



# **WANSTEAD HIGH SCHOOL**

Approved by LBR

FGB Agreed TBC

## **COVID-19 amendments to the Attendance and Admissions Policy Annex**

## Attendance & Admissions Policy Addendum

### Introduction

This addendum has been created following DfE guidance [Actions for schools during the coronavirus outbreak](#) and [Planning Guide for Secondary Schools](#) and applies to all schools, whether maintained, non-maintained or independent (including academies, academy trusts, free schools and alternative provision), maintained nursery schools and pupil referral units. It is an addendum to the Attendance Policy. Adjustments reflect changes to the law under the **Coronavirus Act 2020**.

Eligible children - including priority groups - are strongly encouraged to attend their educational setting, unless they are self-isolating or they are clinically vulnerable.

No one with symptoms should attend a setting for any reason. If someone in their household is extremely clinically vulnerable, children should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions.

Families should notify their school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together.

Parents will not be fined for non-attendance at this time. Parents will not be penalised if their child does not attend school. We will work with families and pupils to help them return to school when they are eligible to do so.

Under the Coronavirus Act 2020, the law has been relaxed, so that the parent of a child of compulsory school age is not guilty of an offence on account of the child's failure to attend regularly at the school at which the child is registered (section 444 of the Education Act 1996).

Vulnerable children and young people of all year groups are expected to attend educational provision where it is appropriate for them to do so.

For those pupils eligible to attend, schools should we will address absence by sensitively exploring parents' and pupils' concerns and what is preventing attendance and work with them to re-engage pupils where appropriate. Families should notify us as normal if their child is unable to attend. We will also continue to follow up with any parent or carer whose child has been expected to attend and doesn't.

We will continue to inform social workers where children with a social worker do not attend when we expect them to.

In circumstances where a parent does not want to bring their child to school and their child is considered vulnerable, the social worker (where appropriate) and school may explore the reasons for this, directly with the parent. Where parents are concerned about the risk of the child contracting the virus, the school or social worker should talk through these concerns with the parent following the advice set out by [Public Health England](#). Educational settings should notify the child's social worker (where relevant) where the child does not attend school.

The designated safeguarding leads and/or equivalent staff will keep under review the lists of vulnerable children and young people who should be attending provision. Weekly we will return the list of vulnerable children and young people who should be attending provision with their local authority. We will continue to work with social workers, local authorities and other professionals to work together to ensure adequate and appropriate arrangements are in place to keep in touch with vulnerable children and young people (whether they are attending provision, or not attending for an agreed or non-agreed reason), parent mail, phone or visit.

All pupils in attendance of essential education must be in by 9am to ensure that they receive the daily CoVid briefing. If a child persistently arrives after this deadline we may withdraw the provision at the school, parents will be contacted in the first instance.

Parents and children and young people should be encouraged to walk or cycle where possible, and avoid public transport at peak times.

Home to school transport provided or organised by schools or local authorities varies widely. The Schools and local authorities will work together and with relevant transport providers to put in place arrangements which fit the local circumstances, including the measures being put in place to reduce contact.

We will make our best endeavors to support pupils attending school as well as those remaining at home, making use of the available remote education, through google classroom. Leaders within the school will monitor students who are learning remotely.

Once a child has been admitted to a school it is for the head teacher to decide how best to educate them. This may, on occasion, include deciding that a child should be educated in a year group other than the one indicated by their age. Such decisions should be based on sound educational reasons and in consultation with parents.

We do not currently anticipate that children and young people will need to repeat a school year as a consequence of the coronavirus outbreak. We continue to look at all options to make sure children and young people get the support they need to continue their education during the coronavirus outbreak and make up for time spent out of school.

### **Pupils who are not eligible to attend a session**

This includes any pupil who is not in an eligible year group or priority group (children of critical workers and vulnerable children). This may also include children who are in an eligible year group but are not required in school for a specific session, i.e., year 10 and year 12 pupils who are not among the quarter of pupils expected in school at a given time.

They should be recorded as code X (not required to be in school). (Temporarily, code X can be used for compulsory school age children – usually it is only used where non-compulsory school age children are not expected to attend.)

Where a pupil is attending:

- another school at which they are registered (for example, a pupil referral unit (PRU)), as would normally be the case, code D (dual registered) should be used to indicate that the pupil was not expected to attend the session in question as they are attending the other school at which they are registered
- a host school on a temporary basis because their home school cannot accommodate them, the pupil will not be registered at the host school. The home school should record the pupil as attending an approved education activity using code B (off-site educational activity) - the host school does not need to add this child to their attendance register but should keep a record of their attendance for safeguarding purposes and include the child in their daily totals for the educational setting status form - schools should put in place arrangements whereby the host school notifies the home school of any absences.

### **Admissions**

We accept that the coronavirus outbreak means admission authorities cannot carry out admission appeals in the usual way. On 14 April, it was announced that there will be regulatory changes that, subject to legislation, came into force on 24 April 2020. The new regulations relaxes some of the current requirements set out in the School Admission Appeals Code 2012 and enable admission authorities to proceed with their admission appeals. In particular, the new regulations disapply the requirement that appeals panels must be held in person and instead give flexibility for panel hearings to take place either in person, by telephone, video conference or through a paper-based appeal where all parties can make representations in writing. We will not however be removing any of the clerking duties for admission appeals. Clerks carry out a key role in relation to appeal hearings and provide advice on admissions law as well as keeping an accurate record of proceedings. The new regulations and accompanying guidance will be published later this month.

Once we have been allocated as the school we will contact parents to let them know we have received the application and as soon as possible we will try to complete paperwork and admit where the child may be entitled to onsite education. We will try prioritise the new admissions for those pupils without a current school place.

## Children Missing In Education

The flow chart below outlines processes to ensure the referral of Children Missing in Education time frames are adhered to.

