

COWLEY INTERNATIONAL COLLEGE



Attendance POLICY

COVID-19 addendum

August 2020. This policy is in place for the duration of the COVID-19 lockdown only. It is to be used alongside the College Behaviour Policy. It will be reviewed regularly by The Principal and senior staff and updated when required

Approved by:	Mr M Bennett	Date:
Last reviewed on:	Sep 2020	
Next review due by:	Regular Updates	

Contents

COWLEY INTERNATIONAL COLLEGE	1
1. Aims and scope	2
2. Guidance and definitions	2
3. Attendance expectations	2
4. Where 'non-attendance in relation to coronavirus' applies.....	3
5. Recording attendance.....	4
6. Following up absence	4
7. Monitoring arrangements.....	5
Appendix 1: pupil absence codes.....	5

1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and students who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2020/21 academic year.

This addendum reflects the latest advice from the St Helens Borough Local Authority

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'the system of controls').

3. Attendance expectations

It is mandatory for all students of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line our normal attendance policy (see page 3)
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

4. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a student's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

4.1 Student develops symptoms or lives with someone who does

The student's parent/carer must notify the school on the first day that their child needs to self-isolate. The student will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

If the student's test result is negative: the student will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

If the person the student lives with tests negative and they do not develop symptoms: the student will stop self-isolating and return to school.

4.2 Student or a 'close contact' of theirs receives a positive test result

The student's parent/carer must notify the school about the positive test result as soon as possible. Contact Cowley International College telephone number – 01744 678 030 Press 0 to be speak with a member of staff or follow the guidelines for recording an absence and leave a message.

Students who test positive must self-isolate for at least 10 days from the onset of symptoms or if asymptomatic from the date of the positive test and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the student's household or a 'close contact' tests positive, the student must self-isolate for 10 days. The student must do this from when the member of their household first had symptoms or the positive test result, or the day the student last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

4.3. Student has to quarantine after travel abroad

The parent/carer must notify the school if their child has to quarantine after travel to a country.

The student must quarantine for 14 days on their arrival to the UK and return to school thereafter.

Parent/carers must be aware that travel on holiday both in this country or abroad will most likely not be authorised. This will be judged on an individual basis however it is important to be aware unauthorised absences are a cause for concern, St Helens Local Authority will be informed if parental choices have an impact on their child's attendance.

4.4 Student is required to shield during a local lockdown

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to cowley@sthelens.org.uk or a photocopy to the school address

Cowley International College – 11-16 (high school site)

Hard Lane

St Helens

Merseyside

WA10 6PN

The student will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the student's parent/carer to set the expectation that they can return to school.

See section 6 for additional measures that we will take to ease any concerns about your child's return to school.

4.5 Remote learning provision

If a student is not attending school because of circumstances related to coronavirus, but where the student is not ill, the school will provide the student access to remote education.

The home learning page on our website <http://www.cowley.st-helens.sch.uk/> gives details of the key work to be completed during the absence. There is two weeks' worth of lessons here, which will be the maximum amount of time that your child should be isolating for. The work is coordinated by each Head of Department and therefore, it mirrors the learning taking place in lessons and the ability of your child.

- Our approach and expectations regarding remote education are set out in our behaviour policy addendum
- We will keep a record of, and monitor, student engagement with remote learning and live lessons, but we will not track this information in the attendance register

5. Recording attendance

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances' (as defined in our normal attendance policy)
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

Students must arrive on the school site at 8.30am and line up in the correct zoned area by 8.35am on each school day.

The register for the first session will be taken during Team Time 8.35am – 8.55am. The register for the second session will be taken at 12.25pm.

6. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer by sending an absence text which you are required to reply to if required a phone call from one of the year team.
- Notify their social worker, where they have one

If a student does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will arrange a phone call/video meeting/in-school appointment between the parent/carer and a member of the SLT to explain the protective measures the school is taking to keep students safe. We are also required to inform Educational Welfare for St Helens Council.

6.1 Legal sanctions

It is important to note there are no changes to our normal attendance policy on imposing legal sanctions on parents/carers for unauthorised absence. Cowley International College adopt the use of Penalty Notices in line with The Education Regulations 2013, regarding the issuing of Penalty Notices for unauthorised absence from school, or being persistently late to school. In law, an offence is committed if a parent fails to secure a child's regular attendance at college. St Helens Council Education Welfare Service, in conjunction with the college, will use these powers as an early deterrent to prevent patterns of unauthorised absence developing.

7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum every 2 months during term time by Mr M Bennett Head of Behaviour & Attendance. At every review, it will be approved by the full governing board.

Appendix 1: pupil absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Pupil remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Pupil has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 14 days) because they are a close contact of someone who tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 14 days) after a trip to a non-exempt country
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield

x	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is asked not to attend in the case of local lockdown
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