



Cabot
Learning
Federation

Attendance Position
Statement

Date: June 2020 - Cabot Learning Federation

History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
26/06/2020	Whole document	Creation of document	Procedure changes made necessary as part of Academy response to COVID-19

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1 Purpose

1.1 Document Overview

This document specifies our academy response to COVID-19 and our additional measures to monitor and follow up absence which will help to safeguard our children.

1.2 Rationale

We recognise that:

- a. The government expects schools to ‘strongly encourage’ pupils in priority groups (Vulnerable Children and Children of Critical Workers) and pupils in eligible year groups (where there is capacity for them to attend school safely) to attend.
- b. Unfortunately, due to current Health and Safety restrictions, we may be unable to offer school sessions to all pupils who are in the eligible year groups, as there is not enough capacity for them to attend school safely.
- c. Some pupils are unable to attend, despite being eligible, as they have been advised to shield. This applies to:
 - ◆ Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school, and the school will continue to support them to learn at home as much as possible.
 - ◆ Children and young people (0 to 18 years of age) who live in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19 guidance on shielding and protecting people defined on medical grounds as extremely vulnerable , **if stringent social distancing cannot be adhered to, the Government does not expect those individuals to attend.** The school will continue to support them to learn at home as much as possible.
- d. The Public Health England report published on 2 June 2020, on the disparities in the risk and outcomes of COVID-19, states - whilst age and some underlying health factors present the highest risk - there is an increased impact of the virus on people from Black, Asian and Minority Ethnic (BAME) backgrounds.
 - ◆ This will no doubt be concerning for BAME children and families in deciding to return to school when a place is offered.
 - ◆ In the absence of any clear DfE guidance at this time, the school will continue to encourage BAME children and families to share any concerns and will do our best to explain the safety measures the school is taking and will make any other reasonable adjustments if needed.
 - ◆ At the same time, we will also ensure parents and carers understand that, if they are still concerned and do not feel ready to send their child back to school yet, they will not be fined or prosecuted at this time.
- e. Whilst children are ‘strongly encouraged’ to attend, the law relating to regular school attendance will be reviewed again at the end of June. It is currently

disapplied until 30 June 2020 and can only be disapplied one month at a time. Whilst this law is disapplied, parents and carers cannot be fined or prosecuted if their child does not attend school. and Government has confirmed that parents will not be fined if their child does not attend 'at this time' (correct at time of writing - 23/6/2020).

2 Supporting Guidance

We will follow the following CLF attendance guidance, and any other current CLF, Local Authority and Government attendance guidance:

- a) CLF - Return to School Attendance Guidance - Covid 19
- b) CLF CME & PT guidance for pupils who may have travelled abroad prior to 3 April 2020
- c) CLF CME & PT guidance - pupils who cannot be contacted or have moved

3 Staff Responsibilities

3.1 Marking the register

- a) Kate Willis, Principal, will be responsible for ensuring the school is clear about exactly which pupils are expected for any session/s on a given day.
- b) Cal Russell-Thompson, SLT Administrator, will be responsible for ensuring any sessions that a pupil is not eligible for are pre-marked with the X code.
- c) Cal Russell-Thompson, SLT Administrator, will be responsible for ensuring any eligible sessions, where absence has been agreed in advance, are marked with the appropriate absence code (e.g. 8, 9, C, 7, I or M).
- d) Cal Russell-Thompson, SLT Administrator, will be responsible for ensuring the registers are taken by 10:30 am each day.
- e) Cal Russell-Thompson, SLT Administrator, will be responsible for ensuring the SIMS registers are as accurate as possible by 10:45 each day (or later if the Data Team's deadline changes).
- f) Cal Russell-Thompson, SLT Administrator, will be responsible for completing any additional daily returns that are required, for example, the DfE Educational Setting Status form by the midday deadline (or later if this deadline changes).

3.2 First day absence process

Reception Staff will be responsible for the first day absence process to follow up the absence of any pupils who are expected, but do not attend any session on a given day. To ensure:

- a) the parent/carer is aware their child has not arrived at school (where parents/carers cannot be contacted, the school will contact the child's emergency contact/s instead);
- b) the school is aware of the reason for absence;
- c) the school has an indication of whether the pupil is expected to attend the next day;
- d) where a child or family say they are self-isolating due to COVID-19 symptoms, the family are reminded of the process they should follow to get a COVID-19 test;
- e) where a child is self-isolating due to COVID-19 symptoms and/or a positive COVID-19 test result, the school is clear about what other measures it must take, in line with Public Health guidance.

3.3 Named Attendance Lead and other staff roles and responsibilities.

- a) Attendance Lead: Sue Nowicki (Cal Russell-Thompson, SLT Administrator is supporting during term 6)
- b) Designated Safeguarding Lead and Deputy: Phil De Scossa & Sue Nowicki
- c) SENCO: Alex Lynett
- d) CLF Attendance Manager is Fiona Lightwood fiona.lightwood@clf.uk
- e) CLF DSLO is Steve Bane steve.bane@clf.uk

3.4 Responsibility for reviewing absent pupils and taking appropriate action.

- a) Phil De Scossa will be responsible for reviewing absent pupils and ensuring contact with pupils and families is maintained in line with:
 - ◆ the School's Safeguarding Policy;
 - ◆ the pupil's COVID-19 Vulnerable Students Risk Assessment;
 - ◆ the CLF Return to School Attendance Guidance; and
 - ◆ any other guidance relevant at the time – including CLF guidance, Local Authority Guidance and DfE Guidance.
- b) Phil De Scossa will be responsible for reviewing absent pupils and ensuring the appropriate action is taken, including, where appropriate liaising with Children's Social Care, the Local Authority SEN Department, and any other relevant agencies (see point 8 below), in line with:
 - ◆ the School's Safeguarding Policy;
 - ◆ pupils' COVID-19 Vulnerable Students Risk Assessments;
 - ◆ the CLF Return to School Attendance Guidance; and
 - ◆ any other guidance relevant at the time – including CLF guidance, Local Authority Guidance and DfE Guidance.

3.5 Vulnerable pupils

Responsibility for ensuring school staff continue to work with Children's Social Care the Local Authority SEN Department and other agencies in relation to the non-attendance, continued education and safeguarding of **vulnerable pupils**.

- a) The Designated Safeguarding Lead and Deputy will be responsible for overseeing the attendance and safeguarding of pupils with a Social Worker and those identified as 'otherwise vulnerable'
- b) The SENCO will be responsible for overseeing the pupils with an EHCP.
- c) The Attendance Lead will work together with the DSL/s and SENCO/s to ensure all children are being followed up as appropriate.

3.6 Responsibility for keeping the school's Vulnerable Students List updated and sharing the information with the Local Authority

- a) DSL will be responsible for keeping the school's Vulnerable Students List updated on at least a weekly basis, or more frequently on an 'as and when things change' basis.

- b) Cal Russell-Thompson, SLT Administrator will be responsible for submitting the required Vulnerable Pupil data to the Local Authority each week.

3.7 Raising concerns

All staff are responsible for sharing any safeguarding concerns that come to light when discussing attendance are logged on CPOMS and shared with the DSL in the usual way.

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