



# Roding Valley High School: Addendum to Section 7 of the Attendance Policy 2020

## Section 7: Procedures

### Registration

**Year 7:** Arrive on site at 8.20am. 8.35am go into class lines. 8.40am period 1 starts. Arrival after 8.35am will be marked as late (L code). Should they arrive after the register has closed they will be marked with an authorised absence or unauthorised absence (U code).

**Year 8 and Year 9:** Arrive on site at 8.30am. 8.35am go into class lines. 8.40am period 1 starts. Arrival after 8.35am will be marked as late (L code). Should they arrive after the register has closed they will be marked with an authorised absence or unauthorised absence (U code).

**Year 10 and Year 11:** Arrive on site at 8.50am. 8.55am go into class lines. 9am their first lesson of the day starts (period 2). Arrival after 8.55am will be marked as late (L code). Should they arrive after the register has closed they will be marked with an authorised absence or unauthorised absence (U code).

**Year 12 and Year 13:** Arrive on site at 9am and go straight to their first lesson on the day (period 2). Arrival after 9am will be marked as late (L code). Should they arrive after the register has closed they will be marked with an authorised absence or unauthorised absence (U code).

Morning registers are taken in the first lesson of the day. Afternoon registers are taken in period 5.

13			9.00 Arrival	9.00-10.00 Period 2	10-11.00 Period 3	11.00-11.25 Break	11.25 Line up	11.30-12.30 Period 4	12.30-13.30 Period 5	13.30 Departure	Period 6 Online				
12			9.00 Arrival	9.00-10.00 Period 2	10-11.00 Period 3	11.00-11.25 Break	11.25 Line up	11.30-12.30 Period 4	12.30-13.30 Period 5	13.30 Departure	Period 6 online				
11			8.50 Arrival	8.55 Line Up	9.00-10.00 Period 2	10-11.00 Period 3	11.00-11.25 Break	11.25 Line up	11.30-12.30 Period 4	12.30-13.30 Period 5	13.30-13.55 Break	13.55 Line up	14.00-15.00 Period 6	15.00-16.00 Period 7 Intervention/ C&C as appropriate	
10			8.50 Arrival	8.55 Line Up	9.00-10.00 Period 2	10-11.00 Period 3	11.00-11.25 Break	11.25 Line up	11.30-12.30 Period 4	12.30-13.30 Period 5	13.30-13.55 Break	13.55 Line up	14.00-15.00 Period 6	15.00-15.20 Reg/C&C	15.20 Departure
9			8.30 Arrival	8.35 Line Up	8.40-9.00 Period 1	9.00-10.00 Period 2	10.00-10.25 Break	10.25 Line up	10.30-11.30 Period 3	11.30-12.30 Period 4	12.30-12.55 Break	12.55 Line up	13.00-14.00 Period 5	14.00-14.50 Period 6	14.50 Departure
8			8.30 Arrival	8.35 Line Up	8.40-9.00 Period 1	9.00-10.00 Period 2	10.00-10.25 Break	10.25 Line up	10.30-11.30 Period 3	11.30-12.30 Period 4	12.30-12.55 Break	12.55 Line up	13.00-14.00 Period 5	14.00-14.40 Period 6	14.40 Departure
7			8.20 Arrival	8.35 Line Up	8.40-9.00 Period 1	9.00-10.00 Period 2	10.00-10.25 Break	10.25 Line up	10.30-11.30 Period 3	11.30-12.30 Period 4	12.30-12.55 Break	12.55 line up	13.00-14.00 Period 5	14.00-14.40 Period 6	14.40 Departure

### Absences

All absence will be recorded as either authorised or unauthorised. Should an explanation for an absence not be received or should the explanation be deemed unsatisfactory then that absence will be recorded as unauthorised.



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**Absence due to illness:** Parents/Carers must contact the school by **9.30am every day** of any absence using the school telephone number: **020 8508 1173**. The reason for absence will be recorded on the school system. Please see our guidance for childhood illness on our weekly parent bulletin or telephone the school for advice.

If you believe your child's absence is related to **Covid-19** it is imperative that you follow the government guidance which can be found [here](#).

### **It is essential that parents and carers:**

Check that your child/children do not have any coronavirus symptoms before sending them to school each day. This includes checking for the following key symptoms:

1. **High temperature:** This means you feel hot to touch on your chest or back (you do not need to measure your temperature)
2. **New, continuous cough:** This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
3. **Loss or change to your sense of smell or taste:** This means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

You can find the advice from the NHS [here](#).

- Keep your child/children off school if they are unwell with these symptoms and arrange for them to have a COVID-19 test as soon as possible. The school has a duty to inform the year group bubble and staff with whom they may have come into contact with, if a student is having a test as they have exhibited COVID-19 symptoms. Ensure you follow the government guidance about self-isolating all members of your household if one of your household has coronavirus symptoms.
- Inform the school immediately if your child is absent or self-isolating. It is not appropriate to self-isolate without seeking a COVID-19 test.
- Take responsibility for ensuring your child or someone in your household with symptoms has a Covid-19 test. **If it is positive you must inform the school immediately.**
- Inform the school if your child has been isolating, has had a negative test result and is eligible to return to school. You must contact the Attendance and Welfare Manager to discuss their return.
- Understand that once a period of self-isolation begins, if no test is taken to determine a positive or negative result, the full period of 7 days must be observed.

If no notification of absence is received by the school, a text message and email will be sent home, if there is no response to the text message/email the school will then telephone you, if this contact is unsuccessful the school may attempt to telephone other emergency contacts on the school system. The absence will remain unauthorised until the school has a response to this.

If a reason for illness is not supplied a letter will be sent home requesting a reason for absence. **5 days or 10 sessions** of unauthorised absence in a 10 week period may result in a Penalty Notice being issued in accordance with the Essex Code of Conduct. (**£120 per child per parent / £60** if paid within **21 days**). If this penalty is not paid the local authority will instigate legal proceedings against the parent/carer in the Magistrates Court.

If a student is absent for a period of over 3 days and the school has not had any communication from a parent/carer a home visit may be carried out by the Attendance Manager to establish where the child is. Following this, if there is still no response from the

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parent/carer and the child is absent from school for a total of 10 days and no communication has been made, that child will be reported as 'missing in education' to the Local Authority. Where a student appears to be having an unacceptable level of absence due to illness, the school may request that medical evidence (such as appointment cards or prescribed medication) be provided to cover all absences. Failure on the part of the parent/carer to provide such medical evidence will result in the absences being recorded as unauthorised and a Legal Action Warning Letter may be issued by the school, or a referral to the Local Authority Attendance Compliance Team will be considered.

If there are concerns with a student's attendance level, letters will be sent home to parents/carers and a School Attendance Meeting (SAM) with the Attendance Manager and Year Progress Leader may be arranged.

### Lateness

Students who arrive at school after their morning arrival time has finished should only enter the site through the 'Late Gate' on Alderton Hill observing social distancing rules, in order to preserve the year group 'bubbles.' Their name and reason for lateness will be recorded by a member of staff up until 9.15am. Thereafter, students arriving at school should use the main school entrance. Unless the parent/carer has contacted the school with a valid reason for the lateness prior to the student arriving such as a medical appointment, the student will then serve a 20 minute detention in their second break of the day (Years 7-11). Failure to attend any of these detentions will result in further sanctions leading to after school detentions. Year Progress Leaders regularly monitor the punctuality of their year group and students may be placed on a Punctuality Report if the lateness continues.

### Term-Time Holidays and Other Absences

*There is no change to this section from the main policy, other than for parents and carers to note that full time attendance is even more important than ever following the recent Covid-19 events.*

Roding Valley High School strongly urges parents/carers to avoid booking family holidays during term-time. Leave of absence for such holidays will not be granted. It is the Headteacher's discretion on a case by case basis to authorise a leave of absence only if they feel there are exceptional circumstances.

An absence will only be authorised in exceptional circumstances and must be applied for in writing at least 10 days before the date of absence, using the Leave of Absence form available from the school office. When looking at a leave of absence request there are a number of factors that influence the decision, these factors will include the reason for the leave of absence, the student's current level of attendance, the year group the student is in and the impact on learning. If the leave of absence is taken without the request being agreed or no request for leave of absence has been received, the absence will be recorded as unauthorised (G code). Where there have been 5 consecutive days or more of unauthorised absence or three consecutive days in the first 2 weeks of September, this may result in a Penalty Notice being issued in accordance with the Essex Code of Conduct (**£120 per child per parent if paid within 21 days**). If this penalty is not paid the local authority will instigate legal proceedings against the parent/carer in the Magistrates Court

**Ratified by the Governors on 15-07-2020**

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