

# RIPLEY ST THOMAS

A CHURCH OF ENGLAND ACADEMY



## Addendum to Attendance Policy in the light of Covid-19

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## **Addendum to the Whole School Attendance Policy in the light of Covid-19**

**This addendum will initially apply to the Autumn term for the academic year 2020. This addendum will now run forward into Spring Term 2021. It will be reviewed and revised further as required. This addendum supports the current policy and should be read in conjunction with it.**

### **Expectations of attendance**

The DfE have now indicated to all schools that:

- From the start of the autumn term 2020 attendance in school is mandatory and the usual rules on attendance apply (see main policy for clarification)
- Schools should now record attendance and follow up absence in the usual way
- There is a duty on all parents to ensure the regular attendance of their child/ren of compulsory school age. There are no longer any disapplications
- The ability to issue sanctions such as penalty notices is no longer disappplied

### **The school day**

The school day for all Ripley pupils remains the same as pre-Covid. Pupils should be present and on site by 8.45am. Pupils' dismissal at the end of the day will be staggered to avoid congestion and crowds. Those walking home or taking the train will be dismissed at 3pm while those travelling by bus will leave classrooms at 3.05pm.

Excellent punctuality remains an essential expectation for all our pupils. Pupils are expected to be in school by 8.45am. Pupils arriving after this time will be considered late and sanctions may be imposed. The afternoon register will be taken during period 4 of the school day. Pupils will be recorded as late if they arrive after the start. Currently the start time for period 4 is different for each year group. Year 10 will begin period 4 at 1pm; years 7, 8, 9 and 11 will begin period 4 at 12.30pm.

### **The recording of attendance**

Attendance registers will be marked in line with the DfE statutory guidance and as detailed in our main whole school Attendance Policy. During this academic term, there will be the use of an additional code X. This will be used to record the following situations:

- When pupils are self-isolating
- Household isolation
- Quarantine
- Local lockdown arrangements
- pupils with medical evidence from a **consultant** advising against school attendance due to pre-existing health concerns

This code does not count as present or absent on the pupil's attendance record.

Pupils testing positive for Covid-19 will be marked as 'ILL' in the school attendance register. This is an authorised absence.

### **School attendance framework and support to encourage good attendance**

Ripley will continue to offer support to pupils and families when attendance or punctuality is less than expected. Pastoral support and attendance at 'The Bridge' can be arranged with progress leaders.

### **Sanctions for failure to attend school regularly**

The DfE have indicated that sanctions will now be used to address non-attendance at school. Ripley will continue as stated above to continue to offer as much support as is reasonable to prevent the need for such an approach. However, when needed, legal interventions as stated in the whole school Attendance Policy will be used.

### **Absence Requests**

The usual school policy applies which requires a request in advance of leave of absence. Parents should also consider the consequences of potential quarantine on school attendance.

### **Pupils who should not attend:**

#### **1. Pupils who display any of the following symptoms of Covid-19:**

- High temperature
- New continuous cough
- Loss or change of sense of smell and taste

should not attend school. A test must be arranged and the results communicated to school. School may ask to see a copy of the test results in order to confirm positive cases.

It is essential that school is made aware at the earliest opportunity that there is a potential Covid-19 case.

Pupils testing positive must isolate for 10 days from the onset of the symptoms.

Pupils testing negative should return to school at this point (any continued absence would be recorded as either an unauthorised or an authorised absence dependent on the evidence provided).

#### **2. Pupils with underlying health conditions following recent medical advice**

In most cases those pupils shielding or living with family members who are shielding should now return to school.

In a small number of cases, pupils may receive a letter from their **consultant** to inform them that they should not return to school. These pupils will be offered online education. School will ask for a copy of this letter for their records.