



Attendance policy: coronavirus addendum

Odyssey House School

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1. Aims and scope

At Odyssey we are committed to meeting our obligations with regards to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled or as their EHCP states
- Acting early to address patterns of absence
- Supporting parents/carers and pupils who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2021 until the end of the 2022 academic year. It sets out changes to our normal attendance policy and should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

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.

2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2021/22 academic year.

This addendum reflects the latest advice from the Haringey local authority.

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- › Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- › Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- › Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'the system of controls').

3. Attendance expectations

It is mandatory for all pupils of compulsory school age to attend school unless:

- › They have been granted an authorised absence by the school in line with section of our normal attendance policy or as the EHCP requirements states
 - › They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)
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4. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus

a. Pupil Who are required to self-isolate as they have symptoms or confirmed COVID-19

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.

b. Pupil or a 'close contact' of someone who has receives a positive test result

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive. If they do test positive, they should be recorded as code I (illness) until they are able to return to school.

c. Remote learning provision

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

- Students will be sent work via emails and teams. Where possible students will have access to online lessons.
- GCSE students will have online lessons through Microsoft Teams
- We will keep a record of, and monitor, pupil engagement with remote learning, but we will not track this information in the attendance register

5. Recording attendance

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances' (will be marked as C)
- Students transitioning back into education (Will be marked as T)

- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

Pupils must arrive in school at their designated time slot on each school day.

The register for the first session will be taken at 9am and will be kept open until 9.30am. The register for the second session will be taken at 13pm and will be kept open until 13.30pm. The register will be open all day for transitional students and where the EHCP states this is required.

6. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer by calling at 10.00am
- Notify their social worker, where they have one

If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will:

- Arrange a phone call/video meeting/in-school appointment between the parent/carer and a member of the SLT to explain the protective measures the school is taking to keep pupils safe

7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum every 2 months during term time by Sean Canaii, Headteacher. At every review, it will be approved by the proprietors.

Appendix 1: pupil absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2021/22 academic year. If not covered here, our normal attendance codes apply.

Scenario	Code to use	Reason
Pupils due to attend school who have to self-isolate because they have symptoms, and are waiting for their test results Note: use this code only until they get their test results	X or X02	They aren't attending as they're following public health advice
Pupils due to attend school who remain unwell following a negative test result (i.e. with a different illness)	I or I01	They're unwell
Pupils due to attend school who have to continue to self-isolate because they tested positive	I or I02	They're unwell
Pupils who are clinically extremely vulnerable and required to shield, if shielding is advised nationally or locally	X or X06	They aren't attending as they're following public health advice
Where you give approval for a pupil to be absent (for example, to attend the funeral of a close relative)	C	They're taking a leave of absence authorised by the school in exceptional circumstances
Pupils who are self-isolating after returning from a non-exempt country or territory	X or X05	They aren't attending as they're following public health advice
Pupils who are specifically advised not to attend for public health reasons related to COVID-19, as part of local or national restrictions to schools	X or X07	They aren't attending as they're following public health advice
Pupils who are advised not to attend school by the relevant public health authority, as part of outbreak management	X or X08	They aren't attending as they're following public health advice
Pupils who are self-isolating as a close contact of a confirmed case as they're not fully vaccinated and are over 18 years and 6 months	X or X09	They aren't attending as they're following public health advice