

Attendance and Punctuality Policy

Revised: June 2020

Review date: As appropriate

Covid 19 appendix

School is now open to Key Worker and Vulnerable children, with reception, nursery, year 1 and year 6 due to return over the course of this month.

Parents have a choice whether to send their children back to school during the coronavirus pandemic. There is no legal obligation for children to attend school. Parents will not be penalised if they decide to keep their child/children at home.

Attendance

- Eligible Children (Nursery, reception, Year one and year 6) will attend school two days a week.
- Priority Children (children of critical workers and vulnerable children.) can attend school on the days needed to accommodate shift patterns and family needs. Attendance lead will liaise with families weekly.
- Eligible and priority children can attend school by prior arrangement.
- Registers will be taken daily on the gate by a member of staff from each bubble.
- Attendance information will be then be placed onto SIMS.
- Attendance lead will submit daily attendance figures using the Educational setting status form by midday every day.
- Due to staggered start times the register will not close until 10 minutes after the last group arrives.
- Parents must follow absence procedures and call school by 8.50am and state why their child is not attending on that day.
- First day absence procedures will continue as normal after the register has closed.
- If we are unable to contact a family we will begin to follow our CME procedures on day two. (Please see Appendix 1 for Child missing in Education Procedures)
- If a parent suspects their child or someone in their family has suspected covid symptoms they need to inform school immediately (Please see Managing a suspected covid case policy)
- Parents who have chosen to send their children back to school must send them in on the days the child has been allocated unless they are sick which school have been informed about.

- If a child has an appointment during school time they will not be able to attend school on that day.

Punctuality

- Staggered drop off times and pick up times have been introduced across the school to limit cross contamination.

Bubble	Start time	Finish time
EYFS	9.30am	3.00pm
Year One	9.15am	3.15pm
Year 6	9.00am	3.30pm
Key worker & Vulnerable	9.00am	3.30pm

- The entrance gate for each bubble will be open 10 minutes before start time to allow children time to settle into class. The gate will be closed after the start time. E.g – Year 6 – The gate will be opened at 8.50am and will close at 9am
- If children arrive after the gate is closed – parents will have to take their child home.

Resuming the attendance register

Please use the recommended attendance codes in the following sections when completing the attendance register until further notice.

Pupils	Attendance codes
Pupils who are not eligible to attend school.	X
Pupils who are eligible to attend school but do not	C
Nursery children who are eligible to attend school but do not	X
Pupils who are eligible to attend	/
Days when eligible pupils are not in school (3 days)	X
Eligible pupils do not attend due to illness	I
Pupil shielding, self-isolating, has EHCP and needs cannot be met in school.	Y