



Attendance Policy Addendum during COVID-19 for Year Reception, Year 1 and Year 6 Pupils Summer Term 2020

Please note that this addendum should be viewed in conjunction with the current Avanti House Primary School attendance policy as well as in conjunction with the Harrow Council guidance dated 2018:

<https://www.harrow.gov.uk/schools-learning/school-attendance-guidance?documentId=12700&categoryId=210281>

During this period there are two types of attendance, on site 'face to face' contact as well as remote learning from home. This addendum relates specifically to attendance on the school site.

Systems for monitoring attendance and punctuality for pupils attending the school site

- If parents have indicated that their child(ren) will be attending school, then their child(ren) will be expected to be in school.
- Parents have been informed of their child's(ren's) start time and finish time depending on what cohort and subsequent group they are in. Parents must arrive within their allocated time slot to alleviate congestion.
- Pupils arriving late will not be permitted to use another entrance, parents must take their child(ren) to the school office and ring the buzzer. Parents must wait until a member of staff opens the door and receives the child(ren), parents will not be permitted to enter the school and are not be expected to sign the late register.
- If there is an unforeseen circumstance for their absence, the school office must be notified immediately. Due to staggered start times, the office must be informed by the latest for the following groups:
 - Key worker and Year 6 children – 8.30am
 - Year 1 children – 9.00am
 - Reception children – 9.30am
- Please email AHS.primary@avanti.org.uk or call the school office on [0208 249 6831](tel:02082496831) selecting option 1 primary. When reporting this absence, the reason for their absence must be stated clearly.
- Pupils must not come to school with any symptoms of any illness for example a temperature. Parents have the responsibility to ensure that this adhered to.
- If pupils exhibit the symptoms of COVID-19 the school must be notified immediately, and government procedures must be followed (also see Sickness strategy during phased re-opening document):

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

Date completed: June 2020

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