

Woodley Church of England (Controlled) Primary School



Attendance Policy

COVID – 19 Addendum

June 2020

Arrival at school

As of the 1st June 2020 children in years Foundation, Year 1 and Year 6 are eligible to attend school as well as children who have Key Worker parents. These year groups are accessing school on a rota basis. Children are placed in bubbles, as per the School Action Plan.

Children are registered in designated register zones on arrival on the school site. A queuing system is in place and zones are clearly marked out. Parent/Carer signs child in and answers a set of safety questions. This includes contact details for the day, any allergy or dietary requirements and medication information. Medication request forms are available for parents to complete.

To enable school to maintain social distancing measures parents arrive at their designated drop off times and not before. Key worker school is open from 8.40am and families should not arrive on site before this time. Foundation, Year 1 and Year 6 children arrive from at staggered times of 8.50am and 9.15am depending on what bubble children have been allocated. Gates close at 9.30am.

If children arrive at school once the registration zones have closed, parents must report to the school office. A member of the office team will come out and meet parents at the metal gate.

Parents/Carers should advise school by 9.30am, on the first and any subsequent days, if their child is going to be absent, giving the reason for absence.

Children are allowed to bring in a device from home. Mobile Technologies for Pupils Policy should be read and the declaration signed and returned to school.

Safeguarding

If a child arrives who is not on the register a member of staff checks with a member of the Senior Leadership Team before admitting the child.

Children who are expected to attend but fail to turn up for registration, are contacted by a member of the office staff to establish the reason for absence. If a child is absent,

Head Teacher is informed which children have not arrived by 9.45am.

Codes to be used when marking registers

- **Pupils who are not eligible to attend a session**

This includes any pupil who is not in an eligible year group.

They should be recorded as code **X** (not required to be in school).

- **Pupils who are eligible to attend a session but do not**

This includes children in eligible year groups, children of critical workers and vulnerable children, such as:

- where a pupil is shielding, self-isolating or the pupil has an Education Health Care Plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they should be recorded as code **Y** (unable to attend due to exceptional circumstances).

- where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as code **I** (illness).
- where a pupil does not attend school - despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school, the pupil should be recorded as code **C** (leave of absence authorised by the school).

Pupils who attend their allocated session

- Are marked with a present symbol /

Registers close at 9.00 at for Key Worker School and 9.25am for all other year groups.

Other supporting policies:

Attendance Policy
Child Protection Policy
Child Protection Addendum
Site Security
School Action Plan and Risk Assessments