



Noel-Baker Academy
A L.E.A.D. Academy

Noel- Baker Academy

Attendance Policy

Addendum due to COVID- 19

September 2020

LEADING STUDENTS
TO A BRIGHT FUTURE

SCIENTIA POTENTIA EST

Addendum to Attendance Policy due to COVID- 19 September 2020

The aim of the addendum to our attendance Policy is to inform all stakeholders of the key changes to promote a positive and safe learning environment at Noel- Baker Academy. The welfare, health and safety of our students and staff is a key priority while they are attending the academy.

In these very difficult and unprecedented times, attendance is still at the heart of our policy and practice. The Academy fully recognises the contribution it can make to protect and support both students and staff amid the Coronavirus epidemic. The prevalence of coronavirus (COVID-19) has recently decreased, the NHS Test and Trace system is up and running, and we are very clear about the measures that need to be in place to create a safer environment for students and staff at Noel- Baker Academy and we are fulfilling every aspect. Although we understand that school attendance is mandatory from the start of the autumn term 2020, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

Returning to school is vital for a child's education and for their wellbeing. Time out of school is detrimental for their cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and the child's future ability to learn. At Noel- Baker Academy, despite the current challenges we face, it is still our policy to continue with our high standards and expectations of all students relating to attendance, take our students' health and welfare seriously, and to act in accordance with our attendance policy to keep students safe. To enable this to happen, we have ensured many things including grouping children together in year group bubbles, planned and coordinated the school day so contact between year groups is avoided, arranged the classrooms with forward facing desks and ensured that staff maintain distance from students and other staff as much as possible.

All students will be returning to school full- time from the beginning of the autumn term in September. Attendance remains a priority however, we will address absence by sensitively exploring parents' and pupils' concerns around what is preventing attendance. We will work with parents to re-engage students where appropriate and consider the circumstances of every one of our students.

We understand that parents/ carers may be reluctant or anxious about their child returning to school in September. Parents/ carers need to be assured that the right support is in place to address this and they must contact the school as soon as possible to enable the school to reassure them and discuss any concerns that are present prior to returning in September.

Noel- Baker Academy is a safe, caring and happy environment for students to return full time in September.

3. Academy Procedures

3.1. Changes to School Day Timings:

There will be staggered start times to manage the flow of students and staff to and from building.

Year 7: 9.05am- 3.45pm
 Year 8: 8.15am- 2.55pm
 Year 9: 9.45am- 4.25pm
 Year 10: 9.30am- 4.10pm
 Year 11: 8.30am- 4.10pm

Please see the behaviour policy regarding arrangements for arriving and departing school.

'Bubble' year group timings of the school day:

Year 7	9.05-9.25	9.25-9.55	9.55-10.55	10.55-11.55	11.55-12.25	12.25-13.25	13.25-14.25	14.25-14.45	14.45-15.45	
	Roll Call Hand wash	PSHE	Lesson 1	Lesson 2	Lunch	Lesson 3	Lesson 4	Break	Lesson 5	
Year 8	8.15-8.35	8.35-9.05	9.05-10.05	10.05-10.25	10.25-11.25	11.25-12.25	12.25-12.55	12.55-13.55	13.55-14.55	
	Roll Call Hand wash	PSHE	Lesson 1	Break	Lesson 2	Lesson 3	Lunch	Lesson 4	Lesson 5	
Year 9	9.45-10.05	10.05-11.05	11.05-12.05	12.05-12.25	12.25-13.25	13.25-14.25	14.25-14.55	14.55-15.25	15.25-16.25	
	Roll Call Hand wash	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	PSHE	Lesson 5	
Year 10	9.30-9.50	9.50-10.50	10.50-11.10	11.10-12.10	12.10-13.10	13.10-13.40	13.40-14.10	14.10-15.10	15.10-16.10	
	Roll Call Hand wash	Lesson 1	Break	Lesson 2	Lesson 3	PSHE	Lunch	Lesson 4	Lesson 5	
Year 11	8.30-8.50	8.50-9.50	9.50-10.50	10.50-11.10	11.10-12.10	12.10-13.10	13.10-13.40	13.40-14.10	14.10-15.10	15.10-16.10
	Roll Call Hand wash	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	PSHE	Lesson 5	Lesson 6

3.2. AM and PM Registration:

Only authorised persons may complete registers and they must be formally taken at the same time twice a day for each year group however, the register will also be taken at the start of every lesson to ensure all students are safe and well.

Electronic registers are used in every class as part of the School's Information Management System (Go4Schools). If for any reason the electronic register cannot be taken, then the office administrator will provide a paper register and will then input it on the electronic register from the office.

Year 7: AM register at 9.05am	PM register at 12.25pm
Year 8: AM register at 8.15am	PM register at 12.55pm
Year 9: AM register at 9.45am	PM register at 12.25pm
Year 10: AM register at 9.30am	PM register at 12.10pm
Year 11: AM register at 8.30am	PM register at 12.10pm

Any student arriving after the times stated above, without good reason, will be classed as an unauthorised late. This is the case for every lesson too (see 3:1). The registration formally closes 30 minutes after the times above and therefore, students who arrive 30 minutes or later will have missed their morning or afternoon registration. A different registration code will be used in this instance.

3.3. Lateness to School:

- Students are expected to arrive for school by their designated staggered times and entry points, where daily routines of uniform will be checked before entering the school building to thoroughly wash hands (see 3:1 & 3:2)
- If a student does not arrive at their designated entry point at the times stated in 3:1 & 3:2, they are late to school and must therefore, go straight to the Main School Reception. Upon arrival, they will be issued with a pink 'late gate' card which they will need to hand to their class teacher upon arrival to lesson 1.
- The student will then be collected by their designated SLT/ Pastoral Lead/ On- call to the wash basin area before entering their classroom for their first lesson of the day.
- As a result of being late to school, students will be issued with a 1-hour same day detention which will take place at the end of their school day. The detention will take place in the designated bubble internal exclusion. Students will be collected from their last lesson to attend their detention by their year group pastoral lead, on- call or SLT.
- Failure to attend the 1-hour detention, will result in a repeat detention the following day.
- Failure to attend the 1-hour repeat detention, will result in a full day in the designated bubble internal exclusion.
- Unauthorised and persistent lateness may result in a referral to the Education Welfare Service and a Penalty Notice may be issued.
- Please note that if a parent/carer reports that there are extenuating circumstances that have prevented a student from arriving on time then we will, of course, take this into consideration.

3.4. Lateness to Lessons:

- Due to reduced movement during this time, lateness to lessons should not be a problem. However, if students are late to some of their options lessons (when at times they have to move) the same rules apply that are explained in the attendance policy.

3.5. Absence:

All students are expected to attend school, unless they are self-isolating. Parents/ Carers must contact the school immediately if this is the case (Tel: 01332 572026).

Symptoms of COVID- 19 include:

- having a new, continuous **cough** – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours;
- having a **fever**- being hot to touch on the chest or back (there is no need to measure temperature but this is advisable);
- having a loss of, or change in normal sense of taste or smell (**Anosmia**).

If a student has any of the above 3 COVID- 19 symptoms, however mild, they must **STAY AT HOME** and Parents/ Carers must **BOOK A TEST** online using NHS Testing and Tracing- <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

For those without internet access, the tests can also be ordered by telephone via **NHS 119**.

**STUDENTS MUST SELF- ISOLATE AT HOME FOR AT LEAST 7 DAYS FROM WHEN THE SYMPTOMS STARTED.
STUDENTS MUST NOT ATTEND SCHOOL.
PARENTS/ CARERS MUST CONTACT THE SCHOOL TO INFORM US OF THE STUDENTS' ABSENCE
Tel: 01332 572026**

Other members of the student's household who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the household became ill.

If a student becomes unwell at school, they will be taken to a safe environment and be safely tended to by a dedicated member of staff until their Parent/ Carer collects them. **Siblings, who also attend Noel- Baker Academy, must be collected too.** Parents/ Carers MUST immediately book a test or if available, the school staff will provide the student with a COVID-19 Home Testing kit to complete at home.

Parents/ Carers must inform the school immediately of the test results.

1. If the **test is negative**, the student can return to school and family members can stop self-isolating. However, if the student still feels unwell, they are to remain at home until they are well enough to return to school. **CHILDREN ARE NOT ALLOWED TO RETURN TO SCHOOL UNLESS THEY HAVE HAD A CONVERSATION WITH THE SCHOOL'S EWO (EDUCATION WELFARE OFFICER).**

2. If the **test is positive**, inform the school **immediately**. Isolate for **7 days** and family members isolate for 14 days from the first sign of symptoms. **If after 7 days, no COVID-19 symptoms exist** (apart from a cough and change in taste/smell) the student can return to school. If the student still has COVID-19 symptoms **including a high temperature**, they are to continue to isolate until the high temperature has gone.

Academy response to confirmed case

If we have a **confirmed and positive case** of Covid-19 in the Academy, evidenced by a positive test result, **we will take swift action** by finding out who has been in close contact with the student in the last 48 hours. Parents/ Carers are expected to support the school at this time. We will work closely alongside our Local Health Protection Team:

East Midlands HPT (Health Protection Team):
Public Health England
Seaton House
City Link
Nottingham
NG2 4LA
Telephone 0344 2254 524 (option 1)
Out of hours advice 0344 2254 524

All identified individuals will be contacted and **must isolate immediately for 14 days from contact with the infected person**. Their family members **do not** need to isolate. If these identified individuals develop COVID- 19 symptoms during this time, they will also follow the steps above (1 & 2) relating to testing and informing the school. **However, in this circumstance they will not be allowed to return to the academy until the 14 day period has finished, even if any tests are negative.**

All parents/ Carers will be informed if a person at Noel- Baker Academy tests positively for COVID- 19. We will not share the names or details of the student unless it is essential to protect others.

If we have **two or more confirmed cases of COVID- 19** in the Academy, evidenced by positive test results, the school will liaise with our dedicated Local Health Protection Team (details above) and several options will be considered:

- The bubble year group (of the student who was confirmed COVID- 19 positive) may need to isolate for 14 days, along with the dedicated bubble staff;
- A Whole School Closure;
- Mobile Testing Unit Dispatched- Direct contacts, the wider bubble and whole school testing to occur.

Where a student is unable to attend school because they are complying with clinical and/or public health advice, we will offer them access to remote education. We will be monitoring the engagement with this activity and a separate code will be added in Go4Schools.

If a child is unable to attend for any other reason, parents/ carers should notify Noel- Baker Academy on **(Tel 01332 572026) before 8:15am**, and give the reason for the absence and when the child is to be expected back in school. Staff can explore the reason with parents/ carers and address barriers to attendance together.

The attendance team will follow the normal absence procedures via texts messages, telephone calls and home visits. If a student is absent and no contact has been successfully made with the parent/ carer by the Academy, the student may be referred to Social Care in line with the Academy's Child Protection and Safeguarding Policy. If a student is missing for more than two weeks, then s/he will be referred as a 'child missing in education' to the Education Welfare Service. Please see the attendance policy for details.

Due to the unprecedented situation, please be extremely cautious about some of the symptoms your child may have which, in normal circumstances, you would send you child to school. **Do not send your child to school if they have any of the COVID-19 symptoms, including a temperature.**

In line with Government guidance, no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

Attendance and attendance codes

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
 - schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct.

Circumstances where pupils cannot attend school due to coronavirus (COVID-19):

From the beginning of the new academic year, we will return to using the attendance and absence codes in use before the outbreak, in addition to the new category of 'not attending in circumstances related to coronavirus (COVID-19)'. This category will only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

Pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' will be recorded using code X. We will continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak. This new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

During this time, the following registration codes will also apply on Go4Schools:

Code	Description	
/	Present in school am	Present
\	Present in school pm	
L	Late arrival before the register has closed	
B	Off-site educational activity	
D	Dual Registered - at another educational establishment	
J	At an interview with prospective employers, or another educational establishment	
P	Participating in a supervised sporting activity	
V	Educational visit or trip	
W	Work experience	
C	Leave of absence authorised by the school	Authorised Absences
E	Excluded but no alternative provision made	
H	Holiday authorised by the school	
I	Illness (not medical or dental appointments)	
M	Medical or dental appointments	
R	Religious observance	
S	Study leave	
T	Gypsy, Roma and Traveller absence	Unauthorised Absences
G	Holiday not authorised by the school or in excess of the period determined by the head teacher.	
N	Reason for absence not yet provided	
O	Absent from school without authorisation	
U	Arrived in school after registration closed	Not counted as a possible attendance in the School Census
X	Not attending in circumstances relating to coronavirus (COVID-19)	
Y	Unable to attend due to exceptional circumstances	
Z	Pupil not on admission register	
#	Planned whole or partial school closure	

Remote education

If a pupil is not attending due to circumstances related to coronavirus (COVID-19), we will immediately offer access to remote learning through the contingency work that staff are uploading weekly. This work is the same as the work they would be undertaking if they were able to be at school and is accessed on the website:

<https://www.noelbakeracademy.co.uk/covid-19/>

We have a secure system in place whereby we will keep a record of, and monitor engagement with this activity- this will also include regular phone calls to support your child during this time.

3.6. Medical Evidence:

Where a child has a medical appointment (see policy for details), they must bring in medical evidence the same day. The evidence can be a medical appointment card, parent letter or hospital letter. The child will only be allowed to leave their classroom, with their designated

'bubble' Pastoral Leader, once the evidence has been seen. If Parents/ Carers are collecting their child, they are not authorised to be on school site during this time and must therefore, either wait in the school car park or outside the school gates.

4. Legal Action

4.1 Penalty Notices:

In March when the coronavirus (COVID-19) outbreak was increasing, we made it very clear that parents/ carers would not be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed, it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind.

School attendance will therefore, be mandatory again from the beginning of the autumn term.

Under the Education Act 1996, the Education Welfare Service has the power to issue Penalty Notices and to take legal action:

- against the parents/carers of any student who fails to attend school regularly;
- at the request of the Head teacher in respect of any students who are regularly late after the close of the register;
- where absences have occurred due to unauthorised holidays being taken in during term time.

All the above is subject to the Academy making parents/carers aware of the possibility of the above action by speaking with them, writing to them, publishing the information on the Academy website and ensuring the Governing Body have adopted the policy and therefore support the action.

We would rather not issue penalty notices at this time and instead, discuss any concerns with parents/ carers to reassure them that Noel- Baker Academy is a safe, caring and happy environment for students to attend, even at this unprecedented time.

Where children are not able to attend school as parents/ carers are following clinical and/or public health advice, absences will not be penalised.



NHS APP

<https://covid19.nhs.uk/pdf/introducing-the-app.pdf>

NHS Test and Trace and **the app** are designed to slow the spread of coronavirus (COVID-19) by alerting people who may have been exposed to infection so that they can take action. The app is available to download for anyone aged 16 and over if they choose to do so. This means that some of our year 11 students at Noel- Baker Academy are eligible to use it, if they have Bluetooth on their phone.

The app has 6 key features that will help to reduce personal and public risk:

- Trace – alerts the individual if they were in close contact with a confirmed case
- Alert – provides the individual with the risk level associated with coronavirus (COVID-19) in their local area, based on the postcode district they enter
- Check in – allows the individual to check in to locations via the app and official NHS QR codes
- Symptoms – allows the individual to check symptoms against government guidance and to get advice
- Test – allows the individual to order a free test and to receive results and advice via the app
- Isolate – provides an isolation ‘companion’, which counts down how many days they have left to isolate and provides links to useful advice.

If an individual with the app tests positive for coronavirus (COVID-19), the app will ask them to allow those that they have been in contact with to be alerted. If so, the app will then alert relevant individuals if they have been in close contact with a positive case.

Although mobile phones are not allowed in school, it is possible that whilst your child is at school, they could receive a notification via the app that they have been in close contact with a confirmed case and should therefore self-isolate. As soon as your child has read the text (after school) they must inform a member of staff or a trusted adult if they receive a notification that they had been in contact with a positive case. We will then put in place the setting’s agreed process, including making appropriate arrangements for the student to leave the setting at the earliest opportunity to begin self-isolation.

Use of the app does not replace the requirement of individuals to social distance or to report positive cases to the setting.

The following flow charts relating to the Academy’s responses to Covid- 19 are still in place and do not change in light of the app.

Response by the Academy when an individual develops COVID-19 symptoms at school

Cough

(a new, continuous cough – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours)

Fever

(hot to touch on chest or back – no need to measure temperature)

Loss of, or change in normal sense of taste or smell (anosmia)

(cannot smell/taste anything or things smell/taste different to normal)



Staff will email 'On Call' First Aider to collect the individual immediately.

The individual will be taken to a designated area whilst waiting for Parents/ Carers to collect.

The area will be thoroughly cleaned where the individual has been.

Staff tending to the individual will wear appropriate PPE.

The individual will be designated their own toilet, which will be cleaned and disinfected before use by another person.



Parents/ Carers will be contacted to come and collect the individual and all their siblings immediately.

The associated Pastoral leaders will collect any siblings from their lessons.



All cases will be logged on Go4Schools with timings of when the individual became ill. Timings tracker in place.



Parents/ Carers to follow the **Test and Trace** protocol (see next page)

Test and Trace Protocol

Parents/ Carers report to school that their child has symptoms of COVID- 19 immediately (Tel: 01332 572026)

Parents/ Carers book a COVID- 19 test IMMEDIATELY:

Book a test online using NHS Testing and Tracing
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

Or dial
NHS 119

Or...
If available, Noel- Baker Academy will provide the individual with a COVID-19 Home Testing kit to complete at home.

The individual who has the test **and their family members** must isolate following the *COVID-19 stay at home guidance, whilst waiting for the test results.* <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Positive Test Result

Inform the school immediately by calling **01332 572026**. The individual must isolate for 7 days and family members must isolate for 14 days from the first sign of symptoms.

If after 7 days the individual has no COVID-19 symptoms, they can return to school, **following a conversation with the school's EWO.**

If after 7 days the individual still has COVID-19 symptoms including a high temperature, they must continue to isolate until the high temperature has gone.

Negative Test Result

Individual and family members can stop isolating immediately.

If the individual has no COVID-19 symptoms and are feeling well, they are able to return to school, **following a conversation with the school's EWO.**

If the individual is still feeling unwell and has COVID-19 symptoms, they must continue to isolate until feeling better and only return to school **following a conversation with the school's EWO.**

Response by the Academy if an individual receives a POSITIVE COVID- 19 test result

If a COVID-19 positive test result is reported, we will initiate the Track and Trace procedure within school

Within the last 48 hours, we will find out:

- who has been in direct and close face to face contact with the infected person for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin- to-skin);
 - who has been in proximity contact, which is extended close contact (within 1 to 2 metres for more than 15 minutes) with the infected person;
 - who has travelled with the infected person in a small vehicle, e.g. a car.

Our local and dedicated Health Protection Team will be notified:

East Midlands HPT (Health Protection Team):
Public Health England, Seaton House, City Link
Nottingham, NG2 4LA
Telephone 0344 2254 524 (option 1)
Out of hours advice 0344 2254 524

Contact teachers

We will obtain a list of staff who have been in close contact with this individual in the last 48 hours

Contact infected student and family members

We will obtain a list of students who have been in close contact with this individual in the last 48 hours

The identified individuals must isolate immediately for 14 days from contact with the infected person.
Their family members do not need to isolate.

If they develop COVID-19 symptoms, they **MUST** book a test and follow the *Test and Trace Protocol*.
Family members must isolate for 14 days from the first symptoms.

If the individual does not develop COVID-19 symptoms, they can return to school after 14 days of isolation, following a conversation with the school's EWO (or for staff, following a conversation with the HT)

Two or more COVID-19 positive test results reported



We will liaise further with our local Public Health Protection Team:

East Midlands HPT (Health Protection Team):
Public Health England, Seaton House, City Link
Nottingham, NG2 4LA
Telephone 0344 2254 524 (option 1)
Out of hours advice 0344 2254 524



We will also initiate consultation with our Local Director of Public Health and several options will be considered:



We may have to isolate a larger group, e.g. if the individuals are in the year 9 bubble, we will isolate the whole of year 9.



We may have to sanction a whole school closure and all in.



A Mobile Testing Unit, operated by the Armed Forces, may have to be dispatched and all the direct contacts, the wider bubble and whole school testing may have to occur.
The school will follow PHE advice/ instruction where consultation with parents/ carers is concerned and will support them as necessary.

5. Rewards

Celebrating success is a key aspect of school life at Noel- Baker Academy. Below is a list of ways in which students will be rewarded for attendance to school. This is a new tiered approach starting in September 2020 (Autumn 1).

Tier One Reward- 1 point:

100% attendance for a week. Names to be displayed on TVs around the academy.

Tier Two Reward- 2 points:

100% attendance to be given to the form with the highest attendance each week. Each tutor to receive a recognition certificate to be displayed in the tutor room.

Tier Three rewards- 5 points

For all 100% attenders for each half term, the student will receive a postcard emailed home congratulating them on their attendance achievement. Every student with 100% attendance that half term will receive a cookie token to be used in the Academy canteen.

Tier Four rewards – 10 points

100% attendance for each term. Every student will receive a certificate and a letter sent home from the Senior Leadership Team.

Tier Five rewards – 25 points

100% attendance for the whole academic year. Students to receive a certificate, attendance star and a letter home from the Head teacher. The attendance star will be a tiered approach:

Bronze star awarded:	for 100% attendance for 1 year
Silver Star awarded:	for 100% attendance for 2 years
Gold star awarded:	for 100% attendance for 3 years
Platinum star awarded:	for 100% attendance for 4 years
Special gift awarded:	for 100% attendance for 5 years

All reward points will be added to Go4Schools and shared and celebrated through our media campaigns.