

Bridge House Independent School

Attendance Policy 2020 Covid-19 Addendum

September 2020



The new circumstances regarding the re-opening of school following COVID lockdown dictates that changes will need to be made to our attendance procedures and processes. These are detailed in this document.

Registers

Registers will be completed on a daily basis. The codings used to record attendance will be in line with DfE guidance. X is used to record any COVID related absence including self- isolation, symptoms, awaiting a test or test result, a positive result or full/partial closure of the school.

Absence/Non-attendance

If a child is absent when we are expecting them to be present, and no message has been received from parents, then the school will endeavour to make contact with home to ascertain the wellbeing of the child. This procedure is in keeping with the school's attendance policy.

As we may experience an increase in children not attending when they are expected, additional staff may be deployed to carry out first day calling. Where contact can't be made by the end of the day, despite a number of attempts, home visits will be made by the pastoral team or by SLT. Vulnerable children will be prioritised.

Attendance will be monitored to identify erratic or frequent non-attendance. This will be completed by the Attendance Leader. As of September, the government expect all students to be in full time education. if a parent decides not to send their child to school, internal attendance procedures will be initiated. Referrals may be made to the Local Authority attendance team.

Where we become aware that children are no longer resident in their home address, we will endeavour to make contact and where appropriate referrals to CME will be made.