

Attendance Covid 19 Addendum

Recording attendance in schools during the COVID 19 outbreak

It is recognised that the attendance of children in schools has been dramatically impacted due to the lockdown procedures in place during the COVID19 outbreak and, therefore, that the recording of attendance will need to be modified to reflect this. Consequently, temporary adjustments have been made to the Attendance Policy.

Changes made to this policy will be communicated to governors, staff and parents.

At this time, all absence will be classed as authorised and parents will not be penalised if their child does not attend school. However, it is the school's responsibility to work with and support the relevant families in regards to pupils returning to school.

Under the Coronavirus Act 2020, the law has been relaxed, so that the parent of a child of compulsory school age is not guilty of an offence on account of the child's failure to attend regularly at the school at which the child is registered (section 444 of the Education Act 1996).

In line with statutory guidance released by the government on 28 May 2020 the following procedures will be temporarily implemented in school once wider opening is in place from 8 June 2020. From this date, schools are expected to:

- Resume taking an attendance register.
- Use the codes and procedures outlined below to record attendance and absence in the attendance register.
- Submit daily attendance figures using the educational setting status form.

Children are returning into school in timetabled groups and it is the responsibility of the teacher leading the group to record the attendance of their group on the agreed proforma and pass this by 11am to the school office so it can be inputted into the SIMS registration system. The Designated Safeguarding Lead (DSL) for that day will then complete the educational setting status form by midday.

Recording attendance for pupils who are not eligible to attend a session

This includes any pupil who is not in an eligible year group or priority group (children of critical workers and vulnerable children). This may also include children who are in an eligible year group but are not required in school for a specific session. Pupils will be recorded as **code X** (not required to be in school). (Temporarily, code X can be used for compulsory school age children – usually it is only used where non-compulsory school age children are not expected to attend.)

Recording attendance for pupils who are eligible to attend a session but do not.

This includes children in eligible year groups, children of critical workers and vulnerable children, such as:

- where a pupil is shielding, self-isolating or the pupil has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they will be recorded as **code Y** (unable to attend due to exceptional circumstances). (Temporarily, code Y will be used where a pupil is prevented from attending school due to following government guidance on coronavirus).
- where a pupil cannot attend school due to illness that is not COVID-19, as would normally be the case, the pupil will be recorded as **code I** (illness).

- where a pupil does not attend school - despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school, the pupil will be recorded as **code C** (leave of absence authorised by the school) where no other authorised absence code is appropriate.

Using other authorised absence and attendance codes

Where other specific authorised absence and attendance codes are more appropriate, St Charles' will use these as usual, such as **code M** (medical appointment).

Registration open time with staggered start times

How long the register should be kept open in normal circumstances is outlined in the main body of this policy but while staggered start times are in place, the period the register is open may be extended, and if required, the register reopened.

This document has been produced using the DFE's statutory guidance:

'Recording attendance in the school attendance register during the COVID 19 outbreak' which can be found at

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form>

Review

This addendum will be reviewed in light of new Government guidance as and when it is published.