

# **Kent Health Needs Education Service**

## **Attendance Policy**

### **Addendum**

#### **Recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year**

##### **Attendance 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

##### **New for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19)**

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

To make sure schools record this accurately and consistently, government have made changes to the regulations governing school attendance registers to add a new category of non-attendance – 'not attending in circumstances related to coronavirus (COVID-19)'.

This category must 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)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

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, 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, schools should return to using the attendance and absence codes in use before the outbreak, 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)' should be recorded using code X.

- **Examples in which ‘not attending in circumstances related to coronavirus (COVID-19)’ could apply**

In line with current legislation, and current guidance from PHE and DHSC, examples are as follows.

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

Pupils who have symptoms should self-isolate and get a test.

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 should be recorded as code I – illness, as would usually be the case. Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only 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 should be used for the period of self-isolation until the test. After the pupil tests positive they should 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 should 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 can return to school. Code X should 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 should continue self-isolating for the full 10 days from the day after contact with the individual who tested positive. Code X should be used during this period.

In all cases of self-isolation, schools should ask parents to inform them immediately about the outcome of a test. Schools should not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

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

Pupils may 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 10 days from the day after contact with the individual who tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 10 days from the day after contact with the individual who tested positive. Code X should be used for these pupils during this period.

### **Pupils who are required by legislation to self-isolate as part of a period of quarantine**

As usual, 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 should be used in the register.

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

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.

If in future, rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, 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 able to share with the school. Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code X.

Schools should contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school. Code X should not be used for sessions after the pupil has been advised to return to school.

### **Local lockdown**

If rates of the disease rise locally, schools may need to prevent some pupils from attending. Schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

### **Vulnerable pupils of primary or secondary school age from January 4<sup>th</sup> 2021**

Pupils are still encouraged to attend school full-time. As their attendance is not contrary to any published guidance from Public Health England or the Department of Health and Social Care or any legislation, they should not be marked with Code X if they are not in school (except if they are shielding, self-isolating or quarantining). Schools should communicate the benefits of full-time on-site provision for this group proactively. If the parent of a special

school pupil wishes for their child to be absent from school, the parent should let the school know in advance that the pupil will not be attending and that they are making an application for a leave of absence. The Department for Education expects schools to grant such applications for leaves of absence given the exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable.

Kent Health Needs Education Service has a remit to provide educational support to young people who cannot attend school because of health issues. Currently this support is in the form of a place on one of our Hubs where they are taught face to face in smaller, socially distanced groups. We also offer KHNES Remote, where young people engage in online live lessons, delivered by our qualified staff. With KHNES Remote, they have the opportunity to receive up to 15 lessons per week, covering core subjects and enrichment. Whatever the provision, the young people remain on the roll of the home school and the ultimate goal is that they return to mainstream education.

As a result of this pandemic, parents may request that students don't physically attend the Hub. If this is the case, then they will be given the opportunity to access our remote provision. If for whatever reason the young person cannot or will not engage in the support provided by KHNES then we will have no alternative but to discontinue the support and the young person will once again become the sole responsibility of the home school. Any application for leave of absence as a result of the current circumstances, should therefore be made to the home school.

### **Remote education**

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.