



## KING EDWARD VI Handsworth Wood Girls' Academy

### COVID-19 Attendance Policy September 2020

#### Values:

Scholarship – Character - Community

#### Intellectual Virtues

Reflection  
Critical Thinking

#### Moral Virtues

Tolerance  
Respect  
Gratitude

#### Civic Virtues

Social Justice  
Volunteering

#### Performance Virtues

Resilience  
Ambition  
Confidence





## King Edward VI Handsworth Wood Girls' Academy

**This addendum applies until further notice:**

### COVID-19 Attendance Policy September 2020

This Attendance Policy will set out King Edward VI Handsworth Wood Girls' Academy commitment to improving school attendance and punctuality at all phases of learning during this current pandemic. **This COVID-19 Attendance Policy is in conjunction with the Department of Education guidance for schools.**

#### Academy's expectations for attendance:

**From the start of the autumn term (September 2020) pupil attendance will be mandatory and the usual rules on attendance will apply, including:**

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct
- To ensure that every child is safeguarded and their right to education is protected
- To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality
- To raise standards and ensure every pupil reaches their full educational potential, through a high level of school attendance and punctuality
- To ensure all the stakeholders, governors, parents, pupils and staff receive regular communication, about the importance of good attendance and punctuality
- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance
- To identify causes of low attendance/punctuality with individuals, classes and groups of pupils and address them
- To work with external agencies, in order to address barriers to attendance and overcome them

**New for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19) DFE's Guidelines:**

*Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).*

*To make sure schools record this accurately and consistently, we have made changes to the regulations governing school attendance registers to add a new category of non-attendance – 'not attending in circumstances related to coronavirus (COVID-19)'.*

*This category must only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:*



- *contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)*
- *prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)*

*In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.*

### **When should your child NOT attend school:**

IT is **ESSENTIAL** that you do not send your child to school for 7 days if they have any of the following symptoms:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

If these symptoms remain (excepting the cough) after the 7 days then they should remain at home until these symptoms pass.

### **You should also not send your child to school if:**

- *The household is self-isolating-* from day 1 of a member of the household showing the above symptoms, the remainder of the household should self-isolate for 14 days. If they subsequently become ill then they should isolate for 7 days or until they no longer have a high temperature and/or loss of smell and taste
- They have tested positive for COVID- 19- they should then isolate for 7 days
- A student in the class tests positive- we will inform you if this happens. At this point, your child should self-isolate for 14 days. **Parents should ensure that school has an up to date emergency contact number**
- Any student who is classed as clinically extremely vulnerable should not attend school- **You will know this as you will have a letter to direct your child to shield. We may ask for a copy of this letter**
- Any student who is clinically vulnerable AND has medical advice advising to shield. **We may ask to see a copy of this advice.**
- If a member of your household is classed as extremely clinically vulnerable, we will discuss individually the measures that may be needed to ensure a safe return to school. We will only ask for a return to school in cases where we are clear that strict social distancing can be adhered to at all times
- If a member of the household is classed as clinically vulnerable or is pregnant



## What happens if a pupil develops symptoms when on site?

In this situation, we will make immediate contact in order to send the student home. **It is ESSENTIAL that parents have provided us with up to date contact details and that parents respond quickly to enable us to remove the student from site as soon as possible.**

Parents/ carers should ensure that a test is requested and inform school of the result of this test as soon as possible.

- If the test is positive then the student should remain at home for 7 days and the class group will be self-isolated.
- If the test is negative then the student should return to school as soon as they are well.
- If the test is positive school will ask all children who have been in contact with the student who tested positive and ask them to stay away from school to self-isolate for 14 days.

## NHS Guidelines on how students should self-isolate:

You must not leave your home if you're self-isolating:

- × **do not go to school or public places – work from home if you can (work will be provided)**
- × **do not go on public transport or use taxis**
- × **do not go out to get food and medicine – order it online or by phone, or ask someone to bring it to your home**
- × **do not have visitors in your home, including friends and family – except for people providing essential care**
- × **do not go out to exercise – exercise at home or in your garden, if you have one**

## Get a test if you have symptoms:

If you have symptoms, get a test to check if you have coronavirus as soon as possible. The test needs to be done in the first 5 days of having symptoms

You can have a test (swab test) to check if you have coronavirus (COVID-19) now. You can choose to take the test:

- at a test site near you today and get your result tomorrow
- with a home test kit

You can get a test:

- for yourself, if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste)
- for someone you live with, if they have symptoms

**For more information on testing for COVID-19 please visit the NHS website for further guidance:**

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>



## Structure of the day

TIME	Arrival Straight to ZONE	8.40 – 9.00	9.00 – 9.50	9.50 – <b>10.35</b>	<b>BREAK</b> <b>10.35 –</b> <b>10.55</b>	<b>10.55 –</b> 11.50	11.50 – 12.40	<b>LUNCH</b> <b>12.40 –</b> <b>13.25</b>	13.25 – 14.15	14.15 – 15.05	Departure 15.05 – 15.15
7	Front Gate 8.20 – 8.40	Tutor Time 8.40 – 9.00	Lesson 1	Lesson 2	Break 10.35 – 10.55	Lesson 3	Lesson 4	Canteen Time: 12.25 – 12.40	Lesson 5	Lesson 6	Front Gate
8	Front Gate 8.20 – 8.40	Tutor Time 8.40 – 9.00	Lesson 1	Lesson 2	Break 10.35 – 10.55	Lesson 3	Lesson 4	Canteen Time: 13.25 – 13.40	Lesson 5	Lesson 6	Front Gate
9	Front Gate 8.20 – 8.40	Tutor Time 8.40 – 9.00	Lesson 1	Lesson 2	Break 10.35 – 10.55	Lesson 3	Lesson 4	Canteen Time: 13.10 – 13.25	Lesson 5	Lesson 6	Front Gate
	Arrival Straight to ZONE	8.40 – 9.00	9.00 – 9.50	9.50 – <b>10.40</b>	<b>BREAK</b> <b>10.40 –</b> <b>11.00</b>	<b>11.00 –</b> 11.50	11.50 – 12.40	<b>LUNCH</b> <b>12.40 –</b> <b>13.25</b>	13.25 – 14.15	14.15 – 15.05	Departure 15.05 – 15.15
10	Back Gate 8.20 – 8.40	Tutor Time 8.40 – 9.00	Lesson 1	Lesson 2	Break 10.40 – 11.00	Lesson 3	Lesson 4	Canteen Time: 12.55 – 13.10	Lesson 5	Lesson 6	Back Gate
11	Back Gate 8.20 – 8.40	Tutor Time 8.40 – 9.00	Lesson 1	Lesson 2	Break 10.40 – 11.00	Lesson 3	Lesson 4	Canteen Time: 12.40 – 12.55	Lesson 5	Lesson 6	Back Gate

## School procedures:

- **The School day will run from 8.40 am -3.15pm with break between 10.35-10.55 for years 7,8 and 9**
- **Year 10 and 11 breaks will run between 10.40-11.00**
- **All lunches for students will be staggered (please see table above)**

## Absence from school

In the circumstance of a student who is due into school not attending at school at the required session time:

School will:	Parent/ carer will:
<ul style="list-style-type: none"> <li>• Investigate the absence and code the register as below</li> <li>• Consider if any safeguarding responses are necessary</li> <li>• Contact the family if a pattern of absence develops</li> </ul>	<ul style="list-style-type: none"> <li>• Inform school by 9:00am through contacting school on 0121 554 8122 or emailing school on <a href="mailto:enquiries@hwga.org.uk">enquiries@hwga.org.uk</a> or <a href="mailto:dmorgan@hwga.org.uk">dmorgan@hwga.org.uk</a></li> <li>• Provide an expected return date and a reason for the absence</li> <li>• If the absence is COVID- 19 related the parent should request a test and inform school of the outcome of the test</li> </ul>

**All students will be dismissed at staggered times specified on the table below:**

## Monday Tuesday Thursday and Friday

Year group:	Time:	Exit location:
7	15.05 pm	Front gate
8	15.10 pm	Front gate
9	15.15 pm	Front gate
10	15.05 pm	Back gate
11	15.10 pm	Back gate

### Wednesday

Year group:	Time:	Exit location:
7	14.15 pm	Front gate
8	14.20 pm	Front gate
9	14.25 pm	Front gate
10	14.15 pm	Back gate
11	14.20 pm	Back gate

### Punctuality:

- We expect that students arrive to the academy at 8.40 am
- Students will be registered in morning form registration and every lesson they attend throughout the day.
- The school registers will close at 9:30am every morning
- PM registers will close at 1:30pm during period 5. If a student arrives late then discussions will be had with the student and parents/carers to ascertain reasons why poor punctuality has happened.
- Students should stick strictly to the start time they are given by school.
- It is important that students be on time as the school day is structured to avoid mixing and ease social distancing.
- Late students may compromise the safe running of school. If students are late a senior member of staff or pastoral member will speak to them and contact will be made to parents/ carers.

### Attendance/ absence codes

The school registered will be completed to follow DfE guidelines.

The following codes are taken from the DfE's guidance on school attendance. Code	Definition	Meaning
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

## Authorised absence

Code	Definition	Scenario
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	Any illness- including COVID – 19 symptoms We may ask to see your evidence of COVID-19 test results.
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>7</b>	Absence - illness	Illness due to COVID-19 (I code) Please note the COVID-19 symptoms
<b>8</b>		Self isolating due to COVID-19 (Y code)
<b>9</b>		Shielding due to COVID-19 (Y code)
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school

## Unauthorised absence

Code	Definition	Scenario
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
<b>X</b>	Not required to be in school	Used when school and parent has agreed that the student is not eligible to attend school
<b>Y</b>	Unable to attend due to exceptional circumstances	Students who are eligible to attend but are shielding or self-isolating as described above.



		This also includes students with an EHCP where the risk assessment process has determined that they are not required in school.
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school
#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## Legal intervention

### Absences during this period are exempt from prosecution.

*Under the Coronavirus Act 2020, we have disapplied certain statutory provisions, so that the parent of a child of compulsory school age is not guilty of an offence on account of the child's failure to attend regularly at the school at which the child is registered (section 444 of the Education Act 1996). This means that parents will not be penalised if their child does not attend school.*

## Leave request

The protocol and school policy around leave in term time remains the same. This will only be granted in exceptional circumstances. Parent/cares must request permission for the leave BEFORE the absence. Requests cannot be agreed retrospectively. Whilst the current situation feels exceptional to us all this should not in itself be seen as an exceptional reason to support a request for leave. The COVID- 19 situation has affected upon all families. The lengthy absences from school were unavoidable but once we are able to return to face to face teaching it is essential that we have full classes to enable students to fill in any learning gaps. **(Only the headteacher has the right to grant leave request)**



## Attendance

If attendance matched a GCSE grade what would yours be?



KING EDWARD VI  
HANDSWORTH WOOD  
GIRLS' ACADEMY

Attendance %	Attendance as a grade	Description
100%	8-9	<p><b>Well done</b>, your attendance is excellent. You are <b>maximising your chances to make excellent progress.</b></p>
98-99%	7-8	
97%	6	
96%	5	<p>You are at the point where your attendance is <b>starting to have a negative impact on your progress.</b> You need to attend King Edward VI Handsworth Wood Girls' every day from now on. You are just below the Academy attendance target. <b>Academy attendance target is 97%</b></p>
93-96%	4	<p>Your attendance is <b>below King Edward VI Handsworth Wood Girls' Academy target of 97%.</b> You are missing a large number of lessons and reducing your chance of making progress considerably. <b>Your Parents/Carers is liable for a fine of up to £2,000.</b></p>
91-92%	3	
90%	2	<p>You are now a <b>'Persistent Absentee'</b> from King Edward VI Handsworth Wood Girls'. <b>You are absent at least one day every two weeks. Your progress will be minimal and you will not realise your true potential.</b></p>
88-89%	1	
88% or less	U	

**Person Responsible: Mr S. Devshi – Assistant Headteacher of Behaviour, Attitudes and Attendance**

