



London Design & Engineering UTC

Attendance Policy: COVID-19 Addendum

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Policy Approved by	STL Committee
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Version Control Table

Version	Date	Amended by	Rationale
0.1	05.11.2020	Kenan Drugzani	First draft of new policy
1.0	12/11/2020		Version approved by Committee

Guidance on version Control:

The above is an example of how to complete the Version control table.

Versions are 0.1, 0.2 etc until such point as the document is approved. Then it becomes version 1.0.

Subsequent edited versions become 1.1, 1.2, or if it's a major update, 2.0. Do not worry about the numbers going up and up its about getting the policy right – it's all fine.

ATTENDANCE POLICY: COVID-19 ADDENDUM

Policy Coverage

THE POLICY APPLIES OR COVERS THE FOLLOWING GROUPS			
Type of Learner	Tick (✓)	Type of Stakeholder	Tick (✓)
Key Stage 3 (KS3) Carousel	✓	Teaching Staff	✓
Key Stage 4 (KS4) GCSE	✓	Education Support Staff	✓
Key Stage 5 (KS5) Level 2	✓	Administrative Support Staff	✓
Key Stage 5 (KS5) Level 3	✓	Directors	✓
Key Stage 5 (KS5) A Levels	✓	Employers	✓
Apprentices	✓	Visitors / Contractors	✓

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1. Aims and scope

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

- Ensuring every learner has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and learners who are concerned about the return to college 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 policy and should be read in conjunction with that policy. Unless covered here, our normal attendance policy 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 learners.

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 reflects the latest advice from the London Borough of Newham.

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 learners of compulsory school age to attend college unless:

- They have been granted an authorised absence by the college in line with section 1 of our normal attendance policy.
- They cannot attend college 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 learner's travel to, or attendance at, college 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 Learner develops symptoms or lives with someone who does

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

If the learner's test result is negative: the learner will return to college 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 learner lives with tests negative: the learner will stop self-isolating and return to college

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

The learner's parent/carer must notify the college about the positive test result as soon as possible. The parent/carer has to email absence@ldeutc.co.uk informing of such.

Learners who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to college when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the learner's household or a 'close contact' tests positive, the learner must self-isolate for 14 days. The learner must do this from when the member of their household first had symptoms, or the day the learner 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. Learner has to quarantine after travel abroad

The parent/carer must notify the college if their child has to quarantine after travel to a country that is not on the government's exemptions list.

The learner must quarantine for 14 days on their arrival to the UK and return to college thereafter.

4.4 Learner is required to shield during a local lockdown

The parent/carer will notify the college if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to absence@ldeutc.co.uk or a photocopy to the college address for the attention of Kenan Drugzani and Gloria Gold.

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

4.5 Remote learning provision

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

Our approach and expectations regarding remote learning are set out in our remote learning policy which has been shared with learners and parents/career at the start of the academic year 2020/21 and it forms an integral part of our re-opening college plan. This guidance which can be found on the Covid-19 information section of our college website too. We will keep a record of, and monitor, learner engagement with remote learning, but we will not track this information in the attendance register. This monitoring is completed through quality assurance of lessons from the Teaching and Learning aspect of the college. All lessons are broadcasted as per our re-opening plan. Learners have the opportunity to attend those lessons regardless of the reason for absence. The college will keep register of remote learning and their engagement if the college is closed due to lockdown.

5. Recording attendance

We will take our attendance register at the start of the first session of each college day and once during the second session. It will mark whether every learner is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances' (as defined in section 1 of our normal attendance policy)
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)

Learners must arrive in college at their designated time slot on each college day at different entry point.

Morning registers for Y9-13 as follows:

- Year 9 at 8.35am,
- Year 10 at 8.45am,
- Year 11 at 8.25am,
- Year 12 at 8:55 and
- Year 13 at 8:50am.

The registers will remain open for 10 minutes. Portable registers on each entry point are taken in the morning and end of day, which then can be used for various purposes such as fire drills registers etc.

The morning registration period will start and end as below:

- Year 9 (8:40-9:00am)*
- Year 10 (8:50-9:00am)*
- Year 11 (8:30-9:00am)*
- Year 12 (10:40-11:50am)*
- Year 13 (10:40-11:50am)*

6. Following up absence

Where any learner we expect to attend college does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer
- Notify their social worker, where they have one

If a learner does not attend because they, and/or their parent/carers are concerned about returning to college because of coronavirus, we will:

- Arrange a phone call/video meeting/in-college appointment between the parent/carers and a member of the Pastoral team and/or SLT to explain the protective measures the college is taking to keep learners safe

6.1 Legal sanctions

Having taken in consideration the advice provided by the DfE and the London Borough of Newham (LBN) at the start of academic year 2020/21, the penalty procedures (described in our normal policy) for unauthorised absences are put on hold for the first term.

Furthermore, given the current circumstances that as of Nov 5th 2020 the nation will be on another lockdown for four weeks, the LDE UTC has requested further clarification and guidance from the LBN attendance team if the same advice applies during this time or do, we action the penalty procedures as per “normal” policy.

LDE UTC is yet to receive this response and once it has it addressed; the college will act accordingly by putting in writing to parents/careers the final decision.

7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum 2 months during term time by Kenan Drugzani- Assistant Principal in charge of Behaviour and Attitudes.

Appendix 1: Learner 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)	Learner has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Learner remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Learner has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Learner has to self-isolate (for 14 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Learner 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)	Learner has to quarantine (for 14 days) after a trip to a non-exempt country
X	Not attending in circumstances relating to coronavirus (COVID-19)	Learner 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)	Learner is asked not to attend in the case of local lockdown