Attendance Policy Addendum Jan 2021

During the period of national lockdown Jubilee L.E.A.D. Academy is committed to ensuring all eligible pupils attend our academy and that all other pupils access remote learning from home. This policy is an addendum to our existing Attendance policy and will identify the new attendance arrangements for our academy from January 2021 and during the period of the third national lockdown.
Safeguarding remains integral to our academy. We will apply our normal stringent approach to supporting vulnerable pupils and pupils of critical/key workers to attend school daily, along with supporting our pupils who are accessing remote educational provision at home. Jubilee L.E.A.D. Academy will be open for vulnerable pupils and pupils of key / critical workers.
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, non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

Vulnerable Pupils and Children of Key / Critical workers (see Appendix 1)

Vulnerable Pupils:
At Jubilee L.E.A.D. Academy we will work with all our vulnerable families to agree whether their child(ren) should be attending school. We will strongly encourage all our vulnerable pupils to attend. We will follow up on any pupil that we were expecting to attend, who does not. We will also follow up with any parent or carer who has arranged a place for their children and the children subsequently do not attend.
We will also take the opportunity when we communicate with parents and carers, to confirm that the emergency contact numbers we hold are correct and ask for any additional emergency contact numbers where they are available.
In all circumstances where a vulnerable pupil does not attend or discontinues, we will notify and liaise with their social or key worker to work with the family to consider what is in the pupil's best interests. Discussions will focus on the welfare of the child and in ensuring that if they do not attend school that they are able to access appropriate remote education and support while they are at home.

Critical/Key Workers:
Pupils with at least one parent whose work is critical to the response to the pandemic can attend school if required, but parents should keep their child at home if they can. Parents may be asked to provide evidence of their role.

Monitoring Attendance and Pupil Welfare

- Monitor attendance through normal attendance procedures.
- Phone calls to check children are safe and well at the already agreed time schedules for your school – use of school phones.
- Contact CP families every 3 days.
- CIN and vulnerable families once per week.

- Home visits (These should only be for CP/CIN and vulnerable children and any children where all other avenues of contact have been unsuccessful, including social care and where there is a real worry about the safety of a child or family). In addition:
    - Home visits should only be conducted with two members of school staff and to a home where it is deemed safe to do so.
    - Staff should travel separately (ensure that car insurance covers business use, with at least one charged school mobile phone, and personal items should be kept to a minimum).
    - Direct contact with parents/carers should be avoided.
    - Contact should only be at least two metres distance or view through windows and staff should be wearing protective face coverings as a matter of course.
    - Only members of staff who are willing to go should conduct home visits. No member of staff should be made to go.
    - If school is delivering lunches or work packs and the pupils are seen this can be considered a 'safe and well' check as well.
    - All safe and well calls and visits will be recorded onto a 'running record' concern created on MyConcern.
    - **If it is felt that there is an immediate danger to a child then the police should be called using 999.**

Attendance Registers and Recording of Attendance

Jubilee L.E.A.D. Academy will continue to take daily registers for all pupils.
The attendance codes for completing the daily register are as follows:

CODE	REASON
X	Not eligible for a place (As vulnerable pupils are still expected to attend school full time, they should not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining).
I	COVID-19 symptoms or illness.
C	Eligible to attend but choosing not to send their child to school. (Vulnerable pupils should be encouraged to attend but if the parent of a vulnerable child wishes their child to be absent from school, the parent should let the school know that the pupil will not be attending. The DfE expects schools to grant such applications for leave given the exceptional circumstances.)
D	For pupils who are attending another setting where they are registered (eg a PRU).
B	For pupils who are attending a host school because their home school cannot accommodate them. If a child is attending a 'host school' then the home school should apply the B code. There needs to be an arrangement between the home school and host school about informing of absence so this can be marked in the register. The host school should keep a register of who is in their school for safeguarding purposes.
M	For medical appointments and can still be used as normal.

Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school.

Jubilee L.E.A.D. Academy will continue to complete the returns for the DfE, the LA and for the Trust, indicating which key worker and vulnerable pupils attend.

Children Moving schools

If a pupil moves school during this time, we will provide the receiving school with any relevant welfare and child protection information. This is especially important where children are vulnerable. For looked-after children, any change in school will be led and managed by the Virtual School Headteacher (VHS) with responsibility for the child. The receiving school should be aware of the reason the child is vulnerable and any arrangements in place to support them. (This advice may change as the DfE and local authorities clarify the position on this.)
As a minimum and as relevant to the child, we will ensure that the new school will have access to a vulnerable child's EHC plan, Child in Need plan, Child Protection plan or, for looked-after children, their Personal Education Plan and know who the child's social worker (and, for looked-after children, who the responsible VSH) is.

This will ideally happen before the child arrives and, where that is not possible, as soon as reasonably practicable. Any exchanges of information will be organised and co-ordinated by a DSL (or deputy), and will also include our special educational needs co-ordinator (SENCO) (insert name) for children with EHC plans. However, it is acknowledged this may not always be possible. Where this is the case, the headteacher or the most senior member of staff will take responsibility.
If a child is admitted to our academy, we will ensure we ask for the same information as above from the previous school.

Remote Education

(More details are in the Remote Learning addendum and Online Safety policy)
If a pupil is not attending school due to the national lockdown, they will be provided with, and are expected to access, remote education. At Jubilee L.E.A.D. Academy we will keep a record of, and monitor engagement with, this activity but this will not be tracked in the attendance register.
This addendum will be reviewed as and when Government advice on attendance and/or registration changes.

Date of Issue: January 2021

Appendix 1

Vulnerable and Critical Worker List
https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision

Attendance Documents from Gov.UK
https://www.gov.uk/government/publications/school-attendance