



Attendance Policy 2020 Covid-19 Addendum

September 2020

As part of our commitment to the children of Beeches Infant School 'We will respect children's dignity and support their right to go to school' Article 28 UNCRC. In preparation for the return to school for ALL pupils in light of the Covid-19 pandemic, we make the following adjustments to our Attendance policy in order to ensure the safety and wellbeing of our pupils.

We will require all pupils and their parents to agree to these principles at all times. This addendum is to be used in conjunction with, and read alongside the:

- Attendance Policy
- Safeguarding Policy
- *School Guidance on the return to school for parents, staff and pupils*

These adjustments are set out below:

Attendance and absences will be recorded on our Facility CMIS system, procedures for monitoring attendance will be in place and the pastoral team will work with families, where necessary to support pupil's reintegration into school.

We will be operating a staggered start and finish time on a three class rota system to reduce the number of people on site at any time this will be further supported by allowing only one adult to accompany a child to school.

We will extend the registration period to 9.20 am to accommodate this and the school day until 3.20pm for those children starting school at 9.05am.

Coding updates

If a child is eligible and is ill, use code I (illness) – Note whether the illness involves coronavirus symptoms

Where a pupil is shielding or self-isolating they will be recorded as code Y (unable to attend due to exceptional circumstances)

Absent for a medical appointment M

The X code will be ONLY used for the new intake of reception pupils as required

Parents/Carers

All absence must be reported to school on a daily basis As part of our safeguarding procedure we will continue to follow up with any parent or carer whose child has been expected to attend school and doesn't.

No one with symptoms should attend a setting for any reason. If someone in their household is extremely clinically vulnerable, parents should contact school to discuss their educational provision.

In the event of self-isolation or localised lockdown teaching materials from the Oak National Academy will be made available to support remote learning.



Beeches Infant School



We will work with Birmingham local authority using the 'You've been missed campaign' to address attendance concerns and monitor the welfare of vulnerable children. When working to improve attendance, we will consider the individual circumstances of each child and parent in order to ensure that they are appropriate to the child's needs. We will focus support particularly on pupils who were previously persistently absent and/or are Disadvantaged.

<https://beaconschoolsupport.co.uk/newsletters/parents-how-to-help-your-child-return-to-school-successfully>

From the Spring term 2021 we will re-adopt our legal process FAST track to Attendance

For 'Leave in term time' requests we will continue to follow the procedures as set out in the Attendance policy