sch.uk**

#### **Register Codes:**

- / Present at morning registration
- \ Present during the afternoon

#### **Permission marks:**

- I For any child who is ill
- X For any student not expected to be in College
- C Other circumstances leading to absence
- Y Student not attending due to exceptional circumstances
- D Students who are dual registered for example in alternative provision
- B If attending a host school on a temporary basis because their home school cannot accommodate them, the student will not be registered at the host school. The home school should record the student 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 site safety and 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.

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**Where other specific authorised absence and attendance codes are more appropriate the College may want to use these as usual – see Attendance Policy i.e.**

M Where a student has a medical appointment

P Where a student is attending a sporting fixture

Further Reference:

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year>

### Specific COVID-19 Related Attendance Coding Guidance

Please see the summarised guidance below following the Government guidance during Autumn Term 2021:

#### Coronavirus related absences quick reference guide

What to do if ...	Action Needed	Code	Return to College when ...
my child has coronavirus symptoms	<ul style="list-style-type: none"><li>• <b>Do not come to College</b></li><li>• <b>Contact College daily</b></li><li>• Self-isolate according to Government Guidelines</li><li>• Get a PCR test</li><li>• Inform College immediately about test result</li></ul>	<b>X</b>	the test comes back negative.
my child tests positive for coronavirus	<ul style="list-style-type: none"><li>• <b>Do not come to College</b></li><li>• <b>Contact College daily</b></li><li>• Self-isolate according to Government Guidelines</li><li>• Inform College immediately about test result</li></ul>	<b>I</b>	they feel better. They can return to College after the full Government isolation period even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.
somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"><li>• <b>Get a PCR test</b></li><li>• Inform College immediately about test result</li><li>• If negative continue to attend College</li></ul>	<b>X</b>	the household member test is negative.

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somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> <li>• <b>Get a PCR test</b></li> <li>• Inform College immediately about test result</li> <li>• If negative continue to attend College</li> </ul>	X	the child has completed the Government self-isolation period the test comes back negative.
NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> <li>• <b>Get a PCR test</b></li> <li>• Inform College immediately about test result</li> <li>• If negative continue to attend College</li> </ul>	X	the child has completed the Government self-isolation period the test comes back negative.
my/our child has travelled and has to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> <li>• <b>Do not take unauthorised leave in term time</b></li> <li>• <b>Consider quarantine requirements and FCO advice when booking travel</b></li> <li>• <b>Provide information to College as per attendance policy</b></li> </ul> <p><b><u>Returning from a destination where quarantine is needed:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Do not come to College</b></li> <li>• <b>Contact College daily</b></li> <li>• Self-isolate</li> </ul>	X	the Government quarantine period has been completed
we have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> <li>• <b>Do not come to College</b></li> <li>• <b>Contact College as required by the pastoral team</b></li> <li>• Shield until you are informed that restrictions are lifted and shielding is paused again</li> </ul>	X	College inform you that restrictions have been lifted and your child can return to College again.

#### **Pupils who are self-isolating but have not had a PCR test**

In line with public health advice, pupils with symptoms must self-isolate and we will strongly encourage pupils to take a PCR test. Where the student is unable to take a PCR test, the College will record the pupil as code **999** in the register. The College will follow up with families if they are not satisfied with the reason as to why the pupil is not in College. The College can request supporting evidence from the family. Where the College is not satisfied with the reason given for absence, we may record this using one of the unauthorised absence codes, in line with the [school attendance: guidance for schools](#).

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#### **Remote Education**

If a pupil is not attending school because their attendance would be contrary to government guidance or legislation around COVID-19, we will offer them access to remote education but this does not need to be tracked in the attendance register.

#### **Students and families who are anxious about attending school**

It is likely that some students, parents and households may be reluctant or anxious about attending school. This may include students who:

- have themselves been shielding previously but have been advised they no longer need to shield;
- live in a household where someone is clinically vulnerable (CV) or CEV (including young carers);
- are concerned about the possible increased risks from coronavirus (COVID- 19) such as those who have certain conditions such as obesity and diabetes.

The College will seek to support families who will need additional help to secure students' regular attendance and will continue to work with existing pastoral and support services, attendance and safeguarding teams as well as external agencies to support students to return to College successfully.

#### **Vulnerable children**

Where students who are self-isolating are within our **definition of vulnerable**, we will continue to keep in contact with them.

When a vulnerable student is required to self-isolate, we will:

- notify their social worker (if they have one);
- agree with the social worker the best way to maintain contact and offer support.

The College will:

- check if a vulnerable student is able to access remote education support;
- support them to access it (as far as possible);
- regularly check if they are accessing remote education.