

Merton Junior School



'Be wise, together we succeed'

Attendance Policy: Addendum in response to school closure due to Covid-19 outbreak

Date approved by Leadership Team		
Kayleigh Reading		
Headteacher	Signed:	Date: January 2021
Reviews: January 2021 – by Headteacher and Senior Administrative Assistant		
To be used for the period of school closure due to Covid-19 outbreak and to be reviewed and amended as necessary.		

Addendum

The following are changes to Merton Junior School's Attendance Policy and Procedures during the Covid-19 pandemic, particularly whilst the school is not fully open to all pupils.

We follow any changes instructed by the Department for Education (DFE) and follow their guidance, the most up-to-date can be found here:

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>

Currently children arrive at either 8.45am or 8.55am, depending on their start time as these are staggered to reduce the number of children arriving onsite at any one time and are taken directly to their class. Although we have staggered start times in the morning, children are still expected to be in class, ready for registration at 9am. It is important that we continue to be vigilant around children arriving late and therefore children arriving after 9:15am will receive a late mark in the register.

If a child is required to isolate due to Covid-19 they will receive an 'X' code on the registers. This does not count towards the absence records for the child. If the child is already being monitored for absences we may ask for evidence that a test has been requested in order to be able to authorise the absence.

We will speak to the parent(s) initially to establish the reason for absence, keep in contact during the absence by phone and / or email. This contact is recorded on our records.

If a child is well, e.g. they are self-isolating but do not have symptoms themselves, we expect the child to access and complete the remote learning that is already available and submit it to Year Group Team for marking and feedback.

If a child is not attending school but is accessing the remote learning and they are poorly – we request that the parents/carers inform us via the usual absence procedure so that this can be logged appropriately and the Year Group team therefore do not contact them because the work is incomplete.

We will continue to follow safeguarding procedures if a child is absent but is expected in school, making calls home before 9:30am to ensure the safety of the child. We have a duty to report attendance concerns to a Social Worker, if there is one allocated to the family, and to carry out Welfare Checks if we cannot make contact with the family and have safeguarding concerns.

This policy must be read in line with the Attendance Policy, the Safeguarding Policy, Remote Learning Policy and guidance for parents and the Child Protection Policy.