Noel- Baker Academy
Attendance Policy
Addendum due to COVID- 19
Third National lockdown
January 2021

LEADING STUDENTS
TO A BRIGHT FUTURE

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Addendum to Attendance Policy due to COVID- 19 – new lockdown
January 2021

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 during the recent lockdown announcement made by the Prime Minister on Monday 4th January 2021. The welfare, health and safety of our students and staff is a key priority while they are attending the academy.

During this time, Noel- Baker Academy is committed to ensuring all eligible pupils attend our academy and that all other pupils' access remote learning from home. This policy is an addendum to our existing Attendance policy and will identify the new attendance arrangements for our academy from January 2021 and during the period of the third national lockdown.

Safeguarding remains integral to our academy. We will apply our normal stringent approach to supporting vulnerable pupils and pupils of critical/ key workers to attend school daily, along with supporting our pupils who are accessing remote educational provision at home.

Noel- Baker Academy will be open for vulnerable pupils and pupils of key / critical workers.

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

Vulnerable Pupils and Children of Key / Critical workers (see Appendix 1)

At Noel- Baker Academy, we will work with all our vulnerable families to agree whether their child (ren) should be attending school. We strongly encourage and expect all our vulnerable children to attend and we will follow up on any pupil that we were expecting, who does not. We will also follow up with any parent or carer who has arranged a place for their children and the children subsequently do not attend. We will also take the opportunity when we communicate with parents and carers, to confirm that the emergency contact numbers we hold are correct and ask for any additional emergency contact numbers where they are available.

In all circumstances where a vulnerable pupil does not attend or discontinues, we will notify and liaise with their social or key worker to work with the family to consider what is in the pupil's best interests. Discussions will focus on the welfare of the child and in ensuring that if they do not attend school that they are able to access appropriate remote education and support while they are at home.

Pupils with at least one parent whose work is critical to the response to the pandemic can attend school if required, but parents should keep their child at home if they can. Parents may be asked to provide evidence of their role.

3. Academy Procedures

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

Year 7:   9.05am- 3.40pm
Year 8:   8.15am- 2.50pm
Year 9:   9.45am- 4.25pm
Year 10:   8.25am- 2.55pm
Year 11:   8.25am- 2.55pm

Please see the behaviour policy regarding arrangements for arriving and departing school.
'Bubble' year group timings of the school day:

Year 7	9.05-9.20	9.25-9.50	9.50-10.50	10.50-11.50	11.50-12.20	12.20-13.20	13.20-14.20	14.20-14.40	14.40-15.40
	Roll Call Hand wash	PSHE	Lesson 1	Lesson 2	Lunch	Lesson 3	Lesson 4	Break	Lesson 5

Year 8 & ACE	8.15-8.30	8.30-9.00	9.00-10.00	10.00-10.20	10.20-11.20	11.20-12.20	12.20-12.50	12.50-13.50	13.50-14.50
	Roll Call Hand wash	PSHE	Lesson 1	Break	Lesson 2	Lesson 3	Lunch	Lesson 4	Lesson 5

Year 9	8.50-9.05	9.05-10.05	10.05-11.05	11.05-11.25	11.25-12.25	12.25-12.55	12.55-13.55	13.55-14.25	14.25-15.25
	Roll Call Hand wash	Lesson 1	Lesson 2	Break	Lesson 3	PSHE	Lesson 4	Lunch	Lesson 5

Year 10	8.25-8.35	8.35-9.35	9.35-10.35	10.35-10.55	10.55-11.55	11.55-12.55	12.55-13.25	13.25-13.55	13.55-14.55
	Roll Call Hand wash	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	PSHE	Lesson 5

Year 11	8.25-8.35	8.35-9.35	9.35-10.35	10.35-10.55	10.55-11.55	11.55-12.55	12.55-13.25	13.25-13.55	13.55-14.55
	Roll Call Hand wash	Lesson 1	Lesson 2	Break	Lesson 3	Lesson 4	Lunch	PSHE	Lesson 5

3.2. AM and PM Registration:

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 9.25am   PM register at 12.20pm
Year 8: AM register at 8.30am   PM register at 12.50pm
Year 9: AM register at 9.05am   PM register at 12.25pm
Year 10: AM register at 8.35am   PM register at 12.55pm
Year 11: AM register at 8.35am   PM register at 12.55pm

3.5. Absence:

Parents/ Carers of all students who are eligible and are due to attend school during this recent lockdown, must contact us immediately if your child is unable to attend on any day: (Tel: 01332 572026).

Monitoring Attendance, Attendance Codes and Pupil Welfare

We will monitor attendance through our normal attendance procedures. Please see our 'absence procedure' flow chart on our website.

- 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 because they are not attending because they are following public health advice.

- As our most **vulnerable children** are still expected to attend school full time, they will not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). Instead, they will be marked as code 'C' (leave of absence authorised by the school) unless another authorised absence code is more applicable.

- If the parent/ carer of **keyworker children** wishes their child to be absent from school, the parent should let the school know that the pupil will not be attending. This will be recorded as code 'X'. Where the child of a critical worker is expected to attend a session and does not do so, we will record the absence as Code 'C' (leave of absence authorised by the school) unless another authorised absence code is more applicable.

During this period of lockdown, the following registration codes will apply on Go4Schools:

CODE	REASON
X	Not eligible for a place. Keyworker children if the parent/ carer wishes their child to be absent from school. Keyworker or vulnerable children who are expected to attend school but are absent due to shielding, self-isolating or quarantining. Please note: *parents will NOT be penalised for following official public health advice for their child not to attend during this period of lockdown.*
I	COVID-19 symptoms or illness.
C	Vulnerable children who are eligible to attend but choosing not to send their child to school. Keyworker children who are expected to attend a session and does not do so (another code may be instead used if more applicable).
D	For pupils who are attending another setting where they are registered (eg a PRU).
B	For pupils who are attending a host school because their home school cannot accommodate them. If a child is attending a 'host school' then the home school should apply the B code. There needs to be an arrangement between the home school and host school about informing of absence so this can be marked in the register. The host school should keep a register of who is in their school for safeguarding purposes.
M	For medical appointments and can still be used as normal.

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 home learning 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/recorded-lessons/

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.

Appendix 1

Vulnerable and Critical Worker List

https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision