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**Laurence Jackson School**

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CORONAVIRUS ADDENDUM  
SEPTEMBER 2021 – AUGUST 2022

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## 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

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### 1. Aims and scope

We are committed to meeting our obligations with regards to school attendance and to supporting our students, your children, with 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 for the 2021/22 academic year. It sets out changes to our usual Attendance Policy, and should be read in conjunction with that policy. Unless covered here, our usual 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 2021/22 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 our main school 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' during the 2021/22 academic year 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 Examples in which 'non-attendance in relation to coronavirus' could apply

**Students who have symptoms of COVID-19, or have received a positive test either via LFD or PCR, are required to isolate.**

If a student tests positive via LFD, they should get a confirmatory PCR test at a test centre. If a student tests negative on the PCR, they can stop self-isolating and return to school. If a student remains unwell with a different illness and if they are **unfit to learn**, they should continue to stay at home and parents should contact school on every day of the absence by phoning 01287 636361 prior to 8:30am. If a student tests positive, they should continue to self-isolate for the remainder of the 10 days in line with public health guidance.

In line with public health advice, students with symptoms must self-isolate and are strongly encouraged to take a PCR test. In order to minimise the impact on learning of the absence, the attendance team will follow up the absence and will request evidence that the PCR has taken place and result has been received. All coronavirus test results should be sent as soon as possible after receipt of the result. During the hours of 8am-4pm Monday – Friday in term time, parents/carers can 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).

#### 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 on their arrival to the UK and return to school thereafter in line with the most up to date guidance.

#### Student is required to shield

Clinically extremely vulnerable students are no longer advised to shield. All clinically extremely vulnerable students should attend their education provision unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. If this is the case, a parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their NHS 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 measures in place are reviewed and lifted and are no longer necessary.

If shielding is advised nationally or in the local area again, then students who are clinically extremely vulnerable may be advised not to attend school. 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.

## 4.2 Circumstances in which students do not need to self-isolate

### Students who are a close contact of someone who has symptoms of or confirmed COVID-19.

Students who are a close contact of someone who has tested positive are not required to self-isolate. They should instead get a PCR test and should only self-isolate if the result is positive. Students should attend school as normal whilst awaiting the result of the PCR test, unless they themselves develop any of the recognised symptoms, which are:

- High temperature
- Loss or change to sense of taste or smell
- A new, continuous cough.

If a member of the student's household tests positive, the student is not required to isolate, unless they themselves develop symptoms or test positive via LFD or PCR. Instead, a PCR should be arranged and the student should only isolate if the result is positive.

## 4.3 Remote Learning Provision

If a student is not attending school because of circumstances related to coronavirus as outlined above, 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 in our main 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 to school on time. School begins promptly at 8:30am and students should be in their form rooms by this time. Any unauthorised late arrivals after 9:00am will result in an unauthorised absence for this session. Please refer to Appendix 8 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 and by phoning home where a response is not received. Home visits may also be made to ascertain a reason for absence or discuss attendance concerns if a student's attendance is below the accepted level of 96%. If an absence reaches 10

or more consecutive school days, welfare visits will be made, as per the main 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 unless in exceptional circumstances. A risk assessment will be completed prior to the member of staff entering the home
- maintain a distance of 2 meters at all possible times
- wear a face covering if deemed appropriate
- maintain good hand hygiene, as outlined in the Laurence Jackson School risk assessment to limit the risk of transmission of coronavirus.

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 help us provide parents with an expected date of return to school, unless Public Health England informs a parent otherwise:
  1. Does the student have symptoms?
  2. What was the first day the symptoms started?
  3. When was the test taken?
  4. When was the result received?

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 Stage 2 letter to express ongoing 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 our main 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 who are concerned about the transmission of COVID-19.
- Where students/families are worried about school transmission, the Year Managers/Attendance Manager will work to implement strategies to limit such concerns.

**Parents** are expected to:

- Inform school of any potential barriers to their child's attendance, particularly in response to the COVID-19 pandemic, as soon as they arise.
- Follow the most up to date medical advice if 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 the child experiences any symptoms outlined above, parents must make arrangements for their child to receive a PCR test. If the test comes back positive, the child should remain at home and isolate for 10 days. Other members of the household should isolate as per the most up to date Government information. Please note that the child affected will not be able to attend school in any capacity during the 10-day isolation period, but as siblings registered at Laurence Jackson are under the age of 18 years and 6 months, they should not make any changes to their usual routine, including school attendance. 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 they are following government guidance to remain at home.
- 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>