

# WOLFRETON SCHOOL and SIXTH FORM COLLEGE

## Policy Document ATTENDANCE POLICY

<b>Written in September 2018 by:</b>	
Assistant Headteacher – Personal Development and Safeguarding	
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### 1. Introduction

Wolfreton School and Sixth Form College believes that in order to facilitate teaching and learning, good attendance is essential. Young people cannot achieve their full potential if they do not regularly attend academy.

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 young people.
- 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 academy 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 haveEither by regular attendance at academy or otherwise”.

### 2. Legal framework

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

- Education Act 1996
- The Equality Act 2010
- The Education (Pupil Registration) (England) 2006 (as amended)
- DfE (2020) ‘School attendance’
- DfE (2021) Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2021 to 2022 academic year
- DfE (2016) ‘Children Missing Education’
- DfE (2021) ‘Keeping children safe in education’
- DfE (2020) ‘Improving school attendance’

2.2 This policy operates in conjunction with the following academy policies:

- Complaints Procedures Policy
- Children Missing Education Policy
- Child Protection and Safeguarding Policy
- Positive Discipline Behaviour Policy

### 3. Definitions

3.1 The academy defines “absence” as either:

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

3.2 The academy defines an “authorised absence” as:

- An absence for sickness for which the academy has granted leave.
- Medical or dental appointments which unavoidably fall during academy time for which the academy has granted leave.
- Religious or cultural observances for which the academy has granted leave.
- An absence due to a family emergency.

3.3 The academy defines an “unauthorised absence” as:

- Parents keeping children away from the academy unnecessarily or without reason.
- Truancy before or during the academy day.
- Absences which have not been properly explained.
- Arrival at the academy after the register has closed.
- 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 the academy for no reason during the day.

3.4 The academy defines “persistent absenteeism (PA)” as:

- Missing 10 percent or more of schooling across the year for any reason.

### 4. Roles and responsibilities

4.1 The Local Governing Body has overall responsibility for:

- Monitoring the implementation of the attendance policy and procedures of the academy.
- Ensuring that this policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Academy’s Complaints Procedures Policy.
- Having regard to ‘Keeping children safe in education’ when making arrangements to safeguard and promote the welfare of children.
- Ensuring there is a Children Missing Education Policy in place and that this is regularly reviewed and updated.

4.2 The Assistant Headteacher – Personal Development and Safeguarding is responsible for:

- The day-to-day implementation and management of the attendance policy and procedures of the academy and distributing these to parents.

4.3 The Wider Pastoral Support Team

- The Wider Pastoral Support Team includes the Assistant Headteacher – Behaviour and Pastoral Care, Assistant Headteacher – Personal Development and Safeguarding, Heads of House, House Pastoral Managers, the Safeguarding and Inclusion Manager, the Behaviour Manager, the Pupil Premium Pastoral Managers and the ELSA.
- Members of the wider pastoral team may occasionally require a young person to be with them instead of attending the start of a session. When this happens, it is important that attendance information is communicated to the Attendance Clerk. This does not replace the responsibility of tutors and teachers to maintain accurate registers and update these if a young person arrives late.
- All members of the Wider Pastoral Support Team are responsible for providing timely and accurate information regarding any young person that is required to be with them during session both morning and afternoon session registrations and period 1. This is to ensure the accuracy of attendance data and to avoid an absence alert being incorrectly sent and causing concern to parents.

4.4 Staff, including teachers, support staff and volunteers will be responsible for:

- Following the attendance policy, and for ensuring young people do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
  - Modelling good attendance behaviour.
  - Using their professional judgement and knowledge of individual young people to inform decisions as to whether any welfare concerns should be escalated.
- 4.5 Timetabled teachers and extra-curricular staff are responsible for:
- Taking the attendance register at the start of the morning session (registration) and afternoon session.
  - Ensuring registers are always completed swiftly and accurately, for the morning and afternoon session and every lesson during the academy day.
  - Ensuring registers for intervention sessions and extra-curricular activities are completed and accurate.
- 4.6 The academy will ensure that every young person has access to full-time education and will act as early as possible to address patterns of absence.
- 4.7 The academy will inform the LA of any young person 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 academy.
  - 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.
- 4.8 The academy will ensure that absence procedures are understood by young people, parents and carers.
- 4.9 Parents are responsible for:
- Providing accurate and up-to-date contact details.
  - Providing the academy with more than one emergency contact number.
  - Updating the academy if their details change.
- 4.10 Parents will be expected to take responsibility for the attendance of their children during term-time.
- 4.11 Parents will be expected to promote good attendance and ensure their children attend the academy every day.
- 4.12 Young people are responsible for their own attendance at the academy and any agreed activities throughout the academy year.
- 4.13 All young people are responsible for their punctuality to lessons.

## 5. **Training of staff**

- 5.1 We recognise that early intervention can prevent difficulties. As such, members of staff will receive information on identifying potentially at-risk young people as part of their inductions and annual refresher information will be shared.
- 5.2 Teachers and support staff will receive training on the Attendance Policy as part of their induction.
- 5.3 Teachers and support staff will receive regular and ongoing training as part of their development.

## 6. **Expectations of young people**

- 6.1 Young people will be expected to attend the academy every day.
- 6.2 The academy expects all young people to attend lessons punctually.
- 6.3 If leaving during the school day, young people will be expected to report any absence immediately to the Attendance and Welfare Manager in the Academy Main Office, or to the Attendance Clerk in their absence.

## 7. **Young people at risk of persistent absence**

- 7.1 The Assistant Headteacher Personal Development and Safeguarding will:
- Establish a range of interventions to address barriers to attendance.
  - Monitor the implementation and quality of escalation procedures.
  - Attend or lead attendance reviews in line with escalation procedures.

- Establish robust escalation procedures which will be initiated before absence becomes a problem by:
  - Sending letters to parents
  - Engaging with LA attendance teams
  - Using fixed penalty notices
  - Support attendance clinics where required.

7.2 The Local Governing Body will engage in attendance panels to reinforce messages and outline relevance in terms of training and employment.

7.3 Attendance and Welfare Manager and/or the Pastoral Team will:

- Meet with young people to discuss absence, patterns, barriers and problems.
- Establish plans to remove barriers and provide additional support.
- Lead regular check-ins to review progress and assess the impact of support.
- Make regular contact with families to discuss progress.
- Consider what support for re-engagement might be needed, including for vulnerable groups.

7.4 Young people potentially at greater risk of harm who require a social worker will be supported with pastoral and academic support, alongside action by statutory services in response to any unauthorised absences.

7.5 The academy attendance system will be used to give an accurate view of attendance, reasons for absence and patterns within groups such as:

- Children In Need
- LAC
- Young people who are eligible for FSM
- Young people who speak English as a second language
- Young people with SEND

## 8. **Absence procedures**

8.1 Parents are required to contact the academy as soon as possible on the first day of any absence.

8.2 Alternatively, parents may call into the academy and report to the academy office where arrangements will be made to speak to a member of staff.

8.3 A School Comms alert will be made to the parent / carer of any child who has not reported their absence on the first day that they do not attend the academy. This will be supported with a phone call where no response is received.

8.4 The academy 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.
- Identify the correct code to use to enter the data onto the academy census system.

8.5 In the case of persistent absence, arrangements will be made for parents / carers to speak to the Attendance and Welfare Manager.

8.6 The academy will inform the LA of the details of young people who fail to attend regularly, or who have missed 10 academy days or more without permission and support is needed to ensure improving attendance.

8.7 If a young person's attendance drops below 90 percent, the Attendance and Welfare Manager track the young person's attendance, and a formal contact will be made with the parents/carers.

8.8 Where a young person has not returned to academy for 10 days after an authorised absence, or is absent from the academy without authorisation for 20 consecutive academy days, the academy will remove the young person from the admission register if the academy and the LA have failed to establish the whereabouts of the child after making reasonable enquiries.

## 9. **Absence of vulnerable young people**

- 9.1 The Designated Safeguarding Lead will ensure that an accurate list of more vulnerable young people is identified and held by the Attendance Clerk and Attendance and Welfare Manager; this might include those known to the Safeguarding and Inclusion Manager / Deputy Designated Safeguarding Lead.
- 9.2 The Attendance and Welfare Clerk will check the attendance of this group as soon as the register closes. The Attendance and Welfare Manager will contact named contact to confirm the whereabouts of the young person.
- 9.3 If the young person is identified as missing, section 15 of this policy would be followed.

## 10. **Parental involvement**

- 10.1 The academy will build respectful relationships with parents and families to support engagement.
- 10.2 The academy will communicate openly and honestly with young people and their families about their expectations of academy life, attendance and performance so that they understand what to expect and what is expected of them.
- 10.3 The academy will liaise with other agencies working with young people and their families to support attendance, e.g. if the young person has a social worker.
- 10.4 Parents will be expected to:
- Treat staff with respect.
  - Actively support the work of the academy.
  - Call on staff for help when they need it.
  - Communicate with the academy about possible circumstances which may affect their child's attendance or require support.

## 11. **Attendance register**

- 11.1 The designated staff members will take the attendance register at the during each period of the academy day and at the start of the afternoon session. This register will record whether young people are:
- Present.
  - Absent.
  - Attending an approved educational visit.
  - Unable to attend due to exceptional circumstances.
- 11.2 The academy will use the national attendance codes to enable the academy to record and monitor attendance and absence in a consistent way. The following codes will be used:
- / = Present in the morning
  - \ = Present in the afternoon
  - L = Late arrival before the register has closed
  - C = Authorised absence
  - E = Excluded but no alternative provision made
  - H = Authorised holiday
  - I = Illness
  - M = Medical or dental appointments
  - R = Religious observance
  - B = Off-site educational activity
  - G = Unauthorised holiday
  - O = Unauthorised absence
  - U = Arrived after registration closed
  - N = Reason not yet provided
  - X = Not required to be in academy
  - S = Study leave
  - T = Gypsy, Roma and Traveller absence

- W = Work experience
- V = Educational visit or trip
- P = Participating in a supervised sporting activity
- J = At an interview with prospective employers, or another educational establishment
- D – Dual registered – at another educational establishment
- Y = Exceptional circumstances
- Z – Young person not on admission register

- 11.3 When the academy has planned in advance to be fully or partially closed, the code ‘#’ will be used for the relevant young people who are absent. This code will also be used to record year groups who are not due to attend because the academy has set different term dates for different years, for example: induction days.
- 11.4 All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment, and the name and role of the person who made the amendment.
- 11.5 Every entry into the attendance register will be preserved for three years.

## 12. Attendance and Welfare Manager

- 12.1 If they are persistently absent, young people will be referred to the Attendance and Welfare Manager who will attempt to resolve the situation through a parent agreement.
- 12.2 If the situation cannot be resolved and attendance does not improve, the Attendance and Welfare Manager has the power to issue sanctions such as prosecutions or penalty notices.
- 12.3 The Attendance and Welfare Manager will monitor and analyse attendance data regularly to ensure that early intervention is delivered quickly to address absence.
- 12.4 The Attendance and Welfare Manager will provide regular reports to staff across the academy to enable them to track the attendance of young people and to implement attendance procedures.

## 13. Lateness

- 13.1 Punctuality is of the utmost importance, and lateness will not be tolerated.
- 13.2 The academy day starts at 8:35am; young people should be in their classroom at this time.
- 13.3 Registers are marked by 8:45am; young people will receive a late mark if they are not in their classroom by this time.
- 13.4 The register closes at 9:20am; young people will receive a mark of absence for the session if they do not attend academy before this time.
- 13.5 Attendance after the register closes will receive a mark to show that they are on site, but will count as an absent mark.

## 14. Truancy

- 14.1 Truancy means any absence of part, or of all, of one or more days from the academy, during which the academy has not been notified of the cause behind such absence.
- 14.2 All staff will be concerned about the regular attendance of young people, and the importance of continuity in each young persons learning.
- 14.3 All young people are expected to be in their classes by 8:35am and 12:55pm (Lunch 1) / 2:00pm (Lunch 2), where the teacher will record the attendance electronically.
- 14.4 Any young person with permission to leave the academy during the day must sign out at reception and sign back in again on their return.
- 14.5 Immediate action will be taken when there are any concerns that a young person might be truanting.
- 14.6 If truancy is suspected, the Assistant Headteacher – Personal Development and Safeguarding will be notified and contact will be made with the young person’s parents/carers, in order to assess the reasons behind the young person not attending academy.
- 14.7 The following procedures will be taken in the event of a truancy:

- In the first instance, contact will be made with the parents/carers of the young person, informing them of the truancy and stating that any future occurrences could result in further action being taken.
- If any further truancy occurs, then the academy will consider issuing a penalty notice.
- A penalty notice may be issued where there is overt truancy, inappropriate parentally-condoned absence, excessive holidays in term time and persistent late arrival at the academy.

## 15. Missing children

- 15.1 Young people are not permitted to leave the academy premises during the academy day unless they have permission from a parent/carer to attend a pre-arranged appointment or in the event of illness.
- 15.2 The following procedures will be taken in the event of a young person going missing during the academy day:
- The member of staff who has noticed the missing young person will inform the Assistant Headteacher – Personal Development and Safeguarding (Designated Safeguarding Lead) and/or the Safeguarding and inclusion Manager / Deputy DSL immediately.
  - The office staff will also be informed as they will act as a point of contact for receiving information regarding the search.
  - A member of staff will stay with the rest of the class, and available members of staff will conduct a thorough search of the academy premises.
  - The following areas will be systematically searched:
    - All classrooms
    - All toilets
    - Changing rooms
    - The library
    - The theatre
    - The academy grounds
  - The Safeguarding and Inclusion Manager-/ Designated Safeguarding Lead will identify staff to begin a search of the area immediately outside of the academy premises. In their absence, the Deputy Designated Safeguarding Lead or an Additional DSL will take on this responsibility.
  - If the young person has not been found after an agreed time, then the parents/carers of the young person will be notified.
  - The academy will attempt to contact parents/carers using the emergency contacts provided.
  - If the parents have had no contact from the young person, and the list has been exhausted, then the police will be contacted.
  - Where present marks have been recorded throughout the day, the missing young person's teacher will alert the duty teacher using the Class Charts duty call alert.
- 15.3 If the missing young person has an allocated social worker, is a LAC, or has SEND, then the appropriate personnel will be informed.
- 15.4 When the young person has been located, a designated member of staff will care for and talk to the young person to ensure they are safe and well.
- 15.5 The Assistant Headteacher – Personal Development and Safeguarding will take the appropriate action to ensure the young person understands they must not leave the premises, and sanctions will be issued if deemed necessary.
- 15.6 Parents and any other agencies will be informed immediately when the young person has been located.
- 15.7 The Assistant Headteacher – Personal Development and Safeguarding will carry out a full investigation, and will draw a conclusion as to how the incident occurred.
- 15.8 Appropriate disciplinary procedures are followed in accordance with the Positive Discipline Behaviour Policy.
- 15.9 Prolonged periods of unauthorised absence without contact will be handled in accordance with guidance in this policy.

## **16. Term-time leave**

- 16.1 Our aim is to prepare young people for their future lives and careers. With this in mind, we require parents / carers to observe the academy holidays as prescribed.
- 16.2 Leave during term time will only be authorised in exceptional circumstances, for example bereavement or serious illness.
- 16.3 Any requests for leave during term time will be considered on an individual basis and the young person's previous attendance record will be taken into account.
- 16.4 Requests for leave will not be granted in the following circumstances:
- Where concerns already exist about a student's attendance
  - Immediately before and during assessment periods
- 16.5 If term time leave is not granted, taking a young person out of the academy will be recorded as an unauthorised absence and may result in sanctions such as a penalty notice.

## **17. Religious observances**

- 17.1 Parents / carers must inform the academy in at least 7 days advance if absences are required for days of religious observance.
- 17.2 The day(s) of absence must be exclusively set apart for religious observance by the religious body to which the young person's parents belong.

## **18. Appointments**

- 18.1 As far as possible, parents should attempt to book medical and dental appointments outside of academy hours.
- 18.2 Where this is not possible, a note and appointment card should be sent to the academy.
- 18.3 If the appointment requires the young person to leave during the academy day, the young person must be signed out following the school's signing out procedures.
- 18.4 Young people must attend the academy before and after the appointment wherever possible.

## **19. Young carers**

- 19.1 The academy understands the difficulties young carers face, and will endeavour to identify young carers at the earliest opportunity from enrolment at the academy, as well as throughout their time at the academy.
- 19.2 The academy takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

## **20. Exceptional circumstances**

- 20.1 When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register.
- 20.2 Exceptional circumstances include when a young person is unable to attend because:
- The academy is fully or partially closed.
  - Transport provided by the academy or LA is not available and the young person's home is not within walking distance.
  - There has been widespread disruption to travel services which has prevented the young person from attending.
  - The young person is in custody and will be detained for less than four months.
- 20.3 The use of the 'Y' code is collected in the academy census for statistical purposes.

## **21. Rewarding good attendance**

- 21.1 The academy acknowledges 100 percent attendance using the Positive Discipline Behaviour Policy
- 21.2 Good attendance and punctuality will be rewarded in the following ways:
- Letters home
  - House points



- Other alternative rewards

21.3 Academy trips and events are a privilege. Where attendance drops below 90 percent, these privileges may be taken away.

## 22. **Monitoring and review**

22.1 The academy monitors attendance and punctuality throughout the year.

22.2 The academy's attendance target is 96 percent each year.

22.3 This policy will be reviewed annually by the Assistant Headteacher – Personal Development and Safeguarding and the Attendance and Welfare Manager.

22.4 Any changes made to the policy will be communicated to all members of staff.

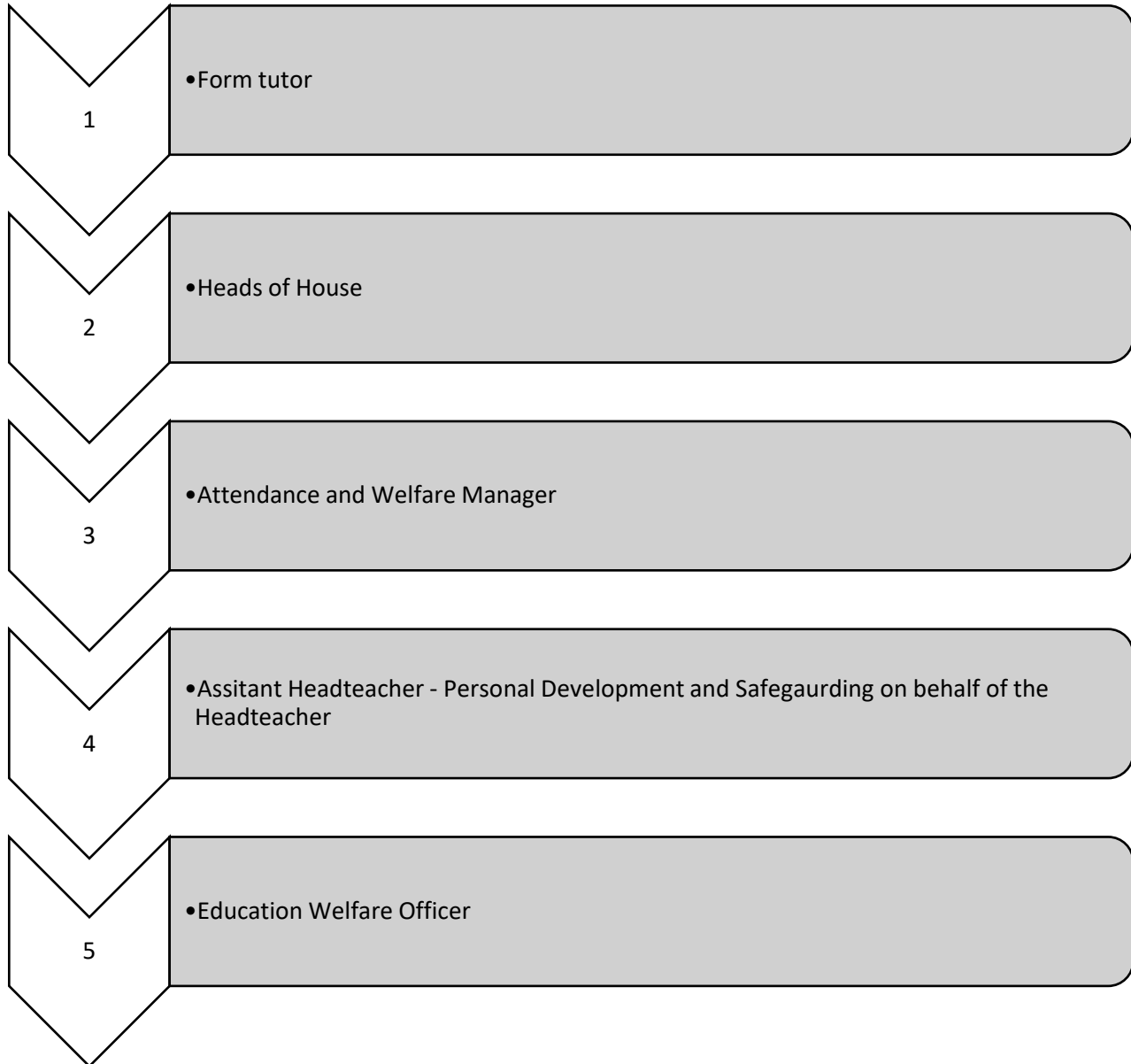
**APPENDIX 1: Attendance Checks Flow Diagram**

Attendance Officer (Supported as required by Attendance and Welfare Manager)	Teachers / Tutors:	Wider Pastoral Team ( <u>House teams, Rushanje House, Isolation Admin, PP PMs, ESLA, Safeguarding Manager</u> )	Mock Exams / External Exams	Assemblies
<p>Review absence information from parents and staff:</p> <ul style="list-style-type: none"> <li>• Attendance voice mail;</li> <li>• School Comms;</li> <li>• Attendance Email;</li> <li>• Medical Appointments;</li> <li>• Holiday forms;</li> <li>• Exclusions / managed moves</li> </ul> <p>Update SIMS attendance.</p>	<p>Complete registers promptly at the start of registration, assemblies, lessons.</p>	<p>Telephone the Attendance Officer to confirm any young people with you to register / have not registered with their tutor as they are with you. If it is necessary to use email for any reason, copy in the Attendance and Welfare Manager too.</p>	<p>All young people must attend registration before any mock exams and before external exams. The only exception would be when a formal revision class is timetabled by the academy.</p>	<p>The tutor will take a register in the tutor room before the assembly. Any latecomers should sign in in the main reception and attendance at period 1 checked as soon as possible.</p>
<p>Process register returns from:</p> <ul style="list-style-type: none"> <li>• Tutors (registration)</li> <li>• Teachers (period 1 and period 4)</li> <li>• Isolation and Rushanje House</li> <li>• Lead invigilator</li> </ul>	<p>Update SIMS for any late arrivals.</p>		<p>A second register, in the form of the seating plan (for the Sports Hall and any additional rooms) is checked by a PM in the exam hall. A member of the Attendance Team will also attend to collect this register.</p>	
<p>Make any required physical checks, utilising assistance to meet absence alert deadline.</p>				
<p>Send School Comms absence alert text wherever possible between 9:15 and 9:30 am.</p>				
<p>Make follow-up telephone call where no response is received to School Comms absence alert texts. Where no phone contact is established, work through secondary / emergency contacts.</p>				

## Appendix 2: Attendance Monitoring Procedures

- 1 •A red, amber, green (RAG) rated spreadsheet will be sent **weekly** to form tutors (FT) detailing **weekly and annual** attendance to date.
- 2 •Attendance will be discussed with the PM or tutor and young people be shown their attendance for review. Any attendance/punctuality trends noticed by PM should be passed immediately to heads of house (HOH).
- 3 •Contact will be made with parents on the first day of absence for any young person absence not reported. Second day N codes will be sent to HOH daily by the attendance and Welfare Manager (AWM). HOH should contact home by telephone. Any N codes not established after a week will be recorded as unauthorised absence.
- 4 •Learner attendance drops below 95% – HOH will speak to young people to discuss any issues or problems to ascertain how the academy can help to improve their attendance. AWM will make a phone call home, if applicable.
- 5 •Learner attendance drops below 93% – a letter will be sent home raising concerns that attendance has fallen below the academy target of 95%. The letter will also have a leaflet attached outlining how parents can work with the academy and their child to help improve attendance.
- 6 •Learner attendance drops below 90% – a letter will be sent home explaining that a young person's absence is now being monitored. AWM will contact parents. Attendance monitored for two weeks. If attendance has not improved, then parents will be required to attend a meeting in the academy with their child's HOH. If parents are unwilling to co-operate, or genuinely unable to attend, the Attendance and Welfare Officer may carry out a home visit.
- 7 •If attendance has not improved within the two week monitoring period (likely to be close to 85% or below), or if attendance has fallen rapidly, parents will be invited to either: an academy attendance meeting with HOH, AWM and AHT if appropriate, or a medical action planning meeting with the school nurse, HOH, AWM and SENDCO. Provision will be discussed and targets will be set for raising attendance. This will be monitored over a further two week period.
- 8 •After the two week monitoring period, if targets are met, a letter will be sent home from the AHT to congratulate the young person and the family. Monitoring and communication with the family will continue until attendance stabilises – if targets are not met, the AWM will make a referral to the EWO.
- 9 •Education Welfare protocol will be followed and a parental contract will be drawn up – there will be a four week monitoring period. No improvements in this time will result in a final written warning. If there is still no further improvement following this, then a fixed penalty notice will be issued.

### Appendix 3: Attendance Reporting Structure



## Appendix 4: COVID-19 Addendum

### Attendance During the Coronavirus (COVID-19) Pandemic

Attendance at the academy is mandatory. As such, the arrangements set out in the main body of this policy (above) will be adhered to. This appendix has been developed in line with the latest government guidance to set out the additional measures that have been put in place to support young peoples' attendance at the academy. The academy will have due regard for the DfE's 'Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2021 to 2022 academic year'.

#### 1. Attendance expectations from September

- 1.1 From the beginning of the 2021/2022 academic year (September), attendance is mandatory for all young people.
- 1.2 From September, the usual rules on academy attendance (as set out in the main body of this policy) will apply, including:
  - Parents' duty to ensure that their child attends the academy regularly.
  - The academy's responsibility to record attendance and follow up absence, in line with the procedures set out in the main body of this policy.
  - The availability to issue sanctions, including fixed penalty notices in line with the LA's code of conduct.

#### 2. Young people who are clinically extremely vulnerable when shielding is advised

- 2.1 Clinically extremely vulnerable people are no longer advised to shield. All clinically extremely vulnerable young people should attend the academy unless they are one of the very small number of young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.
- 2.2 If shielding is advised nationally or in the local area again by DHSC, PHE or UKHSA, then young people who are clinically extremely vulnerable may be advised not to attend school. Non-attendance in accordance with guidance from DHSC, PHE or UKHSA will be recorded as X.
- 2.3 Absences relating to young people following clinical and/or public health advice will not be penalised.
- 2.4 Where a young person is unable to attend the academy because they are complying with clinical and/or public health advice, they will be immediately offered access to remote learning, in line with the Academy Blended Learning Policy.

#### 3. Requirements to self-isolate and quarantine

- 3.1 Young people who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive. If they do test positive, they will be recorded as code X until the test result is returned and from thereafter, code I (Illness).
- 3.2 Young people with symptoms must self-isolate in-line with guidance. A positive PCR test should also be booked and the results reported to the academy as soon as they return.
- 3.3 In line with School Attendance guidance and this Attendance Policy, any holidays should be planned within school breaks. Guidance confirms that families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a young person is required to be in quarantine on arrival in, or return to, the UK, in-line with guidance, the academy will use Code X in the register.

#### 4. Monitoring attendance

- 4.1 The Attendance and Welfare Manager will monitor the academy's attendance rates in-line with arrangements outlined in the main body of the Attendance Policy.
- 4.2 Any trends in non-attendance will be identified and measures will be put in place to reengage affected young people with the academy.