



City Learning Trust

Inspiring Outstanding Achievement



Haywood Academy

Inspiring Creativity & Achievement

city college

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COVID-19 Attendance Policy Addendum in response to the COVID-19 Pandemic

School Name: Haywood Academy and City College

Policy owner: Nathan Legg

Date: Updated 5.01.21

1. Context

Following the Prime Minister's announcement on 4th January 2021, only children of critical workers and vulnerable children and young people should attend school or college. All other students will receive remote education.

2. Key Contacts

<u>Role</u>	<u>Name</u>	<u>Contact Number</u>	<u>Email</u>
Designated Safeguarding Lead	Mrs A O'Dea	01782 853535	aodea@clt.haywood.coop
Deputy Designated Safeguarding Lead	Mrs C. Ryder	01782 853535	cryder@clt.haywood.coop
Academy Attendance Lead	Mrs A. Darley	01782 853535	adarley@clt.haywood.coop
Trust Director of Inclusion & SEND	Mr N. Legg	01782 853535	nlegg@citylearningtrust.org
Designated Governor for Child Protection	Mrs K.Smith	01782 853535	ksmith@clt.haywood.coop

3. Vulnerable Children

The DfE defines vulnerable children as students:

- assessed as being in need under section 17 of the Children Act 1989, including children and young people who have a child in need plan, a child protection plan or who are a looked-after children
- have an education, health and care (EHC) plan
- have been identified as otherwise vulnerable by educational providers or local authorities (including children's social care services), and who could therefore benefit from continued full-time attendance, this might include:
 - children and young people on the edge of receiving support from children's social care services or in the process of being referred to children's services
 - adopted children or children on a special guardianship order
 - at risk of becoming NEET ('not in employment, education or training')
 - those living in temporary accommodation
 - those who are young carers
 - those who may have difficulty engaging with remote education at home (for example, due to a lack of devices or quiet space to study)
- care leavers
- other children and young people at the provider and local authority's discretion including pupils who need to attend to receive support or manage risks to their mental health

The Academy will provide face-to-face education for students who are defined as vulnerable and those who have parents who are 'critical workers'. For the most recent list of 'critical workers' please click on the following link:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision> Students for whom on-site provision is being provided will be recorded in line with the **normal school attendance requirements**.

In all circumstances where a vulnerable child does not take up their place at the Academy or the place discontinues, the Academy will notify any agencies (including a social worker, if the family have one). A member of the Academy staff at least once per week will make safe and well telephone calls for all vulnerable students. Any vulnerable students who have been offered a place within the Academy will be coded 'C' on the register if they do not attend.

Attendance monitoring

As of the 5th of January 2021, only children of critical workers and vulnerable children and young people should attend school or college. All other pupils and students will receive remote education.

Students contacted by the Academy with an offer of a place for on-site provision are expected to attend other than those in the following categories:

- Students who have been advised that they are clinically extremely vulnerable (CEV) and therefore will access work remotely;
- Students who have been diagnosed with COVID-19;
- Students who live in a household with a person with COVID-19;
- Students who have been advised either by NHS Track and Trace or via the Academy that they are to isolate for a period.

Students who fall into the above categories will be marked as attendance code 'X'.

All other students who are required to access remote learning only will also be marked as code 'X'.

2. Designated Safeguarding Lead

The Academy has a Designated Safeguarding Lead (DSL) and a Deputy DSL.

The Designated Safeguarding Lead is: Mrs A. O'Dea

The Deputy Designated Safeguarding Lead is: Mrs C. Ryder

The Trust leads for Safeguarding are: Nathan Legg and Marie Faichney

A member of the Academy or Trust Safeguarding team will be available to be contacted via phone or online video - for example when working from home. Where a trained DSL (or deputy) is not on site, in addition to the above, a senior leader will assume responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection online management system, CPOMS and liaising with the offsite DSL (or deputy)

and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

It is important that all Academy staff and volunteers have access to a DSL, Deputy DSL or senior Academy or Trust leader responsible for safeguarding. On each day staff on site will be made aware of that person is and how to speak to them. The DSL will continue to engage with social workers, and attend all multi-agency meetings, which can be done remotely.

This addendum will be reviewed on an ongoing basis in line with UK Government guidance.