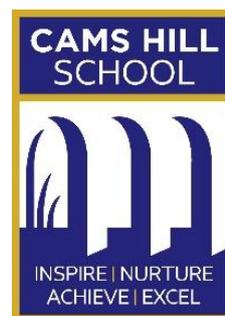


CAMS HILL SCHOOL
COVID-19 ADDENDUM
TO ATTENDANCE POLICY



Date created: 17 July 2020
Review period: In line with changes to Government guidance
Last Reviewed: 1 March 2021
Ratified by Governors: N/A
Next Review Date: To be confirmed

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Context

This Addendum sets out the changes and exceptions to the normal Cams Hill School Attendance Policy. Pupils, parents/carers and staff should continue to follow the school's usual Attendance Policy with respect to anything not covered in this Addendum.

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

The Government has stipulated that all pupils are to return to school on Monday 8 March 2021, and that attendance is mandatory for all pupils. This means from that point, the usual rules on attendance will apply, including:

- parents'/carers' duty to ensure that their child attends regularly;
- our responsibility to record attendance and follow up absence; and
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

Pupils who are shielding or self-isolating

A small number of pupils will still be unable to attend, in line with public health advice, because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). If your child is unable to attend school for this reason, you should talk to the school about what support is in place in terms of remote education.

We know from growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and children are gradually being removed from the shielding patient list (SPL) as appropriate. The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. If your child is deemed clinically extremely vulnerable a copy of the shielding letter can be requested by the school.

If shielding has been advised nationally or in a local area by DHSC or PHE, then pupils who are clinically extremely vulnerable are advised not to attend school. Non-attendance in accordance with guidance from PHE or the DHSC will be recorded in school as code X.

Some pupils no longer required to shield but who generally remain under the care of a specialist health professional, may need to discuss their care with their health professional before returning to school on 8 March 2021.

Where children are not able to attend school as parents are following clinical and/or public health advice, the absence will not be penalised.

Reporting Pupil Absence

As per the school's usual Attendance Policy, if a child is absent, parents/carers must contact the school as soon as possible on the first day of absence and on each subsequent day of absence. Calls should be made to the absence line – 01329 226540, or an email should be sent to office@camshill.com, or parents/carers can call into school and report to Reception.

Lates Procedure

Where a staggered start time is in place, for pupils arriving within the timescales agreed with parents or carers the attendance codes will be used as normal. For pupils arriving later than their agreed start time the 'L' code will be used.

- Any pupil who arrives after their allocated start will be recorded as late by their tutor.
- From Monday 8 March 2021 the start times for each group are detailed below:
 - Year 7 start at 0830
 - Year 8 start at 0840
 - Year 9 start at 0840
 - Year 10 start at 0845
 - Year 11 start at 0830
- Any pupil who accrues 3 or more late marks in a half term period will receive a 20 min school detention.

Penalty Notices

As of Monday 8 March 2021, the process of awarding penalty notices for those pupils where attendance is of a concern, due to non-attendance, will re-commence. See the school's Attendance Policy for further details.