



*Achievement for all*

## Attendance Policy – Addendum due to Covid 19

Adopted/Reviewed: June 2020  
Date of Next Review: September 2020

Signed: .....  
(Headteacher)

Date: .....

Signed: .....  
(Chair of Governors)

Date: .....

# **COVID-19 POLICY**

## **1. INTRODUCTION**

1.1. Since 23 March 2020, in line with the scientific advice, nurseries, schools and colleges have remained open to children of critical workers and vulnerable children.

As our school re-opens to more students, there are some key procedures and policies that have been adapted for a short-term, time limited period in order to ensure the safety and wellbeing of all students, parents/carers, staff and other visitors.

1.2. This document sets out the areas where short-term changes have been made to Sherburn High School's Attendance Policy in order to ensure the safety of all and to minimise the risk of transmission of Covid-19.

1.3. This policy addendum will be regularly reviewed and updated by the Headteacher and Governors to reflect the changing national response to COVID-19.

1.4. This policy is in place September 2020 in the first instance.

## **2. OPENING AND CLOSING SETTINGS**

### **Opening Settings**

2.1. A school can only open in accordance with national government guidance and with the approval of the Trust Board, or their delegated representatives, following a thorough assessment and plan to meet all Health & Safety requirements.

2.2. Prior to increasing provision to enable some face-to-face contact for students in Years 10 and 12 the MAT approved Health & Safety Risk Assessment will be published on the school's website.

2.3. Increased openings for Year 10 and Year 12 will involve a reduced timetable. Parents/Carers and students are clearly informed of their return schedule and provided with adequate notice. Here is a link to the government's advice on re-opening schools

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

2.4. Attendance by students is strictly at the discretion of parents/carers and students. There is no compulsion for any student to attend during this period. (See the addendum to the school's Attendance Policy)

### **Closing Settings**

2.5. Should the need arise, the MAT reserves the right to close any school should they deem it necessary to do so. This could include but is not exclusively limited to: -

- An outbreak of the virus at a school, that requires the whole school closure.
- Insufficient staff available to safely teach and safeguard the students; or - National advice or guidance.

In extreme cases, this could be with immediate effect. All parents/carers will be immediately informed of any closures.

### 3. Managing a suspected case of COVID-19 in school

3.1. If anyone within school becomes unwell with suspected COVID-19 symptoms, they will be sent home immediately. Arrangements will be made for staff who are too unwell to travel home alone. Parents/Carers will be contacted if a student is unwell and arrangements for travel/collection will be agreed.

3.2. Whilst awaiting collection, any staff or student will be moved to a ventilated room or outside space where they can be isolated.

3.3. All affected areas will be thoroughly cleaned, including classrooms, bathrooms and any communal areas to reduce the risk of spreading the virus.

#### Testing

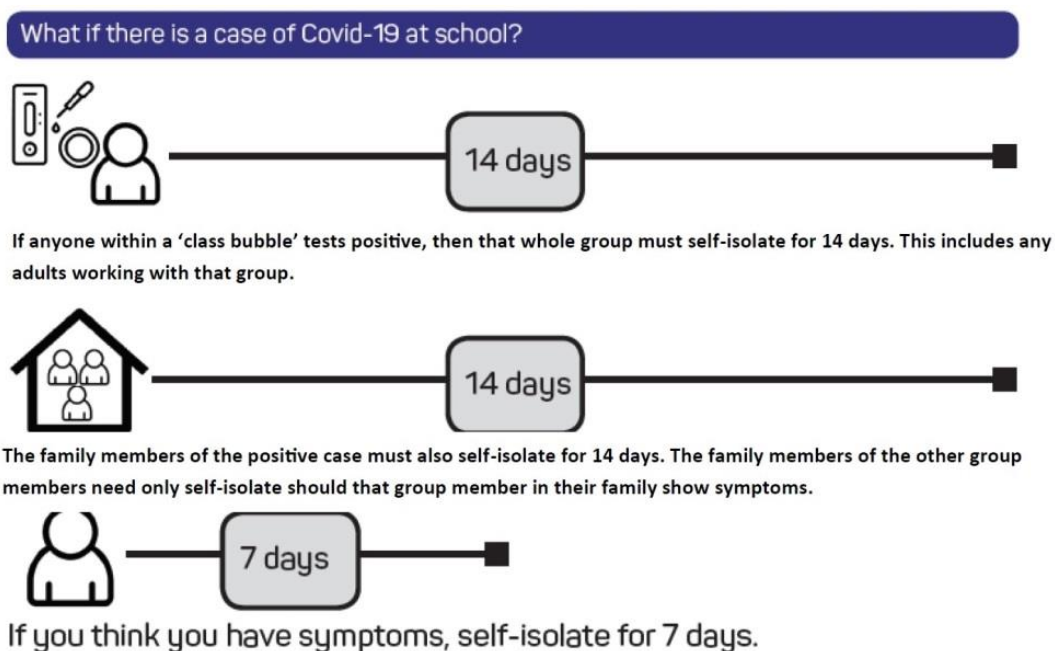
3.4. Any member of staff who begins to display symptoms, or lives with someone who begins to display symptoms, will be required to immediately self-isolate and testing will be arranged as part of the national testing programme. Staff must inform the school immediately once they receive the outcome of the test.

3.5. Any student who begins to display symptoms, or lives with someone who begins to display symptoms, must not attend school and will be asked to immediately self-isolate. Testing will be recommended as part of the national testing programme. Parents/Carers must inform the school immediately once they receive the outcome of the test.

3.6. If a test is negative, an individual can return to school and the household can end self-isolation.

3.7. If a test is positive, all students and staff from the class or group will be sent home immediately and told to self-isolate for 14 days. Other members of the household of the students and staff in this wider group (those not showing symptoms) do not need to self-isolate, unless those students or staff begin to show symptoms

3.8. The flow chart details the action required



3.9. As a Trust we have agreed that if a student presents with suspected COVID-19 symptoms, as well as arranging for that student to go home (and possibly subsequently be tested), we will inform all families in their 'bubble' so that parents can monitor their children carefully.

#### **4. Contact Details**

4.1. Parents/Carers must ensure the school have up to date contact details when they register their child's attendance.

4.2. Parents/Carers must be contactable whilst their child is at school as, if the child begins to display symptoms of the virus, they will be required to be collected from school immediately

#### **Refusal of Entry**

3.22. The Headteacher, retains the right to refuse entry to any individual if they are considered to pose a risk to the health & safety of others. This includes any individual they suspect to be showing symptoms of the COVID-19 virus.

#### **5. Key Worker/Vulnerable Students Provision**

5.1. Attendance by students is strictly at the discretion of parents/carers and students. There is no compulsion for any student to attend during this period.

5.2. Any students eligible to attend the school as part of key worker/vulnerable provision must first register their intention to do so by contacting the school's [admin@shs.starmat.uk](mailto:admin@shs.starmat.uk) address. Details of how to register are available on each school website via the Headteacher's letters home. All registrations must be made at least 48 hours prior to the student coming to the setting. The Headteacher retains the right to refuse admission to any student who has not registered to attend.

5.3. Students will be risk assessed. If through that Risk Assessment, it is deemed unsafe for the well-being of the child, their peers and/or staff for a child to attend a setting, the Headteacher has the right to refuse admission to the school.

#### **6. Arrival and Departure**

6.1. Students are informed of their start time in advance of their time in school. They should arrive on their own (where students are driven to school, parents/carers should not get out of their car) and promptly make their way to their designated entrance or area. Students cannot meet and gather on school premises prior to school and are advised to avoid gatherings on their way to school.

6.2. For health & safety reasons and to ensure all students can be guided to their place of learning, students must be punctual. Any student who is late may be refused admission and asked to return home.

6.3. On completing their session, students are immediately guided to the school exits. For health & safety reasons, students must immediately disperse, and either be picked up promptly by a parent/carer or independently make their way home. Students cannot meet and gather on school premises and are advised to avoid gatherings on their way home.

6.4 All students must arrive and depart school in a safe and orderly manner. Students cannot meet and gather on school premises and are advised to avoid gatherings outside school.

6.5. Students must adhere to social distancing rules and follow any staff instructions when arriving and departing the site. Deliberate or persistent failure to adhere to these rules or instructions will result in sanctions and potential refusal of entry to the school.

## 7. Notifying school if your child is absent

7.1. If you have booked a place at school, it is anticipated that they will attend on the agreed days, However, if your circumstances change or your child is ill and cannot attend, please can you notify school as soon as possible, either by phoning school or by sending an email to [admin@shs.starmat.uk](mailto:admin@shs.starmat.uk) giving the following reasons so that we can complete the registers accurately according to the new guidelines:

- Illness, suspected or confirmed case of COVID-19
- Illness, **not** suspected or confirmed case of COVID-19 (please let us know the nature of the illness)
- Shielding for self or other family member
- Household isolation
- Decided to stay at home/family change in circumstances