



Alsager Highfields

Community Primary School

Mighty oaks from small acorns grow

APPENDIX TO ATTENDANCE POLICY

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October 2020

Presented for approval to the Interim Board
on October 23rd 2020 under 'Chair's Action'
and subsequently approved and adopted on the same date

Chair of IEB Committee: Mr Peter Cox

Signature:

Date: October 23rd 2020

Note: Uncontrolled if copied or printed.
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Review Date: to be reviewed in the light of operating experience and/or changes in legislation.

APPENDIX TO ATTENDANCE POLICY- COVID-19

As a school, we recognise that returning to school full time after a long time at home and with some possible concerns about health and safety in relation to Covid-19, presents a unique and challenging set of circumstances for our children and parents / carers. We acknowledge that some children and families will take time to settle in and establish themselves in a good attendance routine and that it may feel strange to be back in school given the various safety measures and changes that have been made. Some students and parents / carers may feel anxious or nervous about the return to school and extra pastoral care will be available, along with a very close monitoring of attendance.

1. Changes made to Attendance procedures since September 2020

1. The statutory Department for Education attendance return is completed by a member of staff and returned by the 2pm deadline.
2. The same member of staff keeps an LA designed tracking sheet which tracks on a day by day basis Covid related absences only. For example; How long a child has been displaying symptoms for? Number of days of isolation or shielding? Dates and outcomes of any test results etc? This includes follow up phone calls to parents / carers to ensure the record is kept up to date and we have a clear picture of each absence.
3. SLT review attendance figures on a weekly basis in their regular meeting. This includes the attendance of key groups eg. Pupil Premium and SEN children. Those children who are Persistent Absentees or close to becoming persistent absentees, are reviewed in detail and monitored very closely – phone calls from the DSL to the parents / carers of persistent absentees are completed continually. This is to ensure we have an in depth understanding of every case of poor attendance.
4. School Covid testing kits have been ordered and will be used if required to help support good attendance.
5. To mitigate against the spread of Covid and to maintain social distancing for class bubbles we introduced a staggered start to the day for every class, with a specific time allocation. This was communicated effectively with parents / carers and has been very well received on health and safety grounds.
6. School staff are on the gates and on duty at the start of every day to ensure social distancing and class bubbles are maintained at the start of the day and to encourage children to come into school.
7. From the start of term in September 20, we will be flexible with punctuality and not record or chase up lates as we would normally. The most important thing is to ensure that children are attending school. As the year progresses we will review this and pick the appropriate time to try and enforce punctuality. This will be under continual review.
8. A clear communication strategy to parents is in place should there be a confirmed case of Covid in the school.

2. Suspected cases of Covid-19:

1. If a child is feeling unwell, they should tell a member of staff immediately.
2. If a child or member of staff presents with symptoms whilst in school, they will be sent home immediately, as will any person who has been in close contact with them. We will then follow our school Covid-19 procedures and communication strategy
3. Our practice will be amended in the light of any government guidance and we will pass on any changes to parents or carers.

This appendix should be read alongside our Attendance Policy and will be made available on our web site.