# Infan, Schoo,

#### **Hassocks Infant School**

#### **Addendum to Attendance Policy**

### September 2020

#### **Attendance Expectations**

From the start of the Autumn Term 2020, pupil attendance will be statutory 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

In the event of any Covid-19 related symptoms or illness, this addendum guides you through the process the school, students and families must follow.

Parents / carers are expected to contact the school office:

- By email:office@hassocksis.com
- By telephone on: 01273 842 549 by between 8.30am and 9.00am on the first day of absence:
- By reporting the absence online on the school website: <a href="https://www.hassocks.w-sussex.sch.uk/form/?pid=14&form=18">https://www.hassocks.w-sussex.sch.uk/form/?pid=14&form=18</a>

In the event of any Covid-19 related symptoms, this must be made clear with the message along with any siblings affected.

From the end of September onwards, the school will ensure that home learning packs are provided for any children during self-isolation and will monitor engagement with this work.

#### Coronavirus Related Absence Guide - September 2020

Children should not attend school if they, or a household member are experiencing symptoms of coronavirus:



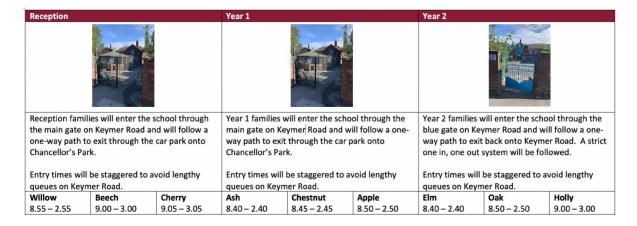
What to do if		Action needed	Code	Return to school when
My child coronavirus symptoms	has	Do not come to school	Х	The test comes back negative
		Report absence to the school		
		Self-isolate		
		Get a test		See guidance below for a positive test result

	Inform school immediately of the test result		
My child tests positive for coronavirus	Do not come to school  Report absence to the school	I	At the end of the 10-day isolation period.
	Self-isolate for at least 10 days		
Somebody in my house has coronavirus	Do not come to school	X	The household member's test is negative
	Report absence to the school		
symptoms	Individual with symptoms should self-isolate for 10 days		
	Other household members should self-isolate for 14 days		
	Household member to get a test		
	Inform school immediately of the test result		
	If another household member develops symptoms, they should self-isolate for 10 days from the onset of symptoms		
Somebody in my	Do not come to school	Х	The child has completed 14 days of self-isolation and is symptom free.
house has tested positive for	Report absence to school		
coronavirus	Self-isolate for 14 days		
	If another household member	l	
	develops symptoms, they should self-isolate for 10 days from the		
	onset of symptoms		
NHS Track and Trace	Do not come to school	Х	The child has completed 14 days of self-isolation and is symptom free.
have identified my child as a "close	Report absence to school		
contact" of somebody with symptoms or confirmed coronavirus	Self-isolate for 14 days		
My child has travelled and has to self-isolate as part of a period of quarantine	Do not take unauthorised leave in term time	Х	The quarantine period of 14 days has been completed.

	Consider quarantine requirements and FCO advice when booking travel		
	Do not come in to school		
	Report absence to school		
	Self-isolate for 14 days		
We have received medical advice that my child must resume shielding	Do not come in to school  Contact the school to discuss support for your child	X	The medical professionals or local / national guidance inform you that restrictions have been lifted.
	Shield until you are informed that restrictions are lifted and shielding is paused again		

## **Timings of the School Day**

Drop off and collection times are different for each class in order to reduce congestion in and around the school at these times.



Class teachers should complete their class register in the first 10 minutes of children arriving in the morning and afternoon. All registers close at 9.30am and any child arriving after this time will be marked as "late after register closes".

# **Monitoring Attendance**

The school will monitor children's attendance and the Head Teacher / School Secretary will meet half termly to review children's attendance and punctuality.

The school will follow normal monitoring procedures for non-covid related absences. Parents will not be penalised for absences due to coronavirus and individual circumstances will be taken in to account when monitoring attendance whilst this addendum is in place.

The Head Teacher will provide a half termly attendance report to the governing body.