



Star

NURTURING TODAY'S **YOUNG PEOPLE**,  
INSPIRING TOMORROW'S **LEADERS**

# ATTENDANCE POLICY

## Addendum





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## Introduction

1. The government's strategic response to Covid-19 was to enforce social distancing to reduce people's exposure to the virus and stall its spread. As a result, from 20<sup>th</sup> March 2020, schools were closed to all pupils except for those classified as vulnerable, those with Education, Health and Care Plans (EHCPs) and children of key workers critical to the COVID-19 response.
2. As the 5 key tests set out by the government have been met, the government has asked primary schools, secondary schools and colleges to open more widely. From 1<sup>st</sup> June 2020, children in early years' settings and pupils in year 1 and year 6 can attend school. From 15<sup>th</sup> June 2020, pupils in years 10 and 12 can receive some face to face support.
3. Schools will ensure that in addition to the pupils identified in the eligible year groups, pupils in the priority group; children of critical workers and vulnerable pupils from any year group can continue to attend school.
4. In recognition of the wider school opening, the DfE has issued guidance on recording attendance during the coronavirus outbreak. This addendum reflects the guidance issued by the DfE, which schools must now implement until such time as further guidance is issued by the DfE.
5. Attendance data recorded during the coronavirus outbreak will not be used by the DfE as a measure of school performance.
6. Until further notice, all non-attendance will be classed as authorised absence and there will no prosecution for non-attendance.

## Guiding principles

7. **Government advice must be used to determine which children from the priority and eligible year groups can attend.**
  - Pupils who are not in the eligible or priority group must not attend;
  - Pupils with Covid -19 symptoms must self-isolate for 7 days and not attend school;
  - Pupils whose household member has symptoms of Covid-19 should self-isolate for 14 days and not attend school;
  - Pupils who are classified as *clinically extremely vulnerable* due to pre-existing medical conditions and have been advised to shield, must not attend school;
  - Pupils who live in the same household as someone who is *extremely clinically vulnerable* should attend school only if stringent social distancing can be adhered to and if they are able to understand and follow the required instructions. This may not be possible for very young children and older children who struggle to self-regulate;
  - For pupils that are *clinically vulnerable* but not *extremely clinically vulnerable*, can attend school unless medical advice requires them not to attend school. In these cases, the school should undertake a risk assessment to decide if such pupils should attend school;
  - If pupils live with someone who is *clinically vulnerable* but who is not *extremely clinically vulnerable*, including those who are pregnant, can attend school;
  - Where a risk assessment for a pupil with an EHCP says their needs cannot be safely met at school, the pupil must not attend school.



8. **Schools will provide reassurances of the protective measures taken to parents of pupils from the eligible and priority group.** Leaders and governors will ensure that appropriate and effective measures are in place for communicating with parents regarding arrangements for wider reopening. If start times differ from the regular school day, they should be clearly communicated.
9. **Schools will not exert pressure on parents to ensure attendance at school.** The decision to send pupils to school or to access learning from home rests with parents. Schools will respond to parental concerns thus enabling parents to make an informed decision. There must be no coercion and their decision must be respected.
10. **Welfare calls for non-attendance.** Parents of children from the vulnerable group whose children are not attending school will receive a daily call. Parents of children from the eligible group whose children are not attending school and continuing to access home learning will receive a weekly call.
11. **Monitoring of vulnerable pupils.** Leaders and governors will continuously and robustly monitor and review protective measures and risk assessments undertaken by the school. Advice and support will be sought from outside agencies.

### Key priorities

12. Leaders and governors must:
  - support pupils and parents in adapting to a *new normal* post-national lockdown and allow a successful phased re-engagement with education whilst preparing for an eventual return to regular attendance and punctuality for the whole school;
  - maintain a high level of confidence amongst parents that the school is a safe place for their children to attend;
  - provide reassurance to parents of children from the priority and eligible groups who have opted to keep their children at home. Articulate the effective measures put in place to secure the health and safety of pupils;
  - complete the attendance registers using the revised attendance codes during the Covid-19 outbreak;
  - keep attendance registers open to take into account staggered arrival times;
  - report accurate information to the DfE in line with the guidance;
  - monitor and report attendance to the Trust in line with the school's safeguarding requirements;
  - seek assistance of social workers and other external agencies when dealing with children from the vulnerable group;
  - build confidence amongst parents, pupils and staff around the safe wider opening of the school;
  - meticulously follow the guidance from Public Health England and the DfE.

### Recording attendance in SIMS

13. Prior to wider reopening, the school should continue to use the # code to indicate a planned closure, for example, if wider reopening is delayed or if there is a CPD day.
14. The school should resume taking an attendance register in SIMS recording attendance and absence of eligible pupils as soon as more pupils are being invited into the school e.g. Reception, Year 1, Year 6, Years 10 and 12.



15. **Code X** should be recorded for pupils who are not eligible to attend school and are required to remain at home because they belong to a cohort that are not being educated on site that day e.g. Year 2 or the three quarters of Year 10 who are undertaking home learning that day.
16. Listed below are the codes for pupils from the eligible year group or priority group who do not attend:
  - **Code I** should be recorded when a pupil cannot attend school due to illness which is not related to Covid-19;
  - **Code 7** should be recorded when a pupil cannot attend school due to having symptoms of Covid-19. Code 7 is a subcategory of the I code and is in line with DfE guidance;
  - **Code Y** should be recorded for pupils who have an EHCP and their risk assessment says that their needs cannot safely be met in school;
  - **Code 8** should be recorded for pupils who are self-isolating due to Covid-19. Code 8 is a subcategory of the Y code and is in line with DfE guidance;
  - **Code 9** should be recorded for pupils who are shielding due to Covid-19. Code 9 is a subcategory of the Y code and is in line with DfE guidance;
  - **Code C** should be recorded when a pupil is eligible to attend but their parents are choosing to keep them at home;
  - **Code M** should be recorded when a pupil cannot attend school due to a medical appointment;
  - **Code B** should be recorded when a pupil is attending a host school on a temporary basis. The host school should keep a record of pupils' attendance for safeguarding purposes and include them in the daily totals reported on the educational settings' status form. The host school should inform the home school of their pupils' attendance on a daily basis;
  - **Code D** should be recorded when a pupil is dual registered and attending another school or provision;
  - **Code L** should be recorded when a pupil arrives after the registers have closed taking into account staggered arrival times;
  - **Standard authorised codes** (R, T, J, P, H etc) should be recorded if appropriate.

### Reporting to the DfE and the Trust

17. In addition to completing a register in SIMS a short daily return to the DfE must be submitted each weekday before 12 noon giving details of pupil numbers and specific reasons for absence via an educational settings status online form.
18. The Trust will download data directly from SIMS.

### Review and adaptation

19. Leaders will keep the arrangements detailed in this addendum under review in line with any further government updates.