



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: <https://www.hassocks.w-sussex.sch.uk/form/?pid=14&form=18>

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 has coronavirus symptoms...	<p>Do not come to school</p> <p>Report absence to the school</p> <p>Self-isolate</p> <p>Get a test</p>	X	<p>The test comes back negative</p> <p>See guidance below for a positive test result</p>

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

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

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.

Reception			Year 1			Year 2		
								
Reception families will enter the school through the main gate on Keymer Road and will follow a one-way path to exit through the car park onto Chancellor's Park.			Year 1 families will enter the school through the main gate on Keymer Road and will follow a one-way path to exit through the car park onto Chancellor's Park.			Year 2 families will enter the school through the blue gate on Keymer Road and will follow a one-way path to exit back onto Keymer Road. A strict one in, one out system will be followed.		
Entry times will be staggered to avoid lengthy queues on Keymer Road.			Entry times will be staggered to avoid lengthy queues on Keymer Road.			Entry times will be staggered to avoid lengthy queues on Keymer Road.		
Willow 8.55 – 2.55	Beech 9.00 – 3.00	Cherry 9.05 – 3.05	Ash 8.40 – 2.40	Chestnut 8.45 – 2.45	Apple 8.50 – 2.50	Elm 8.40 – 2.40	Oak 8.50 – 2.50	Holly 9.00 – 3.00

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.