



The Portsmouth Academy

Attendance Policy – Covid-19 Addendum

September 2020

Last update 2th October 2020

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 at the beginning of the autumn term.

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

Arrival & Departure times

Year 7	8.25am – 2.54pm	Back Gate (Manor Road)
Year 8	8.30am – 2.56pm	St Mary's Gate
Year 9	8.40am – 2.58pm	Back Gate (Manor Road)
Year 10	8.45am – 3pm	St Mary's Gate
Year 11	8.45am – 3pm	Reception

Please note, students that arrive late to school in the morning without valid reason or prior notification from parent/carer will be issued with a 20 minute same day detention.

Information

- Registers are checked every period.
- A student who arrives on time will be marked present (/)
- If a student arrives late they are marked with an L
- If we do not receive a reason for absence, the absence will be unauthorised (O)
- All medical appointments should be made outside of school hours as reasonable possible. Where this is unavoidable, medical evidence will be required.

- Any absence that lasts longer than 3 days will require medical evidence in order for the absence to be authorised.

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>