



**COVID-19 CHASE TERRACE PRIMARY SCHOOL ATTENDANCE POLICY
UPDATE (TO BE READ IN CONJUNCTION WITH CHASE TERRACE PRIMARY
SCHOOL'S MAIN POLICY)**

Updated 14th July 2020, in line with government guidance:

www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#annex-a-behaviour-principles

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/899384/Checklist_for_school_leaders_on_behaviour_and_attendance.pdf

SCHOOL NAME: Chase Terrace Primary School

POLICY OWNER: Gordon McBurnie/Tania Harrison

POLICY UPDATED: 14th July 2020

Attendance Policy 2020 Covid-19 Addendum

Attendance will be mandatory from the start of the new school year (September 2020), except where statutory exemptions apply. Parents need to be clear about when pupils should not attend due to public health or clinical advice (see guidance below for full details).

Statutory Guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations>

Taken from this guidance:

Pupils, staff and other adults must not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days. Anyone developing those symptoms during the school day will be sent home – these are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.

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, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

Monitoring

Attendance will be monitored as set out in Chase Terrace Primary School's attendance policy. Until further notice, assemblies will not be taking place; therefore class attendance will be celebrated through the school newsletter. Termly attendance certificates to celebrate individual achievements will continue.

Absences due to Covid-19 will be kept under review, for example when a self-isolation period should come to an end. Pupils, who need to stay at home for these reasons, will have access to remote education and their engagement will be monitored.

The register will be taken as usual and attendance codes used consistently. Parents and carers should ensure that children arrive at school in their allocated window. This will depend on the bubble the children are in.

Bubbles	Drop-off window and place	Pick-up time and place
Y1Gladwin Y1/2 Bradbury/Dolman	8.30-8.40 Key Stage 1 playground - parents should leave asap so that the next bubble can come onto the playground.	3.05 on Key Stage 1 playground - parents should leave asap so that the next bubble can come onto the playground. Gates will be opened at 2.55. 3.05 is a pick-up time not a window.
Y2 Curran/Miller	8.40-8.50 Key Stage 1 playground - these parents should not come onto the playground until 8.40 to allow the previous bubble to leave.	3.15 Key Stage 1 playground - these parents should not come onto the playground until 3.10 to allow the previous group to leave. 3.15 is a pick-up time not a window.
All the Y3/4 bubbles	8.40-8.50 Key Stage 2 playground gate.	3.15 Key Stage 2 playground - these parents should not come onto the playground until 3.10 to allow the previous group to leave. 3.15 is a pick-up time not a window.
All the Y5/6 bubbles	8.30-8.40 Key Stage 2 playground gate. Parents should leave asap so that the next bubble can arrive.	3.05 Key Stage 2 playground - parents should leave asap so that the next group of parents can come onto the playground. Gates will be opened at 2.55. 3.05 is a pick-up time not a window.

Communication

It is essential that parents let the school know if a child is unable to attend and the reason. Where this does not happen, the school office will contact the pupil's parent or carer on the first day of absence. **Pupils of compulsory school age must be in school unless a statutory reason applies.**

Support

Parents and carers should contact the school if they would like any support with their child's attendance.

The school's current attendance policy can be found on the school website.