

The Societas Trust – Summerbank Primary Academy Attendance Policy 2020

Covid-19 Appendix

This appendix is specifically to be used during the Corona-Virus Pandemic, and to be read in conjunction with the Trust's Covid-19 Reset and Recovery policy.

As a Trust we have gone over and above the recommendations for re-opening as laid down by the Government. We want to assure you that while it is impossible to eliminate all risk, we have taken extensive steps to mitigate risk and to provide a healthy, safe, nurturing and learning environment for our pupils.

Risk assessments have been conducted in all settings across the Trust to ensure compliance with all up to date Government Advice. This has been in order to reduce the risk to pupils and staff as much as possible and to maximise the safety everyone.

During this pandemic, there will be no sanctions imposed for those who do not attend school and all absences will be authorised. However, parents may be contacted to discuss any concerns surrounding absence or fears around returning to school.

Please refer to the Trust's Covid-19 Reset and Recovery policy for specific details as to how the school day will look and operate during this period - available at www.societatrust.org.uk under Key Information / Policy and Procedures / Covid-19 Policy and Addendums.

Reporting Absence.

- If your child has been attending and is then unwell for any reason please report their absence to school in the normal way. **However please let the school know if your child is absent due to their or any family member having symptoms of Coronavirus - as they will then be required to self-isolate for 7/14 days.**
- If no reason is received for absence then either school or our Traded Education Welfare Officer will contact you to ascertain the reasons for absence.
- School and/or our Traded Education Officer may also contact other parents to discuss the arrangements we have put in place and to talk about a possible return to school.

Coding

- The code **X** will now be used for those children not required to attend school at this present time; this code does not affect a pupil's overall attendance.
- Where information is received that 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).

- 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 coded a **C** (leave of absence authorised by the school).
- Where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as code **I** (illness). This code would, therefore, be used for a pupil who has corona-virus symptoms.