



New Horizons Children's Academy

Attendance Policy – Covid-19 Addendum

September 2020

Last update 1st April 2021

Subject to change to ensure compliance with Government guidance

Government Guidance states that all pupils in all year groups will return to school full time on Monday 8th March 2021.

This addendum to the Attendance Policy is for use by all TSAT schools during the arrangements of pupils returning to school. It is to be used in conjunction with, and read alongside, the school's Attendance Policy.

We will continue to promote good attendance; thus enabling and encouraging all pupils to achieve excellence. Attendance has a direct relationship with the attainment of individuals and groups of pupils and the standards thereby achieved by the school. Securing good attendance is a fundamental responsibility within our duty to safeguard and promote the welfare of the children in our school.

Absence from school remains detrimental to a child's education. Any unexplained absence from school will be followed up in the normal manner as per the existing policy. This is in line with our safeguarding policy and practices.

Our aim is to support all students to attend every day. Where there are concerns with attendance, usual support mechanisms will be offered by the school. It is important that parents/carers discuss any concerns fully with staff at the school so that plans can be made to improve attendance for the child.

School day adjustments

| Year Group | Registers Open | Register Closes | Location | Afternoon Pick Up Slot | Location |
|------------|----------------|-----------------|---------------------------------|------------------------|---------------------------------|
| Reception | 8.20am | 8.30am | Gate at the bottom of blue path | 3.10pm-3.20pm | Gate at the bottom of blue path |
| Year 1 | 8.20am | 8.30am | Gate by the office | 3.10pm-3.20pm | Gate by the office |
| Year 2 | 8.30am | 8.40am | Pedestrian gate Park Crescent | 3.10pm-3.20pm | Pedestrian gate Park Crescent |
| Year 3 | 8.30am | 8.40am | Gate by bike shed | 3.20pm-3.30pm | Gate by office |
| Year 4 | 8.40am | 8.50am | Pedestrian gate Park Crescent | 3.30pm-3.40pm | Pedestrian gate Park Crescent |
| Year 5 | 8.20am | 8.30am | Gate by bike shed | 3.30pm-3.40pm | Gate by bike shed |
| Year 6 | 8.20am | 8.30am | Pedestrian gate Park Crescent | 3.20pm-3.30pm | Pedestrian gate Park Crescent |

Pupils arriving after the registers have closed will be coded U (Late after registers close) which counts as an unauthorised absence for the whole morning session.

Exemption and Guidance

- If you or your child are ***clinically extremely vulnerable***, you should have received a letter confirming this or have been told directly by your GP or hospital clinician. The Academy will require a copy of the letter.
- For the most up to date guidance on clinically extremely vulnerable and shielding, please visit www.gov.uk/coronavirus.

Further guidance; <https://www.nhs.uk/conditions/coronavirus-covid-19/>
<https://www.gov.uk/coronavirus/education-and-childcare>