

Primary Attendance Policy Addendum during coronavirus outbreak: with effect from 1<sup>st</sup> June 2020

## **Recording attendance in the school attendance register during the coronavirus outbreak**

### **Context**

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. During this time the attendance register on the school's Management Information System (MIS) was not completed as schools were essentially closed to the wider school population. During this time therefore, all children were recorded as # (schools closed) on the MIS. The number of children attending school each day, however, has been recorded with the Department for Education (DFE) on a daily basis.

### **Next Steps**

Educational settings now need to resume taking an attendance register on the school's Management Information System (MIS), using the codes suggested by the DFE. In addition to taking the register all settings will continue to submit daily attendance figures to the DFE.

### **Taking attendance during the coronavirus pandemic**

Until we are ready to reopen to more pupils, the school will adhere to the current government guidance by implementing the following measures:

- Attendance is non-compulsory and parents will not be fined for not bringing their child to school in line with the Coronavirus Act 2020 Disapplication of section 444(1) and (1A) of the Education Act 1996 (England) Notice 2020.
- The school remains open for all vulnerable pupils and children of critical workers who cannot receive sufficient care at home.

All pupils will be given a code on the MIS (school register) as follows:

- Pupils who are not eligible to attend a session, will be given an X code (not required to be in school)
- Pupils who are eligible to attend a session but do not due to the pupil having an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school will be given a Y code (unable to attend due to exceptional circumstances)
- Pupils who have coronavirus symptoms, will be coded as 1
- Pupils who are self-isolating will be coded as 2
- Pupils who are shielding will be coded as 3

- Pupils who are eligible to attend a session and are not ill with coronavirus symptoms, not shielding, not self-isolating, not unable to attend due to illness, nor have 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)
- Pupils who are ill but with non-coronavirus symptoms will be coded as I (illness)
- Pupils who have a medical appointment will be coded as M (medical appointment)
- During the coronavirus outbreak, no absences will be recorded as unauthorised and parents will not be fined for their child's absence from school.
- **If a child that is expected to be in school does not attend, the school will contact the child's parents or primary carers to ensure the safety and security of the child.**
- **The school will ensure those who are expected to attend school are doing so, and any unexplained absences are dealt with using the correct channels.**
- **The school will devise a Coronavirus (COVID-19) Reopening Plan which will enable it to reopen safely and adhere to strict social distancing and hygiene rules – this plan will be made in collaboration with parents, governors, staff and any other relevant party.**
- **The school respects the concerns of parents and will not pressure them into bringing their child to school if they feel the setting is unsafe, and will the school's plan to keep pupils safe in line with Public Health England's (PHE's) advice, offering reassurance where required.**
- **Parents will inform the school if their child (who is expected to attend school) is ill, and/or displaying symptoms of coronavirus, and is unable to attend school as a result.**
- **If a pupil lives with an extremely clinically vulnerable person, they will only be able to attend school if they adhere to strict social distancing measures.**
- **Under no circumstance will an individual enter the school grounds if they are displaying symptoms of coronavirus.**

### **Staggered start times**

As the Academy now have staggered start times, we are temporarily extending how long the registration period is open. Registration period will now close at 11.00am, instead of 9.30am, during the coronavirus outbreak.

**Department for Education reference (last updated 28<sup>th</sup> May 2020)**

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>