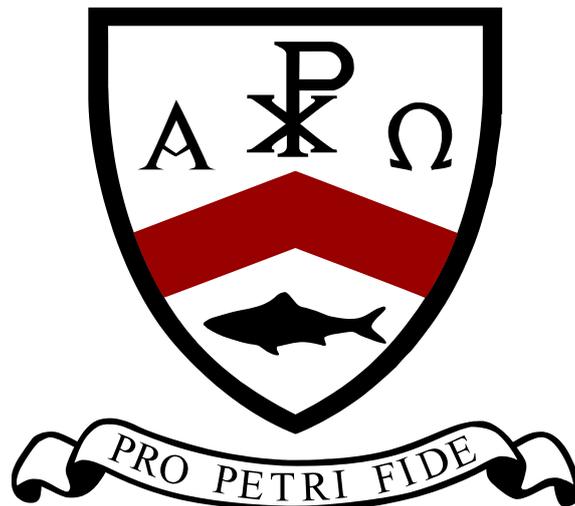


Bishop Milner Catholic College

Attendance policy: Covid-19 Addendum



This addendum applies until further notice.

It sets out changes and exceptions to our normal behaviour policy. Pupils, parents and staff should continue to follow our normal behaviour policy with respect to anything not covered in this addendum.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

School attendance will once again, be mandatory in September 2020 and the usual laws and rules on attendance will apply. This includes our responsibility to record attendance, follow up on absence and report to the Education Investigation Service when required.

On 1 August 2020, the government updated its guidance for children, young people and adults who are clinically extremely vulnerable and have been shielding. It is advising that you do not need to shield at the moment. This means that pupils affected by those rules should be able to return to college. However, some pupils may still be unable to attend because they're complying with clinical and/or public health advice given to them (e.g. if they're self-isolating and waiting for a test result). In that case, parents/carers are expected to inform the college straight away.

The guidance has changed because the government has changed its advice on shielding and decided to stop it for now. The advice for people who were shielding is now the same as the advice for those who did not have to shield.

This means that:

- you do not need to follow previous shielding advice
- you can return to school or college full time from the beginning of the autumn term. This applies whatever your family circumstances or year group
- if you volunteer, or have a job, you can go to work as long as the workplace is COVID-secure, but should carry on working from home wherever possible
- you can go outside as much as you like and you can visit places such as shops, community centres, places of worship, libraries and cinemas. It is still important to practise social distancing and to limit the number of people you interact with in line with [staying alert and safe: social distancing for young people](#)
- you should continue to [wash your hands carefully and more often than usual](#) with soap and water for at least 20 seconds or use hand sanitiser
- you will stop receiving free food parcels and medicine deliveries from the National Shielding Service

Attendance at school and college

It is vital that children and young people return to school and college, for their educational progress, for their wellbeing, and for their wider development. School attendance is mandatory from the beginning of the new academic year. This means that it is your legal duty as a parent to send your child (if they are of compulsory school age) to school regularly.

Local authorities and schools have a range of [legal powers to enforce attendance](#) if a child or young person misses school without a valid reason.

Your child will be supported to return to full time attendance as soon as they can.

If you have concerns about your child returning to school or college because you consider they may have other risk factors, you should discuss these with the college. College will be able to explain

ways things have changed to reduce risks. There are resources to support you with these conversations, including this leaflet on [returning to school after a period of absence](#)

Self-isolation and shielding

A small number of children and young people may be unable to attend in line with public health advice because they:

- are self-isolating
- have had symptoms or a positive test result themselves
- are a close contact of someone who has coronavirus (COVID-19)

Shielding advice for all adults and children was paused from 1 August. This means that children and young people can return to school or college if they:

- are on the shielded patient list
- have family members who are shielding

This guidance is government advice. Everyone must follow the [guidance on staying alert and safe \(social distancing\)](#). This includes the possibility that parents/carers may be fined.

A [version written in collaboration with young people](#) for young people is available, and it provides extra information on:

- looking after your wellbeing and keeping in contact with friends and family
- returning to school, college or university
- advice for young carers
- getting the care that you need

Holidays

As usual, you should plan your holidays within school and college holidays. Avoid seeking permission to take your children out of school during term time.

Keep in mind that you and your children may need to self-isolate when you return from a trip overseas.

College Procedures

1. The college register is taken twice a day; at 9.15am and during period 5. The college register is opened at 08.50am and closed at 9.30am. In the afternoon, because, with the exception of sixth formers, students remain on site at lunchtimes the afternoon register closes at 3.20pm.
2. Students will be marked as late if they arrive after 09.20am.

Punctuality

1. Students must enter via their designated entrance and sign in at Reception if they arrive after their allocated time. Late arrivals are recorded as L on the register.

Yr7	8.50am Burton Road
Yr8	9.10am Burton Road
Yr9	9.00am The Broadway
Yr10	8.50am The Broadway
Yr11	9.10am The Broadway

Yr12 9.00am Burton Road

Yr13 9.00am Burton Road

2. Students who arrive late to college will be given a detention. This will also be recorded on their college record.

It is vital that all students arrive in college at the given time and use the allocated entrance for their year group and so that they can get to their classroom safely and keep in line with our social distancing rules. Students arriving late must NOT enter along with another year group, but must wait until the entrance is clear and then must report to Reception to sign in.

Reporting an Absence

If your child is ill or absent from College A parent /carer must inform the college before 10am each day of the child's absence.

College will contact parents if we are not informed. Failure to send an explanation will result in the absence being recorded as 'unauthorised'.

If your child will be late in or has to leave college for a medical appointment please inform the college beforehand.

To report an absence, call the college on 01384 889422 and choose Option 1 – Attendance. Then to leave a message use 'Option 1' or to speak to Mrs Heath, Attendance Officer, choose 'Option 2'

Please clearly state:

- the child's full name
- tutor group
- the reason for the absence and how long you expect the absence to be for.
- who is reporting the absence

You may also use the SchoolComms app to report your child's absence/attendance at an appointment.

Mrs Heath may call you back to clarify the reason for the absence or for further information.

Covid-19: Guidance for households with possible or confirmed coronavirus infection

If you have any of the main symptoms of coronavirus (COVID-19), get a test as soon as possible. Stay at home until you get the result.

Contact the College and inform us if you suspect someone in your household has Coronavirus and when you receive the test results whether positive or negative.

Symptoms

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

- Get a test to check if you have coronavirus as soon as possible.
- Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
- Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.
- Get a test to check if you have coronavirus <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Urgent advice: Use the NHS 111 online coronavirus service if:

- you're worried about your symptoms
- you're not sure what to do

Use the NHS 111 online coronavirus service

Call 111 if you cannot get help online. Do not go to places like a GP surgery, hospital or pharmacy.

Actions you can take

Do not send your child to college if:

- they are showing [coronavirus \(COVID-19\) symptoms](#)
- someone in their household is showing symptoms

[Arrange a test](#) if you or your child develops symptoms. Inform the college of the results.

If the test is positive, follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#), and engage with the NHS Test and Trace process.