

Attendance Policy – Covid-19 Pandemic Addendum (June/July 2020)

This addendum follows the Government Guidance on recording attendance during the period of wider opening of schools in June 2020 during the Covid-19 Pandemic.

<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>

Expectations of Students and Parents

1. Students in Y10 will be invited into school on a rota basis and this will be communicated by letter to parents.
2. Students are expected to attend their allocated session unless:
 - (a) They are ill (whether this is Covid-19 related or other reasons)
 - (b) They are self-isolating (because they are shielding a member of their family who is clinically extremely vulnerable, or because they themselves are clinically extremely vulnerable, whether they are self-isolating because a member of their family have Covid-19)
3. Students who have been identified as vulnerable or who are the children of critical workers will continue to attend as per current arrangements.
4. All attendance in school will be registered in accordance with the Government adapted guidance.
5. Attendance phone calls will be made daily to all students who we are expecting to attend. Absence marks will be coded appropriately in accordance with Government guidance.
6. The formal process for addressing non-attendance through LA legal proceedings are suspended until further notice from the Government.

School Attendance Processes

1. We will resume taking an attendance register once wider opening begins for Y10 and Vulnerable/Critical Worker groups.
2. We will use the recommended codes below to record attendance in the SIMs register.
3. Registers will be taken each morning in student groups by HOY10 and for the Critical Worker/Vulnerable Group by the allocated HOY for this group. Attendance will be recorded in SIMs according to the coding outlined below.
4. Lesson Attendance Registers will be provided and printed each lesson.
5. HOY linked to each P1 teaching group will make attendance calls for students not present and update reasons on SIMs.
6. Registers will be taken throughout the day for the Y10 groups by the pastoral team, who will visit each lesson and record to ensure all students are attending lessons.
7. We will continue to submit daily attendance figures to the DfE using the [educational setting status form](#) by midday every day.

Absence Codes

Code	Category
X	Students who are not eligible to attend (all Y7,8,9 and 11 and not critical workers/vulnerable) (students in Y10 who are not expected in on a particular day)
Y	Students who are eligible to attend (Y10, critical workers/vulnerable) who are: <ul style="list-style-type: none"> • Self-Isolating or shielding* • EHCP risk assessment says they cannot attend safely <i>*We need to obtain information about whether the student is shielding or self-isolating for the Educational Setting Status Form</i>
I	Students who are ill * <i>*We need to obtain information for the Educational Setting Status Form whether the illness is Covid-19 or other</i>
C	Students who do not attend despite being eligible where no other authorised code is appropriate.
D	Students who are attending another school and are dual registered (DPRU or Managed Move).
M	Medical Appointment
G	Extended Holiday
B	Students who are being educated off-site

Additional Information related to Attendance

We should use these principles and guidance when deciding if pupils are shielding or self-isolating:

- Students who have been classed as [clinically extremely vulnerable due to pre-existing medical conditions](#) have been advised to shield. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few if any children will fall into this category, but parents should follow medical advice if their child is in this category. HOY10 are contacting all families of students who may fall into this category as identified from the Medical Information Register. They will be advising parents/carers to gain medical advice from their GP if they are in doubt and inform us of this advice.
- Students who live with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting.
- If a student lives in a household with someone who is extremely clinically vulnerable, as set out in the [guidance on shielding](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend.
- Students should not attend if they are ill, [have symptoms of Covid-19 or are self-isolating due to symptoms in their household](#).