



Jubilee L.E.A.D. Academy  
A L.E.A.D. Academy

# Jubilee L.E.A.D. Academy Attendance Policy

**Date of Policy:** 10<sup>th</sup> June 2021

**Review frequency:** Version 1

**Approval:** Headteacher

**This policy will be updated frequently in line with any changes to legislation and guidance**

## Policy Statement

### Introduction

This statement sets out the legal framework, the definitions and our policy expectations.

The L.E.A.D. Academy Trust requires this policy to be implemented by all its member academies.

The policy makes the expectations for attendance management explicit in order to ensure consistency of practice across the network of academies. The L.E.A.D. Academy Trust aim is for the academy community to flourish in an atmosphere of mutual respect and an agreed code of conduct.

The L.E.A.D. Academy Trust defines the policy expectation, but the responsibility for implementation of the policy rests with the Headteacher of each academy.

### **1. Aims**

Our academy aims to meet its obligations with regards to attendance by:

- ✓ Promoting good attendance and reducing absence, including persistent absence
- ✓ Ensuring every pupil has access to full-time education to which they are entitled
- ✓ Acting early to address patterns of absence

At Jubilee L.E.A.D. Academy our ethos for attendance is: No lost learning!

We will also support parents to perform their legal duty to ensure their children of compulsory academy age attend regularly, the expectation at Jubilee is to achieve above 96.2% and will promote and support punctuality in attending lessons.

It is our intention to ensure that every child enjoys coming to our academy. By providing a stimulating, challenging and secure environment, the children will be encouraged to be regular attendees, which will ultimately enhance their learning.

Absences must be kept to a minimum and will be authorised in line with Government Guidelines/DfE 'Academy Attendance' July 2019. Continuity of learning can only take place through regular attendance.

Regular appraisal and monitoring of registers will highlight any issues which may be followed up by written and/or verbal communication with the parents/carer's.

Good habits are developed from an early age. It is vital that punctuality is the norm, rather than the exception. It is our policy to encourage and demonstrate the importance of efficient time keeping for all pupils and this will be communicated through regular contact with parents/carer's.

Jubilee L.E.A.D. Academy recognises and adheres to Nottingham City Council Children and Families, Penalty notices for Truancy, Excluded Pupils, Persistent Lateness, Unauthorised Holidays in Term Time Local Code of Conduct (see Appendix One) and the latest DfE guidelines.

## 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern academy attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold.

This policy complies with our funding agreement and articles of association.

## 3. Academy procedures

### 3.1 Registration times:

Registration times will be determined by the Headteacher Nicola McIntyre; registers will be kept open for a maximum of 30 minutes but not kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

At Jubilee L.E.A.D. Academy our morning registration is 8:15-8:30am.

The register remains open until 8:45am, any child arriving after 8:30am but before 8:45am will be marked late.

At times of exceptional weather, the registers may, according to DfE guidelines remain open until 9:30am.

Lates and unauthorised lates are added by the attendance officer as they will monitor a late gate.

The registers will close 30 minutes after the allocated start time. After these 30 minutes the register will close and an unauthorised late mark will be given. This will have an impact on the pupil's attendance.

### 3.2. Registration:

- Only authorised people may complete registers and they must be taken at the same time twice a day.
- Electronic registers are used in every class as part of the School's Information Management System (SIMS).
- If the electronic register is unable to be taken, then the attendance officer will provide a paper register and will then input it on the electronic register.

### 3.3 Taking a pupil off roll

A pupil's name will not be deleted from the attendance register unless it has also been deleted from the admissions register and a leaver form completed in accordance with our off-rolling procedures.

A pupil of compulsory school age shall have his/her name deleted from the admissions register when:

- The pupil is registered at Jubilee L.E.A.D. Academy in accordance with the requirements of an academy attendance order and another academy is substituted by the Council for that named in the order, or the order is revoked.
- The pupil has been registered at another school or academy. (Academies can register travellers' children even if they are on the role of another school/academy. The academy the child normally attends is the base academy; the other registration is temporary).
- Jubilee L.E.A.D. Academy has received written notification from the parent that they are educating the pupil themselves. (Elective Home Education)
- The pupil has ceased to attend Jubilee L.E.A.D. Academy and no longer lives within a reasonable distance of academy.
- In the case of a pupil granted leave of absence exceeding 10 days for the purpose of a holiday, the pupil has failed to attend the academy within the 10 school days immediately following the last day of absence which was granted and we are not satisfied that the pupil is unable to attend by reason of sickness or any unavoidable case. Both Jubilee L.E.A.D. Academy and the Council will make reasonable enquiries to find out where the pupil is, to include letters, home visits and telephone calls.
- The pupil is certified by the attendance officer and first Aider unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
- The pupil has been continuously absent from Jubilee L.E.A.D. Academy for a period of not less than 20 school days and both the academy and EWO have failed, after reasonable enquiry, to locate him/her. Again, reasonable enquiries should be made. In such cases we will ensure the EWO are informed and procedures concerning missing children and missing children protocol should be followed.
- The pupil had died.
- The pupil will cease to be of compulsory school age before our academy next meets and their parent has indicated that they intend to cease to attend. (All registered pupils are required to remain at our academy until the leaving date. At school includes, for these purposes, approved educational activities undertaken off site, including work experience)
- The pupil has been permanently excluded and the exclusion has been upheld by governors.
- The pupil attends a special school and the Nottingham City Council gives consent for his/her name to be removed.

If we are told that a pupil is leaving to attend another school/academy, staff at Jubilee L.E.A.D. Academy will establish the pupil's new address, the name and address of the new school/academy and the date the pupil will start there. Confirmation will then be sought from the receiving school/academy. Whenever a pupil leaves us a Common Transfer File (CTF) will be completed. If we are concerned about any aspect of a transfer or a pupil has "disappeared" the matter should be referred immediately to the Education Welfare Service who will investigate missing pupils as part of Nottingham City Council's Missing Children's protocol.

#### 3.4. How do we monitor attendance?

- All pupils' attendance is monitored daily and fortnightly using data analysis from the electronic register.
- The Headteacher and the attendance officer carry out register checks every 2 weeks for all pupils. Those pupils who have below 96.2% attendance will receive a letter highlighting that we are beginning to be concerned about their attendance.
- Pupils where absence is regular and unexplained or unauthorised, will be invited in to attend the attendance clinic. These are run by the Head teacher, the school attendance officer and Nottingham City Council's Education Welfare Officer. Following this meeting parents and carers will receive a summary letter and an attendance contract will be signed by both school and the parent alongside an agreed monitoring period.
- Pupils that are below 96.2% but their attendance has improved will also receive a letter.
- Pupils with below 90% attendance with no satisfactory reason are considered to be persistent absentees, and may be referred to Education Welfare, who will consider instigating legal action. They will be informed by letter that this is to happen.
- If attendance does still not improve after a meeting in school and attendance continues to fall to an unsatisfactory level, the school may refer to the Education Welfare Service who will consider instigating legal action for persistent absence.
- If parents/carers miss more than one attendance meeting in school, this will be considered as a safeguarding issue and a referral to Children and Families will be considered by the school Safeguarding Officer.
- If a vulnerable child is absent from school, then the attendance officer or safeguarding officer will make contact on the first day by telephone or home visit. If they fail to make contact, then they will escalate it to the Head Teacher.
- Jubilee L.E.A.D. Academy will make every effort to contact the parent/carers on the first day of absence. If no contact has been made, a home visit will be carried out. In worst case scenario a police safe and well check will be considered.
- Statistical evidence for the whole school and for individual classes is analysed every week and shared with all stakeholders via our attendance board near the school office.

### 3.5. Reasons for absence and procedures for following up absence:

- Only the Headteacher can authorise absences.
- If letters/notes come from parents/carer's directly to the class teacher, then these should be signed and dated by the teacher and sent to the Attendance Officer.
- If a teacher receives verbal communication then the Attendance Officer must be informed so that it can be recorded from the office.
- All information about absences and logs of the academy's attempts to make contact with home is recorded electronically on SIMS and in pupil absence records.
- Unexplained absences are followed up as early as possible on the morning of the absence by a text message, phone call, email or home visit.
- If there has been no communication on the first day of absence the Attendance Officer is informed to follow up the absence.
- If a child has not returned to the academy for two days and there has been no contact, then the Attendance Officer will visit the home.
- If after this period of time, no contact has been made and we are concerned about the safety and whereabouts of a child then the police and / or social care may be informed.

- If after a week still no reason for the absence has been ascertained then a letter is sent home as a final attempt to gain a reason.
- If there has been no satisfactory reason for a child's absence, it will remain unauthorised on the academy register.
- If a child is absent and no contact has been successful by academy or the Attendance Officer, the child may be referred to Social Care in line with Jubilee L.E.A.D. Academy's safeguarding and child protection policy.
- If a child is missing for ten school days then s/he will be referred as a missing child to Education Welfare.
- If a child does not return to the academy for a further ten days (twenty school days in total) and there has been no contact from the parents, then his/her place may be removed from the register. Only if there are no safeguarding concerns.

### 3.6. Holidays / Leave of Absence

- DfE guidelines Education Act 2003 (updated July 2019) the Headteacher may no longer authorise holidays / leave of absence during term time.
- If a family is affected by extremely difficult circumstances, then the Headteacher may reserve the right to authorise a 'leave of absence'. **It should be understood that a 'leave of absence' will only be authorised for five days in the most testing and difficult circumstances.** Authorisation in these circumstances will be requested in writing prior to booking flights or the organisation of any other arrangements, to avoid difficulties or financial loss.
- Where families are known to have taken children out of the academy during term time without prior agreement proceedings will commence for Penalty Notices to be issued. These are issued per child/per adult (subject to change)
- Due to the Year 6 Statutory Assessment Tests (SATs), we cannot condone any absence during the SATs week in May. Children who are knowingly taken from the academy to go on holiday during SATs will be referred to Education Welfare for Penalty Notices to be issued.

### 3.7. Lateness:

Lates and unauthorised lates are added by the attendance officer as they will monitor a late gate.

In the Autumn term of 2020 following the government guidance on COVID 19 our start time will temporarily be altered to allow for a staggered start.

Start times:

- Year 5 and 6 – 8.15am
- Year 3 and 4 – 8.30am
- Year 1 and 2 – 8.45am
- EYFS – 9.00am

The registers will close 15 minutes after the allocated start time where the pupil will be marked with an authorised late mark.

After these 15 minutes the register will close and an unauthorised late mark will be given. This will have an impact on the pupil's attendance. Legal Action may then be considered (See section 11).

### 3.8 Medical or dental appointments

Missing registration for a medical or dental appointment can be counted as an authorised absence; advance notice is required for authorising these absences.

However, we encourage parents to make medical and dental appointments out of academy hours where possible. Where this is not possible, the pupil should be out of academy for the minimum amount of time necessary.

If this is not possible then proof of appointment must be brought to the school office as soon as possible

### 3.9 Religious Observance

Nottingham City is a vibrant and diverse city that promotes respect for the faiths and values of its communities. There are many religions celebrated in our academies and it is important that we recognise the diversity of the population.

In Nottingham City one day for each religious festival (no more than three days in one academic year) can be counted as authorised absence. Where the day is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, we will seek advice from the parents' religious body to confirm whether the day is set apart

### 3.10 COVID 19

COVID 19 (please see COVID 19 specific arrangements in appendix 1)

Jubilee L.E.A.D. Academy is committed to ensuring all pupils return to our academy following the partial closure of the school and will work in line with the guidelines set out by the Government for the full reopening:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Jubilee L.E.A.D. Academy acknowledge missing out on more time in the classroom risks pupils falling further behind, we are committed to ensuring that our pupils do not fall behind academically as a result of the COVID-19.

It is the parents' duty to secure that their child attends regularly. It is Jubilee L.E.A.D. Academy's' duty to record, follow up and issue sanctions in accordance with Nottingham City code of conduct.

We understand that a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating due to track and trace advice, a positive test result or following advice from a specialist health professional.

Jubilee L.E.A.D. Academy will need to see evidence of any of the reasons above to authorise the absence.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, Jubilee L.E.A.D Academy will immediately offer access to remote education.

Jubilee L.E.A.D. Academy's pastoral team are committed to working with parents/carers and pupils to secure consistent attendance.

### 3.11 Expectations

From the start of the autumn term 2020 pupil attendance will be mandatory 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.

### 3.12 Circumstances where pupils cannot attend school due to coronavirus (COVID-19).

A new category of non-attendance – 'not attending in circumstances related to coronavirus (COVID-19)' has been added to attendance records. This category will only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)<sup>3</sup>
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

This new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

## 4. Legal Action

### 4.1 Legal sanctions

Academies can refer to Education Welfare who may issue penalty notices to parents for the unauthorised absence of their child from the academy, where the child is of compulsory academy age.

If issued with a penalty notice, parents must pay the amount within 21 days or the cost will double by 28 days. The payment must be made directly to the local authority.

The decision on whether or not to refer to Nottingham City Council Education Welfare Service, who may issue a penalty notice, ultimately rests with the headteacher, following the local authority's code of conduct for attendance and truancy. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during academy hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the academy but it is not known whether the pupil is attending educational provision.

## 5. Children Missing Education

Where a pupil has not returned to our academy for ten days after an authorised absence or is absent from the academy without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the academy and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the academy does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.

- We will always make reasonable enquiries to establish the whereabouts of the child, jointly with the local authority, before deleting the pupil's name from the register.
- We will adhere to the Children Missing in Education Statutory Guidance for LAs; [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550416/Children\\_Missing\\_Education\\_-\\_statutory\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf)

## **6. Children Who Cannot Attend Academy Because of Health Needs**

In line with Section 19 of the Education Act 1996 the Local Authority (LA) have a duty to: "make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them."

This applies to children and young people:

- who are of statutory academy age and who
- are permanently resident in Nottingham City and
- who do not attend Jubilee L.E.A.D. Academy for 15 days or more, whether consecutive or cumulative due to ill health and
- where the health need and necessity for absence has been validated as necessary by a medical doctor
- will not receive a suitable full-time education unless the local authority makes arrangements for this

Health problems include physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required. This would include details of the health problem, how long the condition is expected to last and the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority will liaise with other medical professionals (e.g. the child's GP), so that provision of education is not delayed.

Arrangements for alternative provision will be made as soon as it is known that a child has not attended the academy for 15 days for health reasons or as soon as it is clear that a health-related absence from the academy will be 15 days or longer, verified by a medical doctor. The 15 days may be consecutive or cumulative. The provision will commence as quickly as possible. There may be circumstances in which suitable alternative education is already in place e.g. if the academy has made arrangements for a pupil or the child is receiving education at a hospital academy.

## **7. Children in Public Care**

Nicola McIntyre (Headteacher) is the coordinator who will liaise with the Nottingham City Council's Children Looked After Team. The Virtual School will be contacted each day whether the pupil is attending or is absent.

Attendance will also be reported as part of the PEP.

## **8. Elective Home Education**

A parent has a right to educate their child at home and can request to home educate their child at any point. On receipt of written notification from the parent/carer we will inform Nottingham City Council and once approval has been received then the pupil may be taken off roll and a leavers form completed.

## **9. Strategies for promoting attendance**

- Individual certificates are given to children for a full half terms 100% attendance.
- Class teachers devise rewards for punctuality and attendance in consultation with their classes.
- Every class has a display focused on attendance where class certificates and the class percentages are displayed.
- Every week there is an Attendance Cup which is handed out in assembly for the class with the highest attendance the previous week.
- Prizes are given to those children who achieve 100% attendance.
- At the end of the academic year the class with the best attendance will be rewarded by a trip out for the day.
- Attendance certificates are also regularly given out to reward those with the "Most Improved" attendance and those pupils with the "Most Improved punctuality" where this is identified.

## **10. Roles and responsibilities**

### **10.1 The governing body**

The governing board is responsible for monitoring attendance figures for the whole academy on at least a termly basis. It also holds the headteacher to account for the implementation of this policy.

### **10.2 The Headteacher**

The headteacher is responsible for ensuring this policy is implemented consistently across the academy, and for monitoring academy-level absence data and reporting it to governors. The headteacher also supports other staff in monitoring the attendance of individual pupils and issues fixed-penalty notices, where necessary.

### **10.3 The attendance officer**

The attendance officer:

Monitors attendance data at the academy and individual pupil level

Reports concerns about attendance to the headteacher

Works with education welfare officers to tackle persistent absence

Arranges calls and meetings with parents to discuss attendance issues

Advises the headteacher when to refer pupils to education welfare who may consider prosecution

#### 10.4 Class teachers

Class teachers are responsible for recording attendance on a daily basis, using the correct codes.

#### 10.5 Office / reception staff

Office/reception staff are expected to take calls from parents about absence and record it on the academy system.

#### 10.6 Parents/Carer's

Parents whose children are registered at academy are responsible for ensuring that their children attend and stay at academy

Parents should:

- Ensure that their child arrives at academy on time, in academy uniform and ready to learn.
- Instill in their child an appreciation of the importance of attending academy every day.
- Impress upon their child the need to observe the academy's code of conduct
- Work in partnership with academy to resolve issues which may lead to academy non-attendance.
- Ensure that they are aware of the academy's attendance policy
- Notify the academy if he/she is absent. This should be done as soon as possible – preferably on the morning of the first day of absence. They should also supply an explanation for the absence.
- Avoid arranging medical/dental appointments during academy hours
- Not book holidays during term time.

#### 11. Communication with parents / carer's

- Parents / carer's are regularly informed about attendance issues in the head teacher's newsletters.
- Parents / carer's are rung/ text/ emailed or visited on the morning of their child's absence.
- Letters are sent enquiring about absence and lateness, impressing the legal requirements for children to attend and the financial penalties that may be served for non-attendance.
- Every term parents/carer's of pupils whose attendance is below 95% are sent letters to inform them that their child's attendance has fallen into the amber zone or red zone.
- An education welfare specialist is consulted if the attendance of a child drops below 90% or if there is unauthorised absences. Families causing concern are also supported by the academy in resolving attendance issues.
- The academy will attempt to work with parents at all stages to address attendance issues and make reasonable efforts to support parents/carer's in getting their child to the academy.

#### 12. Monitoring arrangements

This policy will be reviewed annually by the Headteacher / SLT. At every review, the policy will be shared with the governing board.

#### 13. Links with other policies

This policy links to our child protection and safeguarding policy, Equality Policy

## **Appendix 1 - COVID 19 attendance information and procedures September 2020 – July 2021**

Jubilee L.E.A.D. Academy is committed to ensuring all eligible pupils attend our academy. This document is an appendix to our existing Attendance Policy and will identify the COVID 19 arrangements for the academic year September 2020 until the end of July 2021. Unless further revisions or guidance is received from the government

Safeguarding remains integral to our academy and as a result, we will apply the same stringent approach to ensuring all eligible pupils attend school daily.

Although we understand that school attendance is mandatory from the start of the autumn term 2020, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

To make sure at Jubilee L.E.A.D. Academy, we record this accurately and consistently, we have made changes to the attendance registers to add a new category of non-attendance – ‘not attending in circumstances related to coronavirus (COVID-19)’.

This category will only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)<sup>3</sup>
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with Government guidance, no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

### **Attendance codes**

From the beginning of the new academic year, we will return to using the attendance and absence codes in use before the outbreak (set out on page 9 of the attendance guidance), in addition to the new category of ‘not attending in circumstances related to coronavirus (COVID-19)’:

- pupils not attending a session who meet the criteria for ‘not attending in circumstances related to coronavirus (COVID-19)’ will be recorded using code X
- We will continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak

**The following are examples in which ‘not attending in circumstances related to coronavirus (COVID-19)’ could apply**

**A) Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)**

**B)**

Pupils who have symptoms will self-isolate and get a test.
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If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school.  
If the pupil remains unwell following the test (such as with a different illness), then they will be recorded as code I – illness, as would usually be the case.  
Code X will only be used, up until the time of the negative test result.

If a pupil tests positive, they will continue to self-isolate for at least 10 days from the onset of their symptoms. They will only be allowed to return to school if they do not have symptoms **other than a cough or loss of sense of smell or taste (anosmia)**. This is because a cough or anosmia can last for several weeks once the infection has gone. Code X will be used for the period of self-isolation until the test. After the pupil tests positive they will then be recorded as code I (illness) until they are able to return to school.

If someone in the pupil's household has symptoms, the household will be required to self-isolate and the member of their household should get a test.  
If the member of the household tests negative, the pupil can stop self-isolating and will be required to return to school. Code X will only be used up until the time of the negative test result when the pupil can return to school.  
If the household member tests positive, the pupil will continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X, again will be used during this period.  
In all cases of self-isolation, we will ask parents to inform us as soon as possible about the outcome of a test. We will not require evidence of negative test results or other medical evidence before admitting or welcoming them back after a period of self-isolation.

### **C) Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)**

Pupils who do not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).  
The NHS test and trace guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case we along with the local health protection team will provide advice on who this applies to, advise them to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious. Code X will be used for these pupils during this period.

Pupils who are required by legislation to self-isolate as part of a period of quarantine  
View this alongside guidance on how to self-isolate when you travel to the UK.  
As usual, we request that parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X will be used in the register.

Pupils who are clinically extremely vulnerable in a future local lockdown scenario only

View this alongside guidance on shielding and protecting extremely vulnerable persons from Covid-19.

Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding. We will work closely with parents and carers of these pupils to ensure that when they are in school all reasonable safety precautions are in place.

Should rates of COVID cases rise in our area, children still on the shielding list (or family members still on the shielding list), may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents will be asked to share with the school. Non-attendance in accordance with guidance from PHE or the DHSC in these cases will be recorded as code X.

Jubilee L.E.A.D. Academy will contact parents of pupils who are shielding when any additional measures in our area are lifted and shielding is paused again, so that they can return to school.

Code X will not be used for sessions if a pupil has been advised to return to school but does not do so. Normal attendance procedures will apply.

### **Local lockdown**

If rates of the disease rise in our area we may need to prevent some pupils from attending. Jubilee L.E.A.D. Academy will follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. If we have to limit attendance to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - will be used for pupils who are asked not to attend.

### **Remote education**

If a pupil is not attending due to circumstances related to coronavirus (COVID-19), we will immediately offer access to remote education via Seesaw and for those who are unable to access the internet relevant work packs will be provided. We will keep a record of, and monitor engagement with this activity.

### **Data collection**

Collection of school attendance data as part of the school census will resume in January 2021, collecting data for the autumn term 2020. Subject to the necessary legislation being made, from January 2021, the census will collect attendance codes in addition to absence codes.

### **Arrangements for Attendance**

Entry to Jubilee L.E.A.D. Academy will be as follows:

	Start Time	Finish Time	
		Mon,Tues,Wed	Thurs,Fri
Reception	Everyday 8:30	3:25	2:25
Year 1, 2 and Cherry Class	8:25	3:20	2:20
Year 3 and 4	8:20	3:15	2:15
Year 5 and 6	8.15	3:10	2:10

### **Arrangements for Leaving School at the End of the Day**

Reception, Year 1, 2 and Cherry class will also start their catch up curriculum after Autumn term half term. This will reduce the waiting time in the winter months. Parents can still drop their child/ren off a little earlier if they have a sibling in another year group that starts earlier.

To ensure that we are able to facilitate the catch up curriculum whilst maintaining a staggered start/ finish that allows social distancing.

- All parents to arrive at school at their allocated times
- All members of the school community to strictly adhere to social distancing
- All parents to ensure that young children in their care are not riding bikes, scooters or running around the car park at the end of the day.

### **Arrangements for Late Arrivals**

Late arrivals enter through the main school entrance and their attendance is recorded by the Attendance Officer.

### **Arrangements for Following Up Pupils' Absence**

Jubilee L.E.A.D. Academy will continue to apply the same arrangements identified in our Attendance Policy and Safeguarding Policy to check upon the welfare of our pupils when they do not attend the academy.

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On receiving a call from a parent that a child is unable to attend because of suspected COVID 19, this will be recorded as an X.

A phone call will be made to the parent to ascertain the full details of why they are off.

If it is deemed a 'plausible' COVID related absence this continues to be recorded as X on the register and home visits made.

The process is then that home visits / welfare calls will be made until the child returns.

If it is deemed that a child has a risk of harm from a safeguarding perspective, home visits will be made EVERY day.

This appendix will be reviewed as and when Government advice on attendance and attendance registers changes.