



THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL

ATTENDANCE POLICY

| | |
|---------------------------|----------------|
| Is this policy statutory? | Yes |
| Review period | 3 years |
| Date of approval | September 2020 |

1. Statement of intent

Our vision statement states that:

The Bishops' Blue Coat Church of England High School is an exciting place to be. We know, nurture and inspire our community to be the best version of themselves through a better understanding of the Christian faith, and a rich set of opportunities that support and challenge our learners so they are equipped to succeed. Through their engagement in society at Bishops' and beyond, students make a positive difference through their wise action and a sense of responsibility. Our students' initiative, drive and resilience will enable them to flourish and live 'life in all its fullness.' (John 10:10).

The Bishops' Blue Coat Church of England High School believes that good attendance is vital for all students if they are to gain from the rich set of opportunities, achieve and flourish. We are committed to removing any factor that might represent a hindrance to a child's fulfilment.

We are committed to:

- Promoting and modelling good attendance.
- Ensuring equality and fairness of treatment for all.
- Intervening early and working with other agencies to ensure the health and safety of our students.
- Rewarding regular attendance.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996 which states that:

"The parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable:

- a) to age, ability and aptitude and
- b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise".

2. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Education Act 1996
- The Equality Act 2010
- The Education (Student Registration) (England) Regulations 2006 (as amended)
- DfE (2019) 'School attendance'
- DfE (2016) 'Children Missing Education'
- DfE (2020) 'Keeping children safe in education'

CVOID – 19 related updates including

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

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

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

This policy operates in conjunction with the following school policies:

- BEST behaviour policy
- Anti-bullying policy
- Safeguarding policy
- Pupil premium policy
- SEND policy

3. Aims

Our target attendance has been set by the school Governors with reference to the Department of Education's (DfE's) aim of reducing unauthorised school absences:

- for every student to achieve excellent attendance;
- ensure all students and parents/carers understand the issues and procedures for school attendance;
- ensure that all staff including Governors, support and non-teaching staff understand the issues and procedures for attendance;
- allocate resources to support the policy;
- provide support, advice and guidance to parents and students;
- record and monitor attendance and absenteeism and apply appropriate strategies to minimize its occurrence.

4. The importance of good attendance

Good attendance is essential for students to succeed and achieve. There are clear documented links between regular school attendance and attainment. The charts below document the importance of good attendance.

| If a student's attendance over the school year is..... |they will miss this many days |and this many lessons |
|--|------------------------------------|----------------------------|
| 95% | 9.5 | 46 |
| 90% | 19 | 91 |
| 85% | 28.5 | 137 |
| 80% | 38 | 182 |
| 75% | 47.5 | 228 |
| 70% | 57 | 274 |

There is clear evidence linking poor attendance to low levels of achievement, both nationally and within this school. The evidence is clear to see:-

- Students who miss less than 5% of school, over 85% achieve 5 or more GCSE's at levels 9 – 4 (A* - C)
- Students who miss between 10% and 20% , only 35% achieve 5 or more good GCSE's
- Students who miss 50% or more, only 3% managed to achieve 5 or more good GCSE's

5. Types of absence

Every half-day absence from school has to be classified by the school (not by the parent or guardian) as either Authorised or Unauthorised. The school will only authorise absences upon receipt of a valid and unavoidable reason from the parent, carer or guardian, usually by telephone or a signed letter. We currently discourage the use of email or text as this is difficult to authenticate.

The school defines "absence" as either:

- Arrival at school after the register has closed.
- Not attending school for any reason.

6. Authorised absence

Authorised absences may be consider as the following (this list is not exhaustive):

- An absence for illness for which the school has granted leave.
- Medical or dental appointments which unavoidably fall during school time for which the school has granted leave.
- Religious or cultural observances for which the school has granted leave.
- An absence due to a family emergency.
- An absence related to COVID – 19 – see appendix

7. Unauthorised absence

Unauthorised absences may be considered as the following (this list is not exhaustive):

- Parents keeping children away from school unnecessarily or without reason.
- Truancy at any time during the school day
- Absences which have not been properly explained.
- Arrival at school after the register has closed (9:15am). School morning registers close at 9:15am and afternoon registers close at 1:35pm. Any student arriving at school after these times will be recorded as an unauthorised absence and included within the absence data of the student. Attendance after the register closes will receive a mark to show that they are on site, but will count as an absent mark.
- Absence due to shopping, looking after other children or birthdays.
- Absence due to day trips and holidays in term time which have not been agreed.
- Leaving school for no reason during the day.

Unauthorised absences can lead to the school and Local authority employing sanctions and/or legal proceedings such as Fixed Penalty Notices (FPN) or even prosecution.

8. Persistent Absence

The school defines a “persistent absence” (PA) when attendance drops below 90% (equivalent to 1 sessions missed per week) during the school year or across a half-term. Absence at this level causes considerable damage to any child’s education and future prospects and the school requires the full support and co-operation of parents/careers to tackle this effectively.

Student attendance is monitored very closely at The Bishops’ High School and parents/carers of any child approaching 90%, or moving below this level would have received several letters of concern beforehand. If a student is classified as PA, the school’s Pastoral Support Officers will work closely with parents/carers and the student, supporting them to ensure this status is removed as quickly as possible. If there has been no improvement in the student’s attendance during this phase then the school as a last resort will proceed with a fixed penalty notice and/or possible legal action under section 444 of the Education Act 1996.

9. Exceptional circumstances

The Bishops’ Blue Coat High School strongly urges parents not to book holidays during term time as this can have a detrimental effect on a student’s progress and attainment. There is no automatic entitlement in law to time off school and the school will not authorise any absence for holidays during term time. Absences for exceptional circumstances may be granted for exceptional circumstances. These could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional.
3. The death or terminal illness of a person close to the immediate family.
4. To attend a wedding or funeral of a person close to the immediate family.
5. Representation for an organisation at the organisations request.

Any request for a leave of absence should be made in writing (email or letter) to the school for consideration by the Head Teacher in line with the criteria of 'exceptional circumstances' as provided for by the current regulations. A template letter is included as **Appendix A** and a copy is available on the school website.

As far as possible, parents should attempt to book medical and dental appointments outside of school hours. Where this is not possible, a note and appointment card should be sent to the school. If the appointment requires the student to leave during the school day, the student must be signed out by a parent. Students must attend school before and after the appointment wherever possible. The school acknowledges that some students may have long term medical or health issues, and works to support students and families in minimising the impact of such on attendance. Further information can be found in **Appendix E Pupils with Additional Health Needs Attendance Policy**.

If your request is not authorised and you still choose to take your child out of school during the requested period, the leave of absence will be recorded on your child's registration record as unauthorised and a Fixed Penalty Notice (FPN) may be issued to each parent of the child.

10. Missing students

Students are not permitted to leave the school premises during the school day unless they have permission. Any student with permission to leave the school during the day must sign out at reception and sign back in again on their return.

If a student is missing from a lesson the member of staff will alert the On Call member of staff to investigate. The office staff will also be informed as they will act as a point of contact for receiving information regarding the search. A thorough search of the school premises will be undertaken.

If after undertaking a search and necessary checks the student is still missing, the parents of the student will be notified. The school will attempt to contact parents using the emergency contacts provided. If the parents have had no contact from the student, and the list has been exhausted, then the police will be contacted. If the missing student has an allocated social worker, is a LAC, or has SEND or is a safeguarding concern, then the appropriate personnel will be informed.

When the student has been located, a designated member of staff will care for and talk to the student to ensure they are safe and well. Appropriate action will be taken to ensure the student understands they must not leave the premises, and sanctions will be issued if deemed necessary according to BEST behaviour policy. Parents and any other agencies will be informed immediately when the student has been located.

11. Truancy

The school defines truancy as any absence of part, or of all, of one or more days from school, during which the school has not been notified of the cause behind such absence. The truancy will be marked as an unauthorised absence and will incur additional school sanctions outlined in BEST.

12. Lateness

The school day begins at 8.40am. Students arriving in school between 8.40am and 9.15am will be coded as late to school. Due to COVID-19 there are staggered finishes to the end of the school day. The amended timings are as follows:

Year 7 = 2.55pm
Year 8 = 3.00pm
Year 9 = 3.05pm
Year 10 = 3.10pm
Year 11/12/13 = 3.15pm

On a Tuesday, the school day finishes 1 hour earlier, and the staggered finishes are:

Year 7 = 1.55pm
Year 8 = 2.00pm
Year 9 = 2.05pm
Year 10 = 2.10pm
Year 11/12/13 = 2.15pm

Punctuality is of the utmost importance. Lateness to school and lateness to lessons is considered a community consequence following the BEST behaviour policy. Community consequences are monitored daily and detentions issued. Students with poor punctuality will also be monitored by their form tutors and the pastoral team. Students who are late due to a school bus arriving late will be exempt from this consequence. Details of learning time lost due to lateness can be found in **Appendix D**.

13. Monitoring attendance

Designated members of staff will take the attendance register at the start of each school day and at the start of each afternoon session. An electronic register is taken for every lesson.

Attendance is monitored by form tutors, the pastoral team and the attendance officer. School Attendance Officers and Form Tutors will regularly check the attendance of each student and will follow up all student absences with appropriate personnel in school and with the student's parent/carer. We hope that all parents/carers will assist us by:

- ensuring the regular attendance of their child;
- informing school when their child is absent (with reasons);
- attending any meetings about their child's attendance.

If a student's absence is a cause for concern parents will receive a letter. This increased monitoring may then involve further input from the pastoral support officers. This can include fixed penalty notices, parental meetings, attendance planning meetings and multi-agency involvement.

14. Reporting absence.

Parents are required to contact the school as soon as possible on the first day of absence and for subsequent days. It is good practice for parents to send copies of any medical evidence to school. This should be handed to the form tutor or attendance officer in the pastoral hub.

A telephone call will be made to the parent of any child who has not reported their absence. A child's form tutor may also contact parents to support their return to school.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure that proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Ask for medical evidence or other evidence relating to the absence
- Identify the correct code to use to enter the data onto the school census system.
- In the case of persistent absence, arrangements will be made for parents to speak to the attendance officer or a member of the pastoral team.

Definition of a parent

The Education Act 1996 defines a parent includes any person (a)who is not a parent of his but who has parental responsibility for him/her, or (b)who has care of him/her.

Parents/carers must provide accurate and up-to-date contact details and are responsible for updating the school if the details change. Parents should also provide the school with more than one emergency contact number.

15. Religious observances

The school will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals. Parents must inform the school in at least 7 days advance if absences are required for days of religious observance. The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the student's parents belong.

16. Young carers

The school understands the difficulties young carers face, and will endeavour to identify young carers at the earliest opportunity from enrolment at the school, as well as throughout their time at the school. Each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

17. Disadvantaged first

The school adopts a disadvantaged first approach where disadvantaged students are identified and supported in order that they achieve as well as they should. The attendance of disadvantaged students is monitored through social inclusion meetings that allow for inclusion teams to discuss individual students and plan intervention and support to improve attendance and achievement.

18. Rewarding good attendance

The school acknowledges the resilience and commitment of students who achieve 100 percent attendance in the following ways:

- Postcards home
- Rewards breakfasts

- BESt points

Students attendance may be considered in enrichment events. Where attendance drops below 90 percent, student's access to enrichment trips and activities will be considered. For example a student's attendance is one criteria for their attendance at the Year 11 Prom.

19. Fixed penalty notices

The Bishops' Blue Coat High School may request the local authority to issue 'Penalty Notices' in respect of persistent unauthorised absence in accordance with section 444 of the Education Act 1996. A Fixed Penalty Notice (FPN) may be issued if a student has 10 or more sessions (there are two sessions per school day) of unauthorised absence in any five week period.

A formal Penalty Notice warning letter will be issued to parents/carers before any Penalty Notices are served, unless the absence is due to an unauthorised holiday in term-time. In cases of persistent or prolonged absence (PA) the school will request that the parental/carer contacts the student's GP or health professionals to provide medical evidence for the reason for absence.

From 1st September 2013 amendments to the 2007 Regulation in England (Penalty Notice SI 2013/757) are in force. Penalty Notices are issued per child to each parent who fails to ensure their children's attendance at school and must pay £60 within 21 days. If unpaid the fine will double to £120 which must be paid within 28 days. In severe cases of persistent unauthorised absence the Local Authority may pursue legal action such as prosecution. Frequently asked questions about fixed penalty notices can be found in **Appendix B**.

20. Working with other agencies

Poor attendance can be the result of difficulties faced by a child or family, and a cause of other problems such as exclusions; students with low levels of attendance tend to have other complex issues therefore a co-ordinated approach by a number of agencies can assist these students and their families. The school will contact and work closely with these agencies where necessary.

The school's pastoral support officers will work closely with a Local Authority EWO case officer and request support meetings where necessary. This ensures correct and consistent procedures are being applied by the school together with the necessary legal support.

21. The role of the school

- Fulfil our statutory obligations to keeping accurate records of attendance and punctuality, and provide regular reports to parents/carers, governors and Local Authority (LA).
- To create a culture in which full attendance is 'normality'.
- To monitor patterns of attendance and punctuality across all year groups and follow up as appropriate.
- Contact parents/carers on the first day of absence. If there has been no contact established between the school and home after 5 days of absence, the school's Pastoral Support Officer will make a home visit.
- Have clear procedures in place and to be consistent in implementation, both in terms of rewards and sanctions.
- The school will not authorise any absences within term time unless there is a genuine reason or an exceptional circumstance.

- Work with external agencies to ensure good attendance.
- Support students in their return to school from long-term absence.
- The school will ensure that every student has access to full-time education and will act as early as possible to address patterns of absence.
- The school will inform the LA of any student being deleted from the admission and attendance registers if they:
 - Are being educated from home.
 - No longer live within a reasonable distance of the registered school.
 - Have an authorised medical note.
 - Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
 - Have been permanently excluded

22. The role of the student

- Aim for 100% attendance and punctuality.
- Poor punctuality is not acceptable; Students who arrive late disrupt lessons and miss valuable teaching time.
- All students are expected to be in their tutor rooms by 8:45am appropriately prepared for the day.
- Students who arrive after 8:45am must use the biometric registration system at reception before going to their tutor base, assembly or lesson.
- Students who have been absent must bring a letter upon their return explaining the reason for every absence.
- Students are expected to remain within the school campus all day and are not allowed to leave without permission. All students leaving the campus during the day must sign out at reception
- Catch up work missed through absence.
- Truancy from school will be taken seriously and parents will be informed at the earliest opportunity.

23. The role of parents/carers

- Parents/carers with parental responsibility have a legal responsibility for ensuring that their child attends the school regularly and on time, keeping their child off only for reasons of genuine illness.
- Parents/carers should support the school by avoiding, if possible non-emergency medical/dental appointments for their child during school time.
- Parents **do not** have an automatic right to take their child out of the school for a holiday during term time.
- Contact the school on the first day and any subsequent day of absence and if possible indicate the day of return
- Only the school in context with the law can authorise an absence. The fact that a parent has offered a note in relation to this absence does not oblige the school to accept the reason for any absence.
- All unexplained absences will be investigated and parents/carers will be kept informed.
- Attend meetings at the school about their child's attendance and support the school in responding to concerns.
- Parents/carers who fail to fulfil their responsibilities can expect legal action; this may include:
 - o Fixed Penalty Notices
 - o Fast track to Prosecution
 - o Parenting Orders

24. The role of the pastoral support officers

- To work with the attendance officer/ Form Tutors /Year Leaders to follow up poor attendance.
- To meet with the Deputy Headteacher (responsible for school attendance) to discuss policy and individual concerns.
- To make home visits and maintain contact between parents/carers, school and other external agencies.
- To conduct weekly analysis of attendance data and inform Form Tutors and Year Leader of concerns.
- To initiate any action regarding attendance between parents/carers and the school.
- To advise the Headteacher for authorising / not authorising term-time holiday requests.
- To advise the Headteacher on Fixed Term Penalty Notices and complete all necessary documentation.
- Liaise with the LA PSO services with all prosecutions and if necessary, represent the school in official hearings or court.

Appendix A – Absence from School Exceptional Circumstances - letter

1. **Student name**

2. **Date of birth**

3. Form group

4. Address

5. Name of parent/carer

6. I request permission for my child to be absent from school between

• First day of school absence

• Date of return to school

• Total of absent school days

Please detail below the reason for your request for absence from school in term time and include any supporting information. The Headteacher will not be able to consider your request without your supporting documents. Please read carefully Section 9 of the Attendance Policy (Exceptional Circumstances) before completing this form.

Appendix B - Frequently Asked Questions about Fixed Penalty Notices

<https://www.cheshirewestandchester.gov.uk/documents/education-and-learning/early-years-and-childcare/education-welfare-service/term-time-holidays/new-faq-fixed-penalty-notice.pdf>

Frequently Asked Questions on Fixed Penalty Notices

Question: What is a Fixed Penalty Notice?

Answer: A Fixed Penalty Notice (FPN) is a fine which may be issued as an alternative to prosecution. It does not require a court appearance and does not result in a criminal record. Payment of a Fixed Penalty Notice enables the parent/carer to discharge the potential liability for prosecution and subsequent conviction.

Question: Who makes the decision to issue a Fixed Penalty Notice for an unauthorised leave of absence (holiday) taken during term time?

Answer: It is the Headteacher/Governor following Government Guidance who makes the decision. The Local Authority administers the notices on behalf of the Schools/Academies.

Question: What is the cost of a Fixed Penalty Notice?

Answer: £60 per parent/carer per child if paid within 21 days or £120 per parent/carer per child if paid within 28 days

Question: Is the cost of a Fixed Penalty Notice per day?

Answer: No, it is for the duration of the unauthorised absence or for the irregular attendance outlined in the notice.

Question: When are Fixed Penalty Notice's issued?

Answer: A Fixed Penalty Notice is issued if a pupil has

- unauthorised absence from school and their parent/carer fails to co-operate with the school to improve this situation
- if a pupil has unauthorised absence from school and this does not improve following a warning letter
- if a holiday is taken during term-time

Question: Who does it affect? Compulsory School Age

Parents/carers of children who are aged between 5 years and 16 (compulsory school age) who have regular unauthorised absences or an unauthorised absence due to holiday. Fixed penalty notices can apply to these children. They will not be used for nursery age children or pupils who are in a sixth form.

Question: What is the definition of a parent?

Answer: Under Section 576 of the Education Act 1996 the definition of a parent is:

"All natural parents, whether they are married or not, any person who, although not a natural parent, has parental responsibility for a child or young person, any person who, although not a natural parent, has care of a child or young person (having day to day care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

Question: Will both parents receive a penalty notice?

The legislation states that if more than one person is liable then separate penalty notices may be issued.

Question: How is a Fixed Penalty Notice issued?

Answer: The Local Authority issue the notice by post to your home address on behalf of the School/Academy.

Question: How do I pay a Fixed Penalty Notice?

Answer: Payment can be made by telephone, or by post. Details of payment methods are included on the Fixed Penalty Notice. Payment in part or by instalments of a Fixed Penalty Notice is not acceptable.

Question: Can I appeal against a Fixed Penalty Notice?

Answer: There is no statutory right of appeal. Once a Fixed Penalty Notice has been issued, it can only be withdrawn if it can be shown that it was issued in error.

Question: What happens if I do not pay a Fixed Penalty Notice?

Answer: You will be given up to 28 days from when the Fixed Penalty Notice is issued to pay in full. If you fail to do so, the Local Authority is required, by law, to commence proceedings in the Magistrates' Court for the original offence of poor school attendance.

Question: What if my child has further unauthorised absence from school?

Answer: If you pay the Fixed Penalty Notice and your child has further unauthorised absences, you may be prosecuted for the further unauthorised absences but not for the absences during the period covered by the Fixed Penalty Notice.

Question: Can I get help if my child is not attending school?

Answer: Yes. Both the school and the Education Welfare Service are available to provide advice and support.

Appendix C - Absence and Attendance Codes (<https://www.gov.uk/government/publications/school-attendance>)

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

Present at School

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

- Registration Code / \: Present in school / = am \ = pm. Present in school during registration.
- Code L: Late arrival before the register has closed

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be 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.

Present at an Approved Off-Site Educational Activity

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

Attendance codes for when pupils are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been

taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

Code D: Dual Registered - at another educational establishment

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question. Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

Authorised Absence from School

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence. Absence codes when pupils are not present in school are as follows:

Code C: Leave of absence authorised by the school

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: Holiday authorised by the school

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

Code R: Religious observance

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious

observance.

Code S: Study leave

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised Absence from School

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes

The following codes are not counted as a possible attendance in the School Census:

Code X: Not required to be in school

This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity). This code is collected in the School Census for statistical purposes.

Code Z: Pupil not on admission register

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

Code #: Planned whole or partial school closure

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Different Term Dates for Different Pupils

Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only

acceptable where the school ensures that those pupils not attending on that day are still offered a full education over the school year.

Appendix D – Late to school

THE IMPORTANCE OF ARRIVING AT SCHOOL ON TIME



| If your child is 5 minutes late a day they lose: | | | | |
|--|---------------------------|--------------------------------|--|--|
| 25 minutes a week | 1 hour 40 minutes a month | 2 hours 30 minutes a half term | 5 hours a term This is equivalent to 1 full day | 16 hours 15 minutes a school year This is equivalent to over 3 days |

| If your child is 10 minutes late a day they lose: | | | | |
|---|----------------------------|---|--|---|
| 50 minutes a week | 3 hours 20 minutes a month | 5 hours a half term This is equivalent to 1 full day | 10 hours a term This is equivalent to 2 full days | 32 hours 30 minutes a school year This is equivalent to over 6 full days |

| If your child is 15 minutes late a day they lose: | | | | |
|---|---|--|--|---|
| 1 hour 15 minutes a week | 5 hours a month This is equivalent to 1 full day | 7 hours 30 minutes a half term This is equivalent to over 1 full days | 15 hours a term This is equivalent to 3 full days | 48 hours 45 minutes a school year This is equivalent to over 9 full days |

| If your child is 20 minutes late a day they lose: | | | | |
|---|--|--|--|--|
| 1 hour 40 minutes a week | 6 hours 40 minutes a month This is equivalent to over 1 full days | 10 hours a half term This is equivalent to over 2 full days | 20 hours a term This is equivalent to 4 full days | 65 hours a school year This is equivalent to 13 full days |

It is important for your child to arrive punctually for school so they do not miss out on valuable learning experiences

Appendix E - Pupils with Additional Health Needs Attendance Policy

The Bishops' Blue Coat High School aims to support the LA and ensure that all children who are unable to attend school due to medical needs, and who would not receive suitable education without such provision, continue to have access to as much education as their medical condition allows, to enable them to reach their full potential. Due to the nature of their health needs, some children may be admitted to hospital or placed in alternative forms of education provision. We recognise that, whenever possible, pupils should receive their education within their school and the aim of the provision will be to reintegrate pupils back into school as soon as they are well enough. We understand that we have a continuing role in a pupil's education whilst they are not attending the school and will work with the LA, healthcare partners and families to ensure that all children with medical needs receive the right level of support to enable them to maintain links with their education.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- Data Protection Act 2018
- DfE (2013) 'Ensuring a good education for children who cannot attend school because of health needs'
- DfE (2015) 'Supporting pupils at school with medical conditions'

Local Authority Duties

The LA must arrange suitable full-time education for children of compulsory school age who, because of illness, would not receive suitable education without such provision. The school has a duty to support the LA in doing so. Further details on the responsibilities of the LA can be found in their *Policy on access to education for children and young people with medical needs* which can be found by following this link <https://www.cheshirewestandchester.gov.uk/documents/education-and-learning/medical-needs-service/medical-needs-policy-latest.pdf>.

The LA should:

- Provide such education as soon as it is clear that a pupil will be away from school for 15 days or more, whether consecutive or cumulative. They should liaise with the appropriate medical professionals to ensure minimal delay in arranging appropriate provision for the pupil.
- Ensure the education pupils receive is of good quality, allows them to take appropriate qualifications, prevents them from falling behind their peers in school, and allows them to reintegrate successfully back into school as soon as possible.
- Address the needs of individual pupils in arranging provision.

- Have a named officer responsible for the education of children with additional health needs and ensure parents know who this is.
- Have a written, publicly accessible policy statement on their arrangements to comply with their legal duty towards children with additional health needs.
- Review the provision offered regularly to ensure that it continues to be appropriate for the child and that it is providing suitable education.
- Give clear policies on the provision of education for children and young people under and over compulsory school age.

Referral Process

A referral to the Education Access Team must originate from the mainstream school, using form MET1 (Appendix B) and must be supported by medical confirmation from one of the following health professionals:

- Consultant Paediatrician
- Consultant Child Psychiatrist or Adolescent Psychiatrist
- Hospital Consultant

Whilst it is recognised that medical evidence is central to the referral, supporting evidence from a General Practitioner alone cannot be accepted. The health professional will need to complete Part B of the MET1 form and return it to the school. We then submit the fully completed form to the Education Access Team. The referral will be considered at a fortnightly Case Planning Meeting. Decisions on opening of cases are made by officers from the Local Authority and the Headteacher of Ancora House School.

Contact details for this service are below

Email: MedicalNeeds@cheshirewestandchester.gov.uk

By post: Education Access Team (Education Infrastructure, 3rd floor, Nicholas House) Cheshire West and Chester Council, 4 Civic Way, Ellesmere Port, CH65 0BE

Telephone: 01244 972825

Provision

In Cheshire West and Chester Local Authority, the statutory duty to provide education for pupils with medical needs is delivered by Ancora House School. This provision is registered with the Department for Education and is regulated by OFSTED standards.

The Department for Education guidance 2013, states that full time education must be arranged for a child with health needs, or as much education as their health condition allows. If education is one-to-one teaching the number of teaching hours could be less as the provision is more concentrated. The quality of the education provision, as defined in the statutory guidance *Alternative Provision (2013)*, should allow pupils to take appropriate qualifications, prevent them from slipping behind their peers in school and allow them to reintegrate successfully back into school as soon as possible.

Any teaching or e-learning should initially focus on the core subjects of English, Maths and Science. A broad and balanced curriculum is aimed for, however it may be more appropriate for a pupil, dependant on health needs, to focus on fewer core subjects and aim to achieve their best, rather than focus too much on providing access to a broader curriculum.

To assist with reintegration back to school access to nurture group provision and / or school inclusion provision is designed to support pupils on this journey. The Education Outreach Officer may assist with transporting a

pupil to the Nurture Group as part of an introductory session. Parents retain their statutory responsibility to arrange suitable transport thereafter.

Roles and responsibilities

The LA/Education Access Team are responsible for:

- assessing all referrals to the service and brokering provision for those pupils who sufficiently trigger an intervention;
- arranging a case manager to facilitate and monitor the agreed support plan;
- arranging access to an Education Outreach Officer, where appropriate;
- contacting schools to arrange a planning meeting prior to the commencement of education provision;
- ensuring the delivery of a suitable curriculum by Ancora House School to meet the individual needs of the pupil. This will depend on pupil ability and the severity of the medical condition;
- monitoring and evaluating the effectiveness of the education provision to ensure it meets the needs of individual pupils;
- arranging full time education for a child with health needs, or as much education as their health condition allows. (If education is one-to-one teaching the number of teaching hours could be less as the provision is more concentrated.)
- sending regular reports to schools, parents and child regarding pupil progress;
- ensuring that pupils have access to suitable and flexible education, and additional support appropriate to their needs;
- attending regular review meetings to determine pupil progress and future plans;
- facilitating an agreed programme of reintegration and attending any relevant planning meetings;
- liaising with health professionals to review the medical condition of the pupil.

The school is responsible for:

- providing the Education Access Team with pupil information regarding attainment levels and progress;
- providing the Education Access Team with appropriate learning resources to assist the pupil to learn and the teacher to teach;
- all agreed examination entries and ensuing examination fees;
- making arrangements for pupils to sit GCSE examinations
- involvement of the Young People Service, where appropriate, for post 16 information, advice and guidance.
- arranging work experience placements (this will depend on the health of pupils);
- convening Annual Review meetings for those pupils who have an Education Health and Care Plan;
- arranging review meetings to discuss pupil progress, the medical condition of the pupil, and the continued involvement of the Education Access Team;
- liaising with the Education Access Team to develop a re-integration plan and also provide support for reintegration, as agreed.

The governing board is responsible for:

- Ensuring arrangements for pupils who cannot attend school as a result of their medical needs are in place and are effectively implemented.
- Ensuring the roles and responsibilities of those involved in the arrangements to support the needs of pupils are clear and understood by all.
- Ensuring robust systems are in place for dealing with health emergencies and critical incidents, for both on- and off-site activities.
- Ensuring staff with responsibility for supporting pupils with health needs are appropriately trained.
- Approving and reviewing this policy

The headteacher is responsible for:

- Working with the governing board to ensure compliance with the relevant statutory duties when supporting pupils with health needs.
- Working collaboratively with parents and other professionals to develop arrangements to meet the best interests of children.
- Appointing staff responsible for pupils with healthcare needs and liaises with parents, pupils, the LA, key workers and others involved in the pupil's care.
- Ensuring the support put in place focusses on and meets the needs of individual pupils.

Pastoral Support Officers are responsible for

- Dealing with pupils who are unable to attend school because of medical needs.
- Actively monitoring pupil progress and reintegration into school.
- Supplying pupils' education providers with information about the child's capabilities, progress and outcomes.
- Liaising with year leaders, teachers and parents to determine pupils' programmes of study whilst they are absent from school.
- Providing a link between pupils and their parents, and the LA.

Teachers and support staff are responsible for:

- Understanding confidentiality in respect of pupils' health needs.
- Ensuring they are aware of the needs of their pupils through the appropriate and lawful sharing of the individual pupil's health needs.
- Ensuring they are aware of the signs, symptoms and triggers of common life-threatening medical conditions and know what to do in an emergency.

Parents are responsible for

- Ensuring the regular and punctual attendance of their child at the school where possible.
- Working in partnership with the school to ensure the best possible outcomes for their child.
- Notify the school of the reason for any of their child's absences without delay.
- Provide the school with sufficient and up-to-date information about their child's medical needs.
- Attend meetings to discuss how support for their child should be planned.
- Supporting their child to attend any medical treatment or therapeutic programme recommended by any other agency as part of a rehabilitation and reintegration package. Isolated education provision sessions do not in themselves support a programme of reintegration nor can they give the pupil sufficient confidence to ensure a successful return to school.
- Ensuring their child attends suitable education provision whether this is directly provided by the Local Authority or school as outlined in Chapter 1 of 1996 Education Act. In circumstances where a pupil fails to attend or make themselves available for education provision on a regular basis without having a valid reason for absence or having an appropriate medical certificate, and where reasonable attempts have been made to support pupil attendance, education provision will be withdrawn.

Health professionals are responsible for

- Attending planned multiagency meetings to contribute to medical education plans
- Providing updates to Education Access Officer through the monitoring and review process

Reintegration

- When a pupil is considered well enough to return to school, the school will develop a tailored reintegration plan in collaboration with the LA.
- The school will work with the LA when reintegration into school is anticipated to plan for consistent

provision during and after the period of education outside school.

- As far as possible, the child will be able to access the curriculum and materials that they would have.
- The school will consider whether any reasonable adjustments need to be made to provide suitable access to the school and the curriculum for the pupil.
- The school is aware that some pupils will need gradual reintegration over a long period of time and will always consult with the pupil, their parents and key staff about concerns, medical issues, timing and the preferred pace of return.
- The school will ensure a welcoming environment is developed and encourage pupils and staff to be positive and proactive during the reintegration period.

Monitoring and review

- This policy will be reviewed by the governing board along with the Attendance Policy.
- Any changes to the policy will be clearly communicated to all members of staff involved in supporting pupils with additional health needs, and to parents and pupils themselves.

Appendix F – Form MET 1 – Referral



CHILDREN & YOUNG PEOPLE'S SERVICES

REFERRAL FORM – MEDICAL EDUCATION TEAM

All referrals are the responsibility of the school and must come from the school with written evidence of the illness and confirmation of on-going medical intervention (part B)

The case cannot be considered, by the Medical Education Team, until this form has been completed and returned by the school. The medical evidence part of the form must also be completed. (Failure to do so will lead to a delay in any possible provision of a service).

The pupil needs to have had an injury, diagnosed illness or an acute episode of mental illness which prevents them from attending school beyond 15 days

Information on this form will be shared with all professionals working with the pupil.

| | | | |
|--|---|---|---|
| School Name: | | Phone number | |
| Named School contact for Pupil: | | | |
| Named School contact E Mail: | | Named School contact phone number: | |
| Pupil Name | | | |
| Year Group | Gender: | Date of Birth | |
| Current Attendance: (please include registration certificate) | | Last Day Attended: | |
| Is the pupil Looked After YES / NO | | Is the pupil in receipt of the following: | |
| Is there a TAF YES / NO (We advise for all medical cases that a TAF should be offered) | | Free School Meals <input type="checkbox"/> | Pupil Premium <input type="checkbox"/> |
| Pupil Address: | | | GP: |
| Name of Parent/Guardian: | | Tel No: | |
| Email of parent: | | | |
| Emergency Contact: | | Emergency Tel: | |
| Other Agencies Involved: | | | |
| ESAT <input type="checkbox"/> | CAMHS <input type="checkbox"/> | Education Welfare <input type="checkbox"/> | <input type="checkbox"/> |
| YOS <input type="checkbox"/> | Social Care <input type="checkbox"/> | Please <input type="checkbox"/> | <input type="checkbox"/> |
| Key Worker / Tel No..... | | | |

Reason for Referral

- Describe the Medical condition with reasons why the pupil may experience barriers to learning, participation and achievement and are not be able to attend school.....

.....

.....

.....

- List the strategies which have been explored around maintaining this pupil in school.....

.....

.....

.....

- Please outline the school's plan for the continuing education of this pupil.....

.....

.....

.....

SEN/DISABILITY

Does the pupil have an EHCP or Statement? YES / NO

If yes, please attach a copy.

Has the school identified the pupil as having SEN? YES / NO

If YES please tick which area of SEN

Cognition and learning

Communication and interaction

Social, Emotional/Mental Health

Sensory / Physical

SEN/DISABILITY CONTINUED

Has the pupil got a disability? YES /NO

Please provide details.....

.....

.....

Has the pupil got additional needs? YES / NO

Please provide details.....

| | | | |
|---|--|------------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| National Curriculum Results / Teacher Assessment | | | |
| KS2 | | KS3 | |
| English | | English | |
| Maths | | Maths | |
| Science | | Science | |
| | | | |

It is the schools responsibility to:

- Make arrangements for providing and marking school work:
- Provide a consistent key worker to lead and attend initial and subsequent review meetings regarding education arrangements.

- Coordinate appropriate meaningful work for the pupil to complete
- Arrange for feedback to be provided from school to the pupil/tutor for work completed as appropriate.
- Facilitate re-integration support as appropriate

Parental Agreement to share Medical Information

I give my permission for health professionals working with my son/daughter to share medical information with educational professionals by completing part B of this form.

Signed..... Date.....

Referral made by

Name

Position in school **Telephone No.**

School

Signed **Date**

Medical Information (Part B)

It is the school’s responsibility to ensure that Part B of this form is sent for completion by the Medical Professional supporting a referral by school. To be returned to the school on completion. The school will then send the completed referral to: Medical Education Team, Business Support Officer, Tarvin Centre, Meadow Close, Tarvin, Chester CH3 8LY.

(PLEASE NOTE) Medical Evidence

Part B of this form must be sent for completion to the appropriate health professional: Consultant Paediatrician, Adolescent Psychiatrist, Consultant Child Psychiatrist or Hospital Consultant. GP evidence alone cannot be accepted.

Please note that, in order for the Medical Education Team to offer a service or to continue to offer a service, there must be written evidence of ongoing medical intervention. The pupil needs to have had an injury, diagnosed illness or a diagnosis of an acute mental health episode. (These pupils should be receiving ongoing intervention from a CAMHs professional)

| | |
|---------------------------------------|-------------|
| Name of pupil | D.O.B. |
| Medical Condition | |
| Date of most recent appointment | |
| Brief History of Medical Issues..... | |
| | |
| | |
| | |

Current involvement and interventions and treatment.....

.....

.....

.....

Future plans for medical intervention / by whom and with timescales.....

.....

.....

.....

Is the pupil on any medication? Please give detail.....

.....

Are there any issues around the safety of the pupil which ought to be known to those working with him/her?

.....

.....

Please describe the issues which would make it difficult for this pupil to attend school in the conventional context e.g. full time?

.....

.....

Likely period of absence from school.....

It is my professional opinion that the pupil (please tick):

has had an injury/operation which currently prevents them from attending school .

has a diagnosed illness which prevents them from attending school

has a diagnosed illness **but is able** to attend school either part time or full time with additional support

is experiencing a diagnosed acute mental health episode which prevents them from attending school (These pupils should be receiving ongoing intervention from a CAMHS professional and the CAMHS Manager should counter sign the referral)

is experiencing mental health problems **but is able** to attend school either part time or full time with additional support

Is this student housebound? YES / NO

| | | | |
|----------------------------|--|-------------|--|
| Signed | | Date | |
| Name & Position | | | |
| Contact details | | | |

CAMHS referrals should be counter signed by the team manager

CAHMS Team Manager signature..... Date.....

Please print name.....

School should send the completed referral form to:

Wendy Williams,
 Medical Education Team
 (Education Infrastructure – Floor 3, Nicholas House)
 Cheshire West and Chester Council
 4 Civic Way
 Ellesmere Port
 CH65 0BE
 Telephone: (01244) 972825
 Email Address medicalneeds@cheshirewestandchester.gov.uk

School MUST send copies of this form to: Parents, EWO, appropriate Consultant Community Paediatricians as below:

| | |
|--|---|
| <u>For pupils registered with GPs in the West Cheshire CCG please send copy to:</u> | <u>Northwich & Winsford areas please send the forms to:</u> Consultant Community Paediatrician |
|--|---|

| | |
|---|---|
| Dr Howie Isaac, Consultant Community Paediatrician & DMO Kingsway Children's Centre University of Chester Kingsway Campus Kingsway, Chester, CH2 2LB dmo.wcccg@nhs.net | Wharton Primary Health Care Centre Crook Lane Winsford CW7 3GY |
|---|---|

Appendix F – COVID -19 related absences

Appendix A - Amendments to attendance procedures following DFE guidance July 2020.

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

Symptoms

If your child has any of the following symptoms please do not send them to school but inform the school by emailing attendance@bishopschester.co.uk and arrange for a Coronavirus test.

- A fever/high temperature
- A persistent dry cough
- Loss of taste and sense of smell

If you, your child or any member of your family display any of the symptoms above – then your child must not come to school. We will not be routinely checking students on site for symptoms. It is the parent/carers responsibility to be aware of symptoms listed and keep their child away from school if there is any suspicion that they or a member of their family are symptomatic. You should book a test and if the test is positive you must inform school by emailing testresult@bishopschester.co.uk

If a student feels ill or develops symptoms during the day:

- They must speak to their teacher straight away.
- They will be placed in our designated medical isolation room and a parent will be called to collect them immediately.
- You will be expected to take your child for a test if the illness is linked to the symptoms above and inform the school immediately of the result so we can follow our own procedures.

Symptoms at school

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

- If a child is awaiting collection, they will be moved, to a room where they can be isolated behind a closed door, with appropriate adult supervision if required.
- If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE

use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

Pupils who are shielding or self-isolating

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school.

You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).
- A handful of parents with children and family members in this position have already contacted us to say that the medical advice they have received is that their child should not return to school at this point. We understand this and will continue to work with these children as positively as we are able.
- Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.
- Where a pupil is unable to attend school because they are complying with clinical and/or public advice they will be directed to a learning from home programme.

Pupils and families who are anxious about return to school

Inclusion teams have identified students who they are aware may face challenges returning to school and have been in regular communication with these parents/carers and students. If parents of pupils with significant risk factors are concerned, parents are encouraged to discuss their concerns with their appropriate pastoral teams.

Coding for COVID-19 related absences and attendance processes

| | |
|--|--|
| 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) | <p>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.</p> <p>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.</p> <p>If someone in the pupil’s household has symptoms, the household should self-isolate and the member of their household should get a test.</p> <p>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.</p> <p>If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X should be used during this period.</p> <p>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.</p> |
| Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19) | <p>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 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 in the school community, the local health protection team will provide advice on who this applies to, advising 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 should be used for these pupils during this period.</p> |
| Pupils who are required by legislation to self-isolate as part of a period of quarantine | <p>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 quarantine³. 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.</p> |

| | |
|--|---|
| <p>Pupils who are clinically extremely vulnerable in a future local lockdown scenario only</p> | <p>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.</p> <p>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.</p> <p>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</p> |
|--|---|

COVID-19 Reference Chart

| What to do if... | Action needed | Return to school when... |
|--|--|---|
| <p>...my child has coronavirus symptoms</p> <ul style="list-style-type: none"> • new continuous cough and/or • fever (temperature of 37.8°C or higher) • Loss of or change in, normal sense of taste or smell (anosmia) | <ul style="list-style-type: none"> • Do not come to school • Contact school attendance@bishopschester.co.uk • Self-isolate • Get a test via NHS UK or by contacting NHS 119 via telephone. • Inform school immediately about test result testresult@bishopschester.co.uk | <p>...the test comes back negative.</p> |
| <p>...my child tests positive for coronavirus</p> | <ul style="list-style-type: none"> • Do not come to school • Contact school attendance@bishopschester.co.uk • Self-isolate for at least 10 days from the onset of their symptoms. • Inform school immediately about test result testresult@bishopschester.co.uk | <p>...they feel better. They can return to school after 14 days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.</p> |
| <p>...somebody in my household has coronavirus symptoms</p> | <ul style="list-style-type: none"> • Do not come to school • Contact school attendance@bishopschester.co.uk • Self-isolate • Household member to get a test via NHS UK or by contacting NHS 119 via telephone. • Inform school immediately about test result | <p>...the household member test is negative.</p> |
| <p>...somebody in my household has tested positive for coronavirus</p> | <ul style="list-style-type: none"> • Do not come to school • Contact school attendance@bishopschester.co.uk • Self-isolate for 14 days • Only test other members of household who are showing symptoms | <p>...the child has completed 14 days of self-isolation</p> |
| <p>... NHS test and trace have identified my child as a 'close contact' of somebody with coronavirus</p> | <ul style="list-style-type: none"> • Do not come to school • Contact school attendance@bishopschester.co.uk with details of track and trace notification • Self-isolate for 14 days • Only test other members of household who are showing symptoms | <p>...the child has completed 14 days of self-isolation</p> |

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| <p>... NHS track and trace have identified a member of the household as a 'close contact' of somebody with coronavirus</p> | <ul style="list-style-type: none"> • Only the person who is tracked as a close contact needs to self-isolate • Only test other members of household who are showing symptoms | <p>... other household members can attend school</p> |
| <p>...we/my child travelled and has to self-isolate as part of a period of quarantine</p> | <p>Term time holidays, including absence as a result of needing to quarantine, are unauthorised.</p> <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> • Do not come to schoolattendance@bishopschester.co.uk • Contact school • Self-isolate for 14 days | <p>...the quarantine period of 14 days has been completed</p> |
| <p>...we have received medical advice that my child must resume shielding.</p> | <ul style="list-style-type: none"> • Do not come to school attendance@bishopschester.co.uk • Contact school as required by the pastoral team for an individual risk assessment • Shield until you are informed that restrictions are lifted and shielding is paused again | <p>...school inform you that restrictions have been lifted and your child can return to school again.</p> |