



**BRADFORD**ACADEMY

## Bradford Academy Attendance policy

### Document handling:

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Governing Body

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### 1. Aims

Bradford Academy aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence
- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence

We will also support parents to perform their legal duty to ensure their children of compulsory school age attend regularly over 96% or better and will promote and support punctuality in attending lessons.

Bradford Academy believes that good attendance is a pre-requisite to a good standard of education as it maximizes the opportunities for each learner to realise their true educational potential. Securing, good attendance must therefore be a high priority for academy staff, governors and Parents/Carers and the learners themselves. By failing to attend school regularly learners diminish the value of education provided for them. Bradford Academy will challenge those learners and their Parents/ Carers who show continued poor attendance and punctuality.

### 2. Legislation and guidance

This policy meets the requirements of the [school attendance guidance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- [The Education Act 1996](#)
- [The Education Act 2002](#)
- [The Education and Inspections Act 2006](#)

- [The Education \(Pupil Registration\) \(England\) Regulations 2006](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2010](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2011](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2013](#)
- [The Education \(Pupil Registration\) \(England\) \(Amendment\) Regulations 2016](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the [school census](#), which explains the persistent absence threshold. This policy complies with our funding agreement and articles of association.

### 3. School procedures

#### 3.1 Attendance register

By law, all schools (except those where all pupils are boarders) are required to keep an attendance register, and all pupils must be placed on this register.

The attendance register will be taken at the start of the first session of each school day and once during the second session. It will mark whether every learner is:

- Present / am session \ pm session
- Attending an approved off-site educational activity V or B
- Absent without a reason O
- Late after registers closed L
- Unable to attend due to exceptional circumstances C

In addition to this and in the secondary phase, an attendance register will be taken at the start of every lesson during the day.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment indicated by their initials

See appendix 1 for the DfE attendance codes. (This appendix also contains the very latest guidance on the use of sub codes to help record specific details around the use of the X and I codes to record absences related to COVID-19).

Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made.

**Start and finish times for the school day have been amended for the academic year 2020/21 as a result of COVID-19 risk assessments. Learners must arrive in school each day during their designated time period and by their start time. (shown below)**

The register for the am session will be taken within a 10 minute period of the designated start time. Registers for the am session will be kept open for a 30 minutes from the designated start time and close at the end of this 30 minute period. The register for the pm session mark will be taken during periods 9/10 at 12pm and will be kept open until 12.30pm. A 'U' code will be recorded for the am/pm session for learners who arrive after the am/pm session register closes – see 3.4.

Primary Phase Timings:

	<b>Entry and Exit point</b>	<b>Start timings of the Day</b>	<b>Finish Time</b>
<b>Year 7</b>	Teasdale Street then Y7 Entrance	Arrive 7.30 for 8.00am start	1.30pm
<b>Year 8</b>	Teasdale street then Main Reception Entrance	Arrive 7.45 for 8.00am start	1.30pm
<b>Year 9</b>	Teasdale Street then Main Entrance	Arrive 8.30 for 9.00am start	2.30pm
<b>Year 10</b>	Teasdale Street then Y7 Entrance	Arrive 8.30 for 9.00am start	2.30pm

<b>Key Stage</b>	<b>Entry and Exit point</b>	<b>Arrival time – Start time</b>	<b>Finish time</b>
EYFS	Lister Avenue then Primary Entrance	8am - 8:10am	2:40pm-3:00pm
KS1	Lister Avenue then Primary Entrance	8:10 - 8:30am	3:00pm-3:10pm
KS2	Lister Avenue then Primary Entrance	8:10 - 8:30am	3:10pm

Secondary Phase Timings:

<b>Year 11</b>	Teasdale Street then 8/11 Entrance	Arrive 8.00 for 8.30am start	2.00pm
<b>Post-16</b>	Teasdale street	Arrive at 8.00 or 10 min before 1 <sup>st</sup> timetabled lesson	2.00pm or after the last timetabled lesson, with previous online leaning arrangements.

### 3.2 Unplanned absence

Parents must notify the school on the first day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9am or as soon as practically possible (see also section 6).

**Parents should telephone the academy absence line on 01274 256 789 on each day of absence.**

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. We will mark this by the I code on the register.

If the authenticity of the illness is in doubt, **the academy may ask parents to provide medical evidence**, such as a **doctor’s note, prescription, appointment card or other appropriate form of evidence**. We will not ask for medical evidence unnecessarily.

If the academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

### 3.3 Medical or dental appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. Please send a copy of the evidence for the attention of their Head of Year who will pass the evidence to the Attendance Officers for your child’s year group. Alternatively, this evidence can be emailed directly to the attendance team using the email address:

[attendance@bradfordacademy.co.uk](mailto:attendance@bradfordacademy.co.uk)

However, we strongly encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for

the minimum amount of time necessary. Parents/ Carers are reminded that the academy closes for learners earlier than the usual time of 3:30pm during 2020/21.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in section 4.

### **3.4 Lateness and punctuality**

A learner who arrives late but before the register has closed will be marked as late, using the appropriate L code.

A learner who arrives after the register has closed (30 minutes after the designated start time for the am session and 1230pm for the pm session) will be marked as absent, using the U code. Alternatively a different appropriate code may be used for an approved absence (see Appendix 1).

### **3.5 Following up absence**

The school will follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. We use a system called first day calling where a member of the attendance or administrative teams will contact you to discuss your child's reason for absence. The use of our WEDUC communication system will also be used.

The academy employs Attendance Officers that will contact you about prolonged periods of absence or complete a home visit to check on the welfare of your child and anticipated date for returning to the academy.

In the event of no one being at the home address the Attendance Officer will leave an A5 calling card to notify you of their visit which has details of how to make contact with them on the card,

As a Parent/Carer it is your statutory duty to ensure your child attends the academy regularly (Over 96%) and to inform us of reasons for their absence.

### **3.6 Reporting to parents**

Parents/Carers may request a copy of their child's attendance at any time through their appropriate Head of Year.

The attendance certificate is a key part of your child's academic report which is provided for you at subject consultation evenings according to the academy calendar and are sent to those who cannot attend for whatever reason.

Please note Subject consultation evenings are currently suspended as a result of COVID-19 planning. Parents/Carers can still request an attendance certificate at any time during the year.

## **4. Authorised and unauthorised absence**

### **4.1 Granting approval for term-time absence**

**Headteachers may not grant any leave of absence to pupils during term time unless they consider there to be 'exceptional circumstances'.**

We define 'exceptional circumstances' as one-off events such a close family member being critically ill e.g. Grandparents, siblings. In which case we ask you to provide as much information as possible in order to help us make this decision.

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion.

Valid reasons for **authorised absence** include:

- Illness and medical/dental appointments – as explained in sections 3.2 and 3.3
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the learner's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart
- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. Absence may be authorised only when a Traveller family is known to be travelling for occupational purposes and has agreed this with the school but it is not known whether the pupil is attending educational provision

The academy policy is **not** to support the taking of holidays during term time.

In examination years, further complications arise as learners prepare for their examinations which occur at different times, or are required to complete internally assessed controlled assessment tasks that contribute to examination grades. These are often to be completed within specific weeks of the year and cannot be accommodated outside these times.

Parents/carers may request leave of absence via the form available from main reception in advance of booking a holiday,

- However approval for absence is at the Principal's discretion and this is only ever granted in exceptional circumstances. The Academy should also be given sufficient time to process the application. No more than ten days leave of absence will be granted in one school year. It is the learners' and parents/carers' responsibility to ensure that any missed work is caught up on their return.
- Parents/carers are reminded that under the new Government legislation school is not allowed to authorise any requests for family holidays taken during term time and has the right to refuse permission. A fixed penalty notice may be issued if this is the case.
- Under no circumstances will the academy instigate study leave for all of Year 11 as DFE guidance now strictly prohibits this practice.

#### 4.2 Legal sanctions

Schools can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age. \*

If issued with a penalty notice, parents must pay £60 within 21 days or £120 within 28 days. The payment must be made directly to the local authority.

The decision on whether or not to issue a penalty notice ultimately rests with the Principal, following the local authority's code of conduct for issuing penalty notices. This may take into account:

- A number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during school hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute the parent or withdraw the notice.

Please note this practice was suspended during the first term of the 2020/21 academic year as a result of COVID-19 planning. As of 8th March 2021, the ability to raise prosecutions has been re-introduced. See guidance at the end of Appendix 3: COVID-19

## 5. Strategies for promoting attendance

At Bradford Academy we reward learners with good attendance above 96% and exemplary attendance of 100%. We do this through the weekly form assembly led by the Heads of Year and through the Attendance Prize draws we offer for learners in a year group. This is regularly advertised via the academy website and Weduc notifications. We also recognise attendance at our annual prize giving events which we cordially invite Parents and Carers to attend. Please see the academy calendar for dates this academic year. These strategies have been adapted for the academic year 2020/21 as a *result of COVID-19 planning*.

## 6. Attendance monitoring

The attendance team monitors learner absence on a daily basis.

Parents are expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2). **Parents are expected to call the academy on each day of absence.**

If a pupil's absence goes above 3 days we will contact the parents to discuss the reasons for this.

If after contacting parents a pupil's absence continue to rise, we will consider involving support from the local authority and may pursue a fixed penalty fine or legal prosecution for persistent absence – see 4.2.

The persistent absence threshold is 10%. If a learner's individual overall absence rate is greater than or equal to 10%, the learner will be classified as a persistent absentee.

Pupil-level absence data is collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics. We compare our attendance data to the national average, and share this with governors.

We will track the attendance of individual learners, identify whether or not there are particular groups of children whose absences may be a cause for concern, and monitor and evaluate those children identified as being in need of intervention and support. Poor attendance and persistent absence at the academy is considered to be a safeguarding issue and we will take necessary steps to ensure the welfare of your child. This includes calling the Police on the 101 service to request a welfare check if all attempts to contact you made by the academy are ignored.

## 7. Roles and responsibilities

### 7.1 The governing board

The governing board is responsible for monitoring attendance figures for the whole school on at least a termly basis. It also holds the Executive Principal and Principal to account for the implementation of this policy.

## **7.2 The Senior Leadership Team**

The Principal and Vice Principal for Support and Guidance are responsible for ensuring this policy is implemented consistently across the academy. The Senior Leader for attendance and the All Through Senior Attendance Officer will monitor school-level absence data, manage the attendance officers, issue fixed-penalty notices and legal action where necessary and report attendance to governors.

The All Through Senior Safeguarding Officer also supports the senior leadership team in monitoring the attendance of individual pupils and supporting wider actions where necessary.

## **7.3 The Attendance Officers**

The attendance officer:

- Monitors attendance data at the school and individual learner level
- Reports concerns about attendance to the All Through Senior Attendance Officer
- Works with the All Through Senior Attendance Officer, Assistant Principals and Year teams to tackle persistent absence across year groups
- Arranges calls, meetings and home visits with parents to discuss attendance issues
- Advises the All Through Senior Attendance Officer and All Through Senior Safeguarding Officer of when to issue fixed-penalty notices and potential legal prosecution for persistent and chronic absence.

## **7.4 Class teachers/form tutors**

Class teachers/form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via SIMs. Class teachers/form tutors should also work with the attendance and year teams to help monitor and highlight patterns of attendance within their classes.

## **7.5 Administration staff**

Administration staff are expected to take calls from parents about absence and record it on the school system.

## **8. Monitoring arrangements**

This policy will be reviewed annually by the Vice Principal Support and Guidance. At every review, the policy will be shared with the governing board.

## **9. Links with other policies**

This policy is linked to our child protection and safeguarding policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness

<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day

## **The use of sub codes**

To help with monitoring of student absence in relation to the Covid-19 pandemic, SIMS has introduced a range of sub codes following a consultation they have had with the DfE. These can only be applied to session marks for attendance codes I (Illness) and X.

The sub codes that can be used to support an I code are:

- I01 – Illness – not linked to Covid-19
- I02 – Illness – Confirmed case Covid-19

The sub codes that can be used to support an X code are:

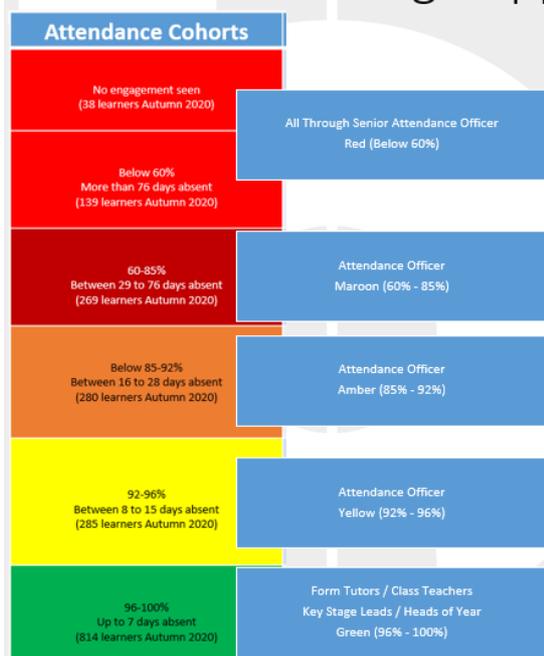
- X01 – non compulsory school age
- X02 – Self-isolating – Covid-19 symptoms
- X03 – Self-isolating – Covid-19 contact inside school
- X04 – Self-isolating – Covid-19 contact outside school
- X05 – Quarantine – self-isolating
- X06 – Shielding as advised
- X07 – Government advice not to attend

Using sub codes will also be helpful when completing the daily Educational Settings form for the DfE.

## Appendix 2 Trigger points

Attendance Cohorts	Strategy	Who	Supported by Safeguarding Teams as appropriate
No engagement seen (38 learners Autumn 2020)	Link with <b>safeguarding team</b> to discuss value of potential prosecution Case for <b>prosecution</b> considered given all the key factors known about the family circumstances (Safeguarding, Early help, number of successful home visits) Prepare and submit CME paperwork to local authority if appropriate Safeguarding non-engagement pathway tool prepared for referral to social services	VPs Support and Guidance All Through Senior Attendance Officer SLT Attendance Lead	
Below 60% More than 76 days absent (139 learners Autumn 2020)	<b>Chronic Persistently absent cohort</b> Case for prosecution or fines (G code LoA) considered given all the key factors known about the family circumstances Safeguarding, Early help, number of successful home visits Formal warning letters to highlight concerns about attendance and to inform of intention to fine and possibly prosecute (where considered appropriate).	All Through Senior Attendance Officer Form Tutors / Class Teachers Key Stage Leads / Heads of Year & Pastoral Key Stage Assistant Principals SLT Attendance Lead	
60-85% Between 29 to 76 days absent (269 learners Autumn 2020)	<b>Severe Persistently absent cohort</b> Cases considered further given all the key factors known about the family circumstances Safeguarding, Early help, number of successful contacts Attendance challenge 'AMBER' initiated Formal warning letters to highlight concerns about attendance. Letter to highlight the possibility of the use of fines and prosecution (where considered appropriate).	Attendance Officer Form Tutors / Class Teachers Key Stage Leads / Heads of Year & Pastoral Key Stage Assistant Principals SLT Attendance Lead	
Below 85-92% Between 16 to 28 days absent (280 learners Autumn 2020)	<b>Persistent Absence at risk / Persistently absent</b> Contact with Parents (Formal letter sent to Parents and attendance contract drawn up – monitoring letter sent if parents fail to adhere) Cases considered further given all the key factors known about the family circumstances Safeguarding, Early help, number of successful contacts Attendance challenge 'YELLOW' initiated Key Stage Leads / Heads of Year reviewing weekly attendance and prevent learner attendance decline	Attendance Officer Form Tutors / Class Teachers Key Stage Leads / Heads of Year & Pastoral Key Stage Assistant Principals	
92-96% Between 8 to 15 days absent (285 learners Autumn 2020)	<b>Intervention tier by Year team and Pastoral team (inc. Form Tutor)</b> Quality conversations recorded on SIMs Pastoral daily caseload generated from this group First day calling undertaken by Attendance Officers Attendance challenge 'GREEN' initiated Home visits – Postcard circle amber Rewards for improvements – Follow up visits for non-compliance Key Stage Leads / Heads of Year reviewing weekly attendance and prevent learner attendance decline	Attendance Officer Form Tutors / Class Teachers Key Stage Leads / Heads of Year & Pastoral	
96-100% Up to 7 days absent (814 learners Autumn 2020)	<b>BAbetheBest Attenders</b> Postcards – visual congratulations circle green and drop Carrot points Key Stage Leads / Heads of Year recognition BAbetheBest Termly Attendance prize draw End of Year Prize qualification for 100%	All Through Senior Attendance Officer Form Tutors / Class Teachers Key Stage Leads / Heads of Year & Pastoral Key Stage Assistant Principals	

## A True All Through Approach to Improving Attendance



- In an All Through approach attendance officers will work with multiple year group teams, their cohort of learners and families will be the same and will use the cohort strategy to improve attendance for all in their cohort
- First day calling and some home visits shared
- In a year group approach attendance officers would only work with their year group teams – however they would have to work with learners and families from all attendance cohorts using multiple strategies
- Year group first day calling and home visits

## **Appendix 3: Covid-19**

### **Attendance from 8 March 2021 onwards**

In its guidelines, the government provides directives regarding attendance at schools from 8 March 2021 for the full return of students back to school after the national lockdown. The full guidance can be found here:

[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/91222/schools-coronavirus-covid-19-operational-guidance)

(Relevant section: Page 32 – 36).

In line with these directives, school attendance at Bradford Academy will be mandatory again from 8 March 2021. The usual rules on school attendance apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Detail of the usual rules regarding attendance at Bradford Academy can be found in Bradford Academy's full Attendance Policy.

During the week commencing 8 March, pupils will be offered the chance to opt-in to asymptomatic testing on site at Bradford Academy. Pupils who opt-in to testing should return to face-to-face education following their first negative test result. Pupils not undergoing testing should attend school on 8 March.

### **Self-isolation and shielding**

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has coronavirus (COVID-19)

The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally. Bradford Academy are able to request from parents a copy of the shielding letter sent to CEV children, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place. Evidence of other medical reasons for absence can take the form of prescriptions, appointment cards, text or email confirmation of appointments, etc. rather than a doctor's note.

Bradford Academy are required to provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19). This activity does not need to be recorded in the attendance register. Bradford Academy should offer pastoral support to pupils who are:

- self-isolating
- shielding
- vulnerable

Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.

#### Recording attendance

Bradford Academy will record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils. During the week commencing 8 March secondary school pupils who have opted into asymptomatic testing on site will be marked as code Y if they are not expected to be attending school for lessons during this week due to the asymptomatic testing programme. Bradford Academy will use code X if a child is self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant legislation or guidance published by PHE or the DHSC. A more detailed explanation of the codes used to record these absences is given in the main body of this policy and also in appendix 1.

#### Parents:

It is important to understand that 8 March 2021, school attendance is compulsory again. This means that all learners should return to Bradford Academy. The only learners who will be unable to attend are:

- those who have opted into asymptomatic testing on site
- those following 'public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are in close contact of someone who has coronavirus (COVID-19)'
- those who remain under the care of a specialist health professional and who are shielding

#### FAQ:

These are some of the questions that parents/carers may have regarding the attendance of their child/ren at school. If they have any further questions that they would like to explore, they will be advised to contact their child's Head of Year or Pastoral Manager.

Question	Answer
<p>I am still anxious about my child's return to school on 8 March and do not want to send him/her into school.</p>	<p>Bradford Academy has followed all the government guidance published in order to make school as safe an environment as it can be.</p> <p>While we understand and are sensitive to the anxiety that exists in our school community, the government have made to clear that attendance at school is compulsory from 8 March.</p> <p>If you would like to discuss your feelings</p>

	<p>further, please contact a member of staff at school. Where we can reassure you and help you feel more comfortable with your child's return to school, we will.</p>
<p>My child was previously told that they needed to 'Shield'. Should this continue?</p>	<p>The process of welcoming learners who were previously shielding back to school will be managed by Bradford Academy's SeNco (Rebecca Whiteley) or Bradford Academy's DSP Manager (Katie Sharp), whoever is the most appropriate for each individual case.</p> <p>Please contact these members of staff to discuss further.</p>
<p>I have received a letter that states that my child should shield as he/she is classed as clinically extremely vulnerable.</p>	<p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised. In cases where children have received a letter stating that they are CEV a copy of the letter will be required by Bradford Academy.</p>
<p>I am following public health advice and self-isolating/shielding because of a suspected or confirmed case of COVID-19. This case could be my child who attends Bradford Academy or another member of the household when my child lives.</p>	
<p>I am following public health advice and my child is currently in a forced period of quarantine.</p>	
<p>My child has been sent home because he/she is displaying Corona virus symptoms. Does he/she have to stay off school even if a test result comes back negative and will I be penalised for any absence?</p>	<p>If your child has symptoms of COVID-19, you will need to arrange a test. They cannot return to school for 10 days if the test result is positive. The whole household who live at the same address and any support bubbles will have to isolate for 10 days as well.</p> <p>If your child has a positive test result please let us know as it impacts on whether we need to take further action to safeguard other people in school and burst bubbles.</p> <p>If your child receives a negative test result, your child may return to school once we have seen confirmation of the negative test result. At this point, siblings may also return to school as long as they are not displaying symptoms themselves.</p>

	<p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>If you choose not to have a Covid-19 test your child and anybody else within the household with have to isolate for the 10 day period.</p> <p>**Please note the 10 days starts the day after the first day of symptoms.</p>
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Bradford Academy will continue to communicate clearly and consistently the expectations around school attendance to families and any other professionals who work with the family where appropriate. Bradford Academy will also identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. As a part of this strategy, Bradford Academy will put particular emphasis on:

- disadvantaged and vulnerable children and young people
- pupils who were persistently absent prior to the pandemic
- pupils who have not engaged with school regularly during the pandemic

Bradford Academy will work closely with other professionals across the education and health systems, where appropriate, to support school attendance. We will continue to notify a pupil's social worker, if they have one, of non-attendance.

### **Vulnerable children**

Where pupils who are self-isolating are within our definition of vulnerable, we have put systems in place to keep in contact with them. When a vulnerable pupil is required to self-isolate, Bradford Academy will:

- notify their social worker (if they have one)
- agree with the social worker the best way to maintain contact and offer support

Bradford Academy will:

- check if a vulnerable pupil is able to access remote education support
- support them to access it (as far as possible)
- regularly check if they are accessing remote education

All pupils in Bradford Academy's alternative provision (Academy Plus) will be expected to attend school full-time for 8 March 2021.

### **The continuation of the completion of the daily educational setting status form**

From 1<sup>st</sup> September 2020 there was a requirement for schools to resume the filling in of the daily educational settings status form. The guidance below was taken from the daily email from the DfE (28<sup>th</sup> August 2020).

***'Guidance on recording attendance in the autumn term and the educational settings status form***

*School attendance will be mandatory from the beginning of the autumn term and the usual rules on school attendance will apply.*

*There may, however, be circumstances where pupils cannot attend school due to coronavirus (COVID-19), such as if they are required to self-isolate.*

*It is therefore vital that schools resume taking their attendance registers as normal and:*

- *follow up any pupil absences*
- *complete the daily [educational setting status form](#) from 1 September or the day that term starts*
- *complete the status form by 12 noon daily'*

The requirement to complete this form has continued through lockdown and will continue after 8 March, when all learners return to school. The procedure for filling in this form will be led by B. Moxon (AVP Support and Guidance). The completing of the form will be carried out by J. Bagri (Data Manager).

Useful documents:

[Schools coronavirus \(COVID-19\) operational guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

[COVID-19 - 'shielding' guidance for children and young people](#)

[What parents need to know about early years providers, schools and colleges during COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

BSO updated 16 12 2020

Prosecution Advice for Schools - Non School Attendance

- Where schools buy-in or employ their own independent educational welfare provider they cannot prosecute parents as this power remains solely with the Local Authority. However, they can make referrals to the Local Authority, which then decides whether to prosecute parents. Please see guidance for schools [Here](#)

Referral Process

- Prior to making a referral for Penalty Notices or Prosecution please ensure you consider the questions on the checklist below and provide related evidence as part of the referral.
- If poor attendance is due to Covid-19 please see the checklist [Here](#) and complete the referral [Here](#).
- If poor attendance is not due to Covid-19 please see the checklist [Here](#) and complete the referral [Here](#).
- To ensure the Local Authority has the right information available to consider your request for Penalty Notice or Prosecution please include all information on the checklist in the referral. Failure to do this may result in the referral being returned for more information.

**Please ensure all referrals are completed electronically and emailed to [attlegal@bradford.gov.uk](mailto:attlegal@bradford.gov.uk)**

To ensure the Local Authority has the right information available to consider your request for Penalty Notice or Prosecution, please include the information below:

- A comprehensive chronology of support carried out by school. (CPOMS/SIMS)
- Evidence of home visits that have been carried out and the outcome. (CPOMS)
- Details of communication with the family e.g. text/email/calls/letters.
- Details of meetings that have been held with parents and the outcome (meetings can be carried out virtually).
- Any referrals or offers of additional agency support that have been made to support the family. Details of the outcome.(CPOMS MARF submitted/ Safer Schools support)
- Details of any financial hardship. (CPOMS/FSM records)

Please include all relevant information alongside the pupil's attendance certificate and completed referral form to [attlegal@bradford.co.uk](mailto:attlegal@bradford.co.uk). Please note, referrals received that do not contain enough evidence will be returned to the referrer for additional information.