



Attendance Policy Addendum during COVID-19 for Students Autumn Term 2020/21

Please note that this addendum should be viewed in conjunction with the current Avanti House Secondary School attendance policy (including the Sixth Form handbook) as well in conjunction with the Harrow Council guidance dated 2018.

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

School attendance is compulsory for all students from the Autumn term onwards. Guidance has been provided by the school (in accordance with Government guidance) with regards to what should happen if your child has or has come into contact with Covid-19 related symptoms.

Systems for monitoring attendance and punctuality attending the school site

- Your child will be expected into school unless we have been advised to the contrary in line with school attendance policy.
- The students will be provided with their start time and finish time and they will be informed of their assembly point locations which they must arrive to promptly each day.
- If there is an unforeseen circumstance for their absence the school office must be notified immediately and at the latest by 8.15am on the day as well as for any subsequent occasions. Please email attendance@avanti.org.uk. When reporting this absence the reason for their absence must be stated clearly.
- Students 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 students exhibit the symptoms of COVID-19 the school must be notified immediately and government procedures must be followed.

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

Punctuality and appointments

- Students must arrive on time.
- Students will not be permitted to leave the school during their appointed times in school unless the school have been provided with notice in writing at least 3 days in advance or the appointment is an emergency. All requests must be submitted in writing no verbal requests are permitted. If they have routine appointments please ensure that they are scheduled for times when the students are not in school.

Date completed: July 2020

Date reviewed: end of September 2020