



---

**Laurence Jackson School**

---

CORONAVIRUS ADDENDUM  
(SCHOOL RE-OPENING)

---



## Contents

1. Aims and scope .....	2
2. Guidance and definitions .....	2
3. Attendance expectations .....	3
4. Where 'non-attendance in relation to coronavirus' applies .....	3
5. Recording attendance .....	4
6. Following up absence .....	4
7. Responsibilities.....	6
7. Monitoring arrangements.....	7
Appendix 1: absence codes .....	8

---

### 1. Aims and scope

We are committed to meeting our obligations with regards to school attendance and to supporting our students, your children, with their return to full time, face-to-face teaching, by:

- Ensuring every student has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and students who are concerned about the return to school due to coronavirus

This addendum applies from the start of the March 8<sup>th</sup> 2021 until the end of the 2020/21 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. Click [here](#) to view this.

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 students.

### 2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) on school attendance during the 2020/21 academic year. It outlines that:

**School attendance is mandatory for all students.** This is to ensure that:

- as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development is minimised.
- students do not fall further behind due to missing out on more time in the classroom
- absence rates are limited at those students with higher overall absence achieve less well

This means that the usual rules on school attendance will apply, as outlined in our usual Attendance Policy, including:

- It is parents'/carers' duty to secure that their child attends regularly at school
- It is a school's responsibilities to record attendance and follow up absence
- Schools have the availability to issue sanctions, including fixed penalty notices and prosecutions, in line with Redcar and Cleveland's codes of conduct.

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 in a 48 hour period
- 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 students of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with sections 6 - 10 of our normal Attendance Policy
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

### 4. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a student'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

#### 4.1 Student develops symptoms or lives with someone who does

The student's parent/carer must notify the school on the first day that their child needs to self-isolate. The student will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

**If the student's test result is negative:** the student will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness). Parents/carers to inform school of the negative result prior to the student's return by either phoning 01287 636361 and selecting Option 3 during school hours, or by e-mailing [coronavirus@laurencejackson.org](mailto:coronavirus@laurencejackson.org) if communicating outside of school hours.

**If the person the student lives with tests negative:** the student can stop self-isolating and return to school, unless they are not well enough or develop any symptoms similar to those similar to coronavirus. Parents/carers to inform school of the negative result prior to the student's return. Parents/carers to inform school of the negative result prior to the student's return by either phoning 01287 636361 and selecting Option 3 during school hours, or by e-mailing [coronavirus@laurencejackson.org](mailto:coronavirus@laurencejackson.org) if communicating outside of school hours.

#### 4.2 Student or a 'close contact' of theirs receives a positive test result

The student's parent/carer must notify the school about the positive test result as soon as possible. During the hours of 8am-4pm Monday – Friday in term time, parents/carers should contact school via telephone on 01287 636361 and select Option 3 to report the absence to the Attendance Team. Information being shared outside of these hours should be done so via the 24-hour e-mail address: [coronavirus@laurencejackson.org](mailto:coronavirus@laurencejackson.org).

Students who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the student's household or a 'close contact' tests positive, the student must self-isolate for 10 days. The student must do this from when the member of their household first had symptoms, or the day the student last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

#### 4.3. Student has to quarantine after travel abroad

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).

The student must quarantine for 10 days on their arrival to the UK and return to school thereafter.

#### 4.4 Student is required to shield during a local lockdown

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their NHS shielding letter by sending a scan to [coronavirus@laurencejackson.org](mailto:coronavirus@laurencejackson.org) or a photocopy to the school address (Laurence Jackson School, Church Lane, Guisborough, TS14 6RD FAO Miss C Evans, Associate Assistant Headteacher (AAHT)).

The student will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the student's parent/carer to set the expectation that they can return to school. School aims to ease any concerns about a student's return to school where necessary. The AAHT will contact the parent/carer of a shielding student prior to their expected date of return and apply mitigating factors (See Section 6 for further information). Please note that students living in a household with a shielding person are still expected to attend school.

#### 4.5 Remote Learning Provision

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

- Our approach and expectations regarding remote education are set out in our Remote Learning Policy
- We will keep a record of, and monitor, student 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 (AM) and once during the second session (PM). It will mark whether every student is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances' ([as defined on page 7 of our normal Attendance Policy](#))
- Unable to attend for reasons related to coronavirus (see Appendix 1 for the relevant absence codes and when we will use them)

Students must arrive in school at their designated time slot on each school day (8:30am for KS3 and 9:30am for KS4)

For KS3, the register for the first session will be taken at 8:30am and will be kept open until 9:00am. The first register session for KS4 will begin at 9:30am and will be kept open until 10:00am. Any unauthorised late arrivals after 9:00am and 10:00am respectively will result in an unauthorised absence for this session. Please refer to Appendix 9 on the original Attendance Policy for an outline of actions taken by school when absences are unauthorised.

### 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 sending a text message on each day of their absence or phoning home. Home visits may also be made to ascertain a reason for absence. If an absence reaches 10 or more consecutive school days, welfare visits will be made, as per section 16 of the usual Attendance Policy. Social distancing and hygiene measures will be followed by the member of staff conducting the visit to limit the risk of the transmission of COVID-19.

The member of staff will:

- not enter the home, but will seek to identify a valid reason for the student's absence by conversing with a parent/carer of the absent student
- maintain a distance of 2 meters at all possible times
- wear a face covering
- maintain good hand hygiene, as outlined in the Laurence Jackson School risk assessment to limit the risk of transmission of coronavirus.
- When necessary to do so, notify their social worker, where they have one.

If a child is absent due to illness, parents/carers must call the school on each day of the absence to state:

- Student's full name
- Student's form group (e.g. 10A)
- Reason for absence (including whether or not it is linked to coronavirus). If an absence is related to coronavirus, as outlined in Section 4 of this document, you will be asked the following questions in order to provide parents with an expected date of return to school, unless Public Health England informs a parent otherwise:
  1. What was the first day the symptoms started?
  2. When was the test taken?/When is the test due to be taken?

The Attendance Clerk, in conjunction with the AAHT will then decide whether or not to authorise the absence. Absence from school may be authorised in the following cases:

- Sickness – please inform school by 9am on each day of sickness related absence.
- Medical appointments – see section 8 below for further information
- Days of religious observance
- Exceptional family circumstances – to be decided upon on a case-by-case basis upon receipt of information
- By permission of the Headteacher
- Absence related to coronavirus, as outlined in Section 4 of this document.

Parents/carers will be informed whether or not the absence is authorised and all students who have received a Letter 2 to express concerns relating to absence rates must provide evidence of the absence in order for it to be authorised.

We appreciate the anxiety returning to school could cause for many students and their families. We are committed to working with our families to ensure all students can return to school safely. Where families feel there may be difficulties, we ask that they contact school to discuss support that can be implemented to assist with the full-time transition back into school. This could include the application of some of the following support strategies/mitigations:

- 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 students safe
- Additional protective measures could be applied for the student's return to school, e.g. seating plan amendments, amendment to start and finish time each day. Such mitigations will be authorized by Miss C Evans, Associate Assistant Headteacher.

## 6.1 Legal sanctions

Usual rules on school attendance apply, as outlined in our Attendance Policy, including:

- It is parents'/carers' duty to secure that their child attends regularly at school
- It is a school's responsibilities to record attendance and follow up absence
- Schools have the availability to issue sanctions, including fixed penalty notices and prosecutions, in line with Redcar and Cleveland's codes of conduct.

Therefore, normal legal sanctions can be imposed. An outline of the sanctions applicable to school attendance can be found in Section 15 and Appendix 9 of the usual Attendance Policy. In summary:

- Students whose attendance falls below 90% will be invited into school/issued with an appointment for a telephone meeting for an Attendance Case Conference (ACC), unless exceptional circumstances prevent the student from attending school more than 90% of the time.
- During an ACC, an action plan is completed with all attended and with an attendance target. A court warning letter will be issued in this meeting and a 4-6 week review date will be decided upon.
- A review meeting will take place to discuss the progress the student has made and review any improvements/deterioration in school attendance.
- If attendance has deteriorated, consideration is given for referring for prosecution. If a significant improvement has been made and the target met, a further review meeting will be decided upon and attendance will be closely monitored by school.

## 7. Responsibilities

In order to ensure the above is applied consistently and effectively, **school staff** are expected to:

- Make collaborative decisions to implement effective strategies for students whose receipt of support around transition back to school following the COVID-19 Remote Learning period is critical.
- Where students/families are worried about the return to school, the Year Managers will work to implement strategies to limit such concerns, ensuring that the student's experience of remote learning is considered and that their well-being is prioritised.

**Parents** are expected to:

- Communicate with the Attendance Team any circumstances that prevent students from accessing full time, face- to – face provision in school.
- Inform school of any potential barriers to their child's attendance, particularly in response to the COVID-19 pandemic, as soon as they arise. This may include concerns regarding a child being nervous about the transition back to school or family bereavement.
- Follow the most up to date medical advice is their child in school is Clinically Extremely Vulnerable/Clinically Vulnerable. Children and young people who have been classed as clinically extremely vulnerable due to pre-existing medical conditions may be advised to continue shielding.
- The Government state that the three symptoms of COVID-19 are:
  - 1) **High temperature** – this means you feel hot to touch on your chest or back
  - 2) **A new, continuous cough** – this means coughing a lot 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.
  - 3) **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.

Parents must inform school on each morning of an absence, clearly stating a reason for an absence. If any of the above symptoms experienced. If the child experiences such symptoms, parents must make arrangements for their child to receive a test. If the test comes back positive, the child should remain at home and isolate for 7 days. All other members of the household (including other siblings in school), must isolate for 14 days. Please note that the child affected and the sibling will not be able to attend school in any capacity during the 7 and 14 day isolation periods. In such cases, absences will not be penalised. You can get more information on testing by clicking [here](#).

**DO NOT WAIT**

Apply for a test as soon as you or your child has symptoms

- Parents must inform school of any absences due to non-COVID related illness, medical appointments, leave of absence etc will be responded to as per the most up to date policy.

**Students** are expected to:

- Students must be ready to learn by attending school every day, unless following ‘shielding’ guidance, which can be found here. Students must attend school at their allocated time, as per the staggered school start times for KS3 and KS4.
- Be aware of the official coronavirus symptoms and be responsible for informing a member of staff if any symptoms arise throughout the school day.

## 8. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum each half term by AAHT, Miss C Evans. At every review, it will be approved by the full governing board.

## Appendix 1: student absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	<ul style="list-style-type: none"> <li>• Student has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results</li> <li>• Student has to self-isolate (for 10 days) because someone they live with tested positive</li> <li>• Student has to self-isolate (for 10 days) because they are a close contact of someone who tested positive</li> <li>• Student has to quarantine (for 10 days) after a trip to a non-exempt country</li> <li>• Student is required to shield in the case of a local or national lockdown</li> <li>• Student is not eligible attend in the case of local lockdown</li> </ul>
I	Illness	<ul style="list-style-type: none"> <li>• Student remains unwell following a negative test result (i.e. with a different illness)</li> <li>• Student has to continue to self-isolate because they tested positive</li> </ul>