



De La Salle
School

Attendance Policy: Coronavirus Addendum

Approved by:

Headteacher

Date: 7th June 2020

Next review due by:

1 September 2020

1. Scope

This addendum applies until further notice.

Unless covered in this addendum, De La Salle School's 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, students and pupils.

2. Attendance expectation

2.1 Basic expectations

- Students will be invited to attend school, as and when they fit into a relevant category:
 - Child of a critical worker (see list at bottom of document)
 - Looked after child
 - Education Health Care Plan
 - Year 10 – when required

Students not in any of the above categories will be expected to continue with home learning and on-line studying. (attendance will be recorded as an X – not required to be in school)

- Students cannot attend school without prior notification or a request to attend from a member of staff at the school.

2.2 Attendance of a child (Critical worker/LAC/EHCP):

- Parents of the students in these cohorts have been contacted by the school, to encourage them to take up the place for their child.
- Parents must inform the school if they have accepted or declined the place.
- The registers for all student in these cohorts will open on Monday 15th June.
- If accepting a place, parents must inform the school each week, of the days their child will be attending, this can be done by phone or Parentmail.
- If a parent wishes to take up a place they have previously declined, they must contact the school and give 48 hours notice.

2.3 Absence of a child / Attendance Codes (Critical worker/LAC/EHCP)

- If a child does not attend, as a parent has declined the place, this will be recorded as a C in the register (authorised absence).
- If a child is self-isolating, shielding or risk assessment states their needs cannot be safely met in school, they will be recorded as a Y in the register (unable to attend due to exceptional circumstances)
- If a child is ill, parents must contact school by phone or Parentmail, this will be recorded as an I (absence through illness). If these symptoms are Covid 19 related the school must be informed.
- If a child has a medical appointment, this will be recorded as an M in the register.

No action will be taken if a child in this category does not attend school.

3. Start of the day

- All students will have their temperature taken, before they enter school. If a repeated high temperature is noted they will be isolated and parents will be informed.

- Students are expected in school at 8.30am unless a different arrangement has been pre-arranged. Any changes in arrival have to be authorised by Mr Hale or Mrs D'eath
- If a parent informs a student will be attending school on a given date and the child has not arrived at school before 9.00am an attendance/welfare call will be made home.
- Welfare calls will continue for all students in the school.
- Pupils should try and not use public transport to travel to and from school. Some school buses will be available, the service of these is provided by enforced by Merseytravel, who control the timetabling of the buses and will monitor passenger numbers.
- If using public transport, pupils are advised to wear a mask, which covering the nose and mouth. Social distancing procedures must be adhered to when waiting for and traveling on a bus.

4. Year 10 face to face session

- Year 10 will book a date and time to attend school, using Parentmail
- They will be given a present mark for that session.
- If they do not attend school after booking a session, an attendance call will be made to check on their welfare.
- If for any reason they will not be attending the session, a phone call is expected or absence recorded via Parentmail.
- When requested to attend school, pupils should arrive no more than 15 minutes before their due time. Pupils should enter by the gates at performing arts block and make their way to reception area in front of main hall, where they will be greeted by a member of staff and have their temperature taken. (If their temperature is high, it will be retaken at intervals; if it remain high they will be isolated and parents will be informed.)
- They will wait for their session in the hall and must observe social distancing rules. When directed to, they will move to an assigned classroom, where they will be met by a member of staff.
- Pupils should sign out and leave immediately through the main reception after their session, at all times maintain social distance from others. They must not wait for other students or associate in the school building.

5. Monitoring arrangements

We will review this policy as guidance from the local authority or Department for Education is updated.

6. Links with other policies

This policy links to the following policies and procedures:

- Child Protection Policy
- Behaviour and Reward Policy (Covid 19 Addendum)
- Health and Safety Policy
- Covid 19 Risk Assessment
- Attendance Policy

Critical Worker List

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#critical-workers>