



KRISHNA AVANTI
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Krishna Avanti Primary School, Harrow

School Attendance Strategy

Covid -19 Addendum

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| Approved by: | Shriti Bellare | Date: 29 Jan 2021 |
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1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

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

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance procedures, and should be read in conjunction with full KAPSH Attendance strategy. Unless covered here, our normal attendance strategy continues to apply.

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 pupils.

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.

This addendum also reflects the latest advice from Harrow Council.

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
- 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 pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line with Department for Education and AST/ Harrow Council attendance policy and guidance.
- 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 pupil'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 Pupil develops symptoms or lives with someone who does

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

If the pupil's test result is negative: the pupil 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).

If the person the pupil lives with tests negative: the pupil will stop self-isolating and return to school.

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

The pupil's parent/carer must notify the school about the positive test result as soon as possible. You can either complete the [Reporting your child absence](#) link or call the school office on 0208 381 3344 (please call by 8.15am)

Pupils 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 pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 14 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil 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. Pupil 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 pupil must quarantine for 14 days on their arrival to the UK and return to school thereafter.

4.4 Pupil 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 shielding letter by sending a scan copy to kapsharrow@avantil.org.uk

The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.

The school will continue to provide updates as well as home learning on the website. Parents have been given email addresses for their child's year group. If you have any questions please contact your child's class teacher in the first instance or the school office.

4.5 Remote learning provision

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

The schools remote learning offer informs parents on what we will provide in case of a child self isolating (once we have returned from lockdown) and is in line with the [AST Remote Learning Policy](#) (click link to view policy) as well as the DfE guidance. The school offers a combination of at least 3 or more hours of live teaching per day as well as access to pre-recorded lessons via google classroom.

Parents will also have access to links via the website such as Oak Academy, BBC Bitesize etc

Our approach and expectations regarding remote education are set out in our AST Remote Learning Policy as published on the school website.

We will keep a manual record of, and monitor, pupil 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 and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances' (as defined the DfE/Harrow Council guidance)
- Unable to attend for reasons related to coronavirus (see below for the relevant DfE absence codes and when we will use them)

Pupils must arrive in school at their designated time slot on each school day.

The register for the first session will be taken at 8.00am and will be kept open until 8.30am. The register for the second session will be taken at 13.00pm and will be kept open until 13.30pm.

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 phoning them.
- Notify their social worker, where they have one

If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, this will be raised with SLT who will speak with the appropriate authorities and seek advice and relay this to the parent/carer.

- Arranging 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 pupils safe

6.1 Legal sanctions

The school has a duty to impose legal sanctions on parents/carers as advised through the DfE/Harrow Council guidelines.

7. Monitoring arrangements

This policy will be reviewed as guidance from the Harrow Council or Department for Education is updated, and as a minimum termly during term time by Senior Management Team.

Pupil 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) | Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results |
| I | Illness | Pupil remains unwell following a negative test result (i.e. with a different illness) |
| I | Illness | Pupil has to continue to self-isolate because they tested positive |
| X | Not attending in circumstances relating to coronavirus (COVID-19) | Pupil has to self-isolate (for 14 days) because someone they live with tested positive |
| X | Not attending in circumstances relating to coronavirus (COVID-19) | Pupil has to self-isolate (for 14 days) because they are a close contact of someone who tested positive |
| X | Not attending in circumstances relating to coronavirus (COVID-19) | Pupil has to quarantine (for 14 days) after a trip to a non-exempt country |
| X | Not attending in circumstances relating to coronavirus (COVID-19) | Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield |
| X | Not attending in circumstances relating to coronavirus (COVID-19) | Pupil is asked not to attend in the case of local lockdown |

COVID-19 RELATED PUPIL ABSENCE
A quick reference guide for parents, carers and staff
Updated: 22nd September 2020
DEFINITIONS OF COVID-19 SYMPTOMS
Please read these definitions through carefully.

If you or your child have any of the main symptoms of coronavirus (COVID-19), ***Please visit NHS online (see link below) or call NHS 111 to discuss your child's symptoms and*** get a test as soon as possible. Stay at home until you get the result. Further up to date information can be found on the NHS Website: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

<https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/>

Kindly note that the school team are not medical professionals and will be unable to advise you on healthcare matters. Please refrain from calling the office with medical queries.

A NEW CONTINUOUS COUGH

A NEW CONTINUOUS COUGH MEANS:

- you are coughing a lot for more than 1 hour



OR

- you have been coughing a lot 3 or more times in 24 hours
- if you normally have a cough, it may be worse than usual.



The coronavirus cough is a dry cough. This means it does not produce any phlegm or mucus (so you do not cough anything up like you would with a chesty cough).

If you have a chest condition you may already cough. If you have symptoms of coronavirus, you may have a cough that is different from your normal cough, or your normal cough may feel worse than usual.

WHAT TO DO:

- rest
- drink lots of fluids



A HIGH TEMPERATURE OR FEVER

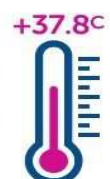
A high temperature or fever is a normal way for your body to fight infection.

This is because the increase in body temperature makes it harder for viruses and bacteria to survive.



You do not need to take your temperature to know you have a fever.

If you do have a thermometer however, a fever is when your temperature is 37.8C or higher.



A THIRD COMMON SYMPTOM OF CORONAVIRUS IS A LOSS OF, OR CHANGE IN, SENSE OF SMELL OR TASTE (ANOSMIA).



SCENARIOS

A list of scenarios has been produced in September 2020 when the new government guidance was issued.

The NHS has also produced latest guidance to help parents understand when their child can and cannot attend school which you may find useful. This can be found on the following link: <https://www.nhs.uk/live-well/healthybody/is-my-child-too-ill-for-school/>

| What to do if... | Action Needed | Return to school when... |
|--|---|--|
| ...my child has any Covid-19 symptoms | <ul style="list-style-type: none"> - Do not come to school - Ring NHS 111 for guidance - Contact school to inform us - Self-isolate the whole household. See the image at the end of this document for advice about how long other members of the household should self-isolate - Get your child tested - Communicate with the school about the test result | <p>...the test comes back negative or ...10 days have passed since symptoms began, even if they still have a cough or loss of taste/smell. (These symptoms can last for several weeks.)</p> <p>AND the child feels well.</p> |
| ...my child tests positive for Covid-19. | <ul style="list-style-type: none"> - Do not come to school. - Contact school to inform us. - Agree an earliest date for possible return (minimum of 10 days). - Self-isolate the whole household. See the image at the end of this document for advice about how long members of the household should self-isolate | <p>...10 days have passed since symptoms began, even if they still have a cough or loss of taste/smell. (These symptoms can last for several weeks.)</p> <p>AND the child feels well.</p> |
| ...my child tests negative. | <ul style="list-style-type: none"> - Contact school to inform us. - Discuss when your child can come back. If the call is before school this will mean come in for normal time. If it is during school hours in the morning this will be after lunch. If this is the afternoon it will be next day | <p>...the test comes back negative.</p> |
| ...my child is ill with symptoms not linked to Covid-19. | <ul style="list-style-type: none"> - Do not come to school. - Contact school to inform us and keep us updated. - Email or ring on each day of illness. | <p>If parents have reason to suspect they have been sick or had diarrhoea due to a virus or bug, they should keep the child off for 48 hours from the last episode of sickness or diarrhoea.</p> <p>If your child has a cough and is producing phlegm or mucus, they should keep the child off for 48 hours. Please use this time to monitor your child carefully. If symptoms persist ring NHS 111.</p> <p>Parents should use this time to monitor them carefully. If they think they have been sick for reasons such as over-eating, over-exertion etc. then they should bring them back to school the next day.</p> |

| | | |
|--|---|---|
| <p>...someone in my household has Covid-19 symptoms.</p> | <ul style="list-style-type: none"> - Do not send anyone from your household to school. - Contact school to inform us. - Self-isolate the whole household. - Household member with symptoms to get a test. - Communicate with the school about the test result | <p>...the test comes back negative OR ...see the image at the end of this document for advice about how long members of the household should self-isolate</p> |
| <p>...someone in my household tests positive for Covid-19.</p> | <ul style="list-style-type: none"> - Do not send anyone from your household to school. - Contact school to inform us. - Agree an earliest date for possible return. - Self-isolate the whole household. | <p>...see the image at the end of this document for advice about how long members of the household should self-isolate</p> |
| <p>...NHS test and trace has identified my child as a close contact of somebody with confirmed Covid-19.</p> | <ul style="list-style-type: none"> - Do not send the child who has had direct contact to school. - Contact school to inform us. - Agree an earliest date for possible return (minimum of 14 days). - Any other children in your household, who have not had direct contact, can come to school. | <p>...the child who has had direct contact has completed 14 days of isolation</p> |
| <p>...NHS test and trace has identified a household member (other than my child) as a close contact of somebody with symptoms or confirmed Covid-19.</p> | <ul style="list-style-type: none"> - The household member must self-isolate for 14 days. - Child can continue to attend school. | <p>...child can continue to attend school</p> |
| <p>... a sibling attending another school has been sent home to self-isolate due to there being a positive case in their school.</p> | <ul style="list-style-type: none"> - Sibling at other school must self-isolate for 14 days. - Child at KAPS can continue to attend. | <p>...child at KAPS can continue to attend school</p> |
| <p>... my child has travelled abroad from a country or territory that is NOT on the exempt list of countries.</p> | <p>If returning from a destination where quarantine is needed[*]:</p> <ul style="list-style-type: none"> - minimum of 14 days self-isolation for all those who travelled. - contact school to inform us you are back in the country and we will agree an earliest date for possible return to school. - Self-isolate the whole household. <p>[*]Foreign Commonwealth & Development Office (FCDO) – for up to date travel information</p> | <p>...the quarantine period of 14 days has been completed.</p> |

| | | |
|--|--|--|
| ... my child has travelled abroad from a country or territory that IS on the exempt list of countries. | <p>If returning from a destination where quarantine is NOT needed:</p> <ul style="list-style-type: none"> - Check the current Exempt countries and territories list to confirm the country you have travelled from or through is on the exempt list. - Ring school to inform us you have returned to the UK and agree a return date to school. | ... you have informed the office of your return to the UK |
| ...I have travelled from a country that requires us to quarantine (but my child didn't travel). | <ul style="list-style-type: none"> - As long as you do not have / have not had symptoms in the last 14 days, your child can continue to attend school. - The person who has travelled MUST NOT leave the house, including to do pick-ups and drop offs (please contact school if you need support getting your child to school). | ...child can continue to attend school |
| ...we have received medical advice that my child must shield. | <ul style="list-style-type: none"> - Do not come to school. - Contact school to inform us and email through any documents to support this - Shield until you are informed that restrictions are lifted and shielding is paused again. | <p>...school inform you that restrictions have been lifted and your child can return to school again.</p> <p>...you receive medical advice that your child may return to school.</p> |
| ...my child's year group bubble is closed due to a Covid-19 outbreak in school. | <ul style="list-style-type: none"> - Child in the closed bubble must not come to school. - Support your child at home with remote education provided. - Your child will need to self-isolate for 14 days. - Other siblings, in other bubbles, must continue to attend school. | ...school inform you that the year group bubble will be reopened. |
| ... I am unable to get a test for someone in the household who has symptoms | <p>If you are not able to get a test, your child and anyone they live with must stay at home and self-isolate for 14 days.</p> <p>Anyone in your support bubble must also stay at home.</p> | ...the child has completed 14 days of isolation. |

If you wish to seek further advice regarding Covid-19, please call the Department for Education Helpline.

Department for Education coronavirus (COVID-19) helpline

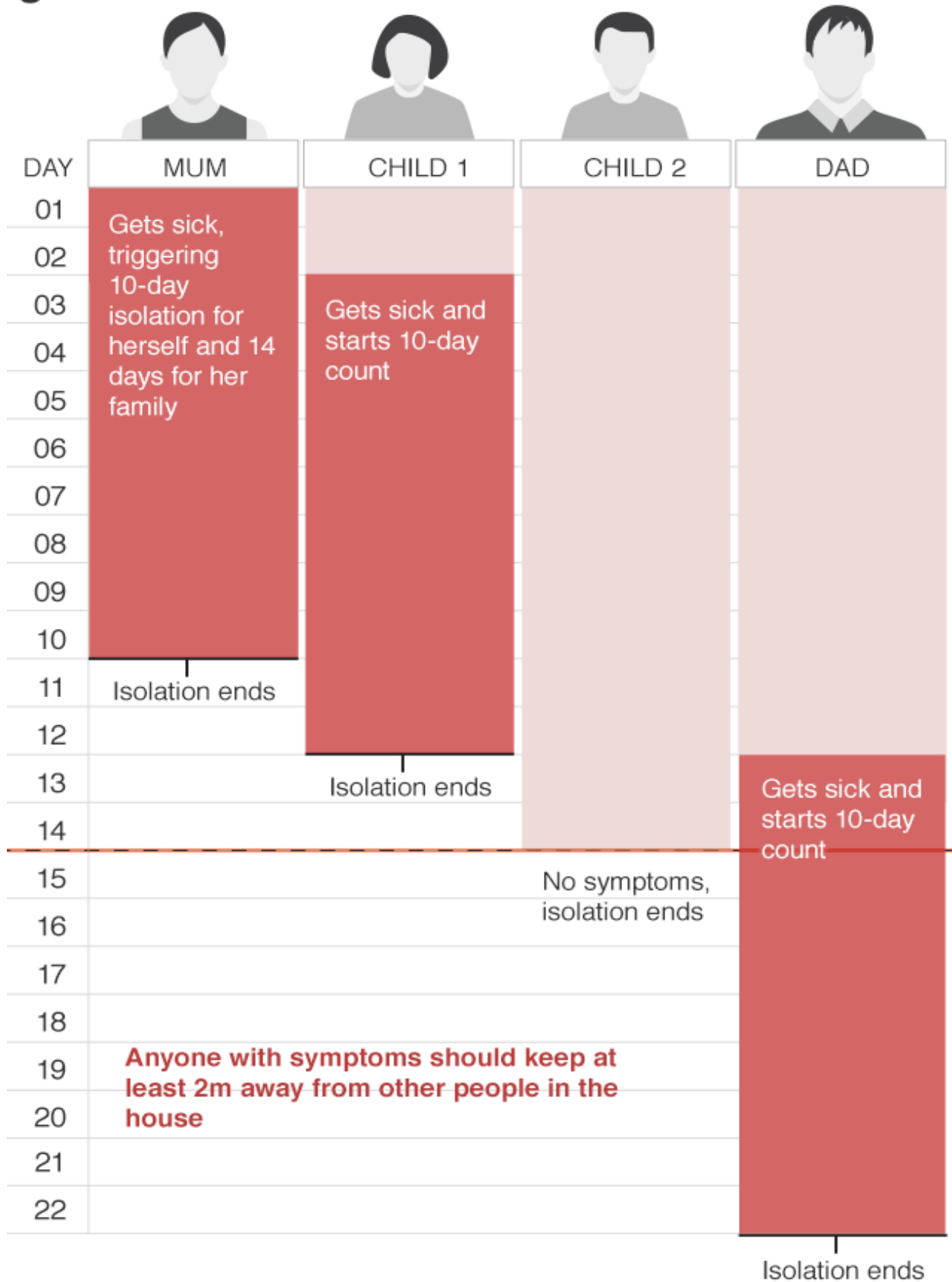
The Department for Education coronavirus (COVID-19) helpline and the PHE Advice Service (option 1) is available to answer any questions you have about coronavirus (COVID-19) relating to education settings and children's social care.

Phone: 0800 046 8687

Opening hours: Monday to Friday 8am to 6pm, Saturday and Sunday 10am to 6pm

Please listen carefully to all of the available options before selecting the most appropriate option for your nursery, school, college or university.

What happens if someone in your family gets sick?



People may be able to pass on coronavirus without showing any symptoms