



Attendance Changes During the Coronavirus (COVID-19) Pandemic 2020-2021

| Version and Date | | Action/Notes |
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| 1.0 | June 2020 | This addendum has been created in line with the current government and LA guidance, and we will update any guidance in line with government and LA advice. |

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| Reviewed: | June 2020 |
| Review frequency: | |
| Next Review: | |
| Signature of Headteacher: | Signature of Chair of Local Governing Body: |

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1. MANAGING ATTENDANCE DURING PARTIAL SCHOOL CLOSURE

1.1 During the partial school closure period, the school will adhere to the current government guidance by implementing the following measures:

- Attendance is non-compulsory during partial school closure 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 keyworkers who cannot receive sufficient care at home.
- The school's attendance register will not be taken during partial school closure and the attendance code '#' will be used to denote planned full or partial school closure.
- The school will complete the 'Educational setting status' form by midday each day of partial school closure to provide the DfE with accurate information on whether the school is open to eligible pupils and how many pupils it is caring for during this time.
- 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.
- Under no circumstance will an individual enter the school grounds if they are displaying symptoms of coronavirus.
- 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.

2. REGISTERING PUPILS DURING PHASED REOPENING

2.1 When schools are advised to begin reopening to more pupils, the school will adhere to the current government guidance by implementing the following measures:

- Attendance is non-compulsory during phased reopening 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 will resume its attendance register once phased reopening commences – the attendance register will be open for longer to account for staggered starts.
- In addition to the attendance register, the school will continue to submit the 'Educational setting status' form to the DfE. This indicates how many children and staff are attending and should be submitted by midday.

- If this deadline is missed, school should email the LA Statutory Lead for Attendance & Exclusion, with the details via anthony.turner@manchester.gov.uk.
- The school will devise a recovery 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.
- The school will work with the LA to ensure those who are expected to attend school are doing so, and any unexplained absences are dealt with using the correct channels.
- **Under no circumstance will an individual enter the school grounds if they are displaying symptoms of coronavirus.**
- Parents / Carers 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.
- Social workers will be updated by school if a child is expected but does not attend.
- Parents / Carers should notify school if their child is unable to attend for any other reason so this can be explored and addressed.
- 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.
- If a pupil lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school.

3. CODING

The following codes are to be entered in the register, for pupils who fall under the categories outlined in the table below:

| Student Category | Definition | Register Code |
|--|--|--|
| Pupils who are not eligible to attend a session | A pupil who is not in an eligible year group or priority group (children of critical workers and vulnerable children). This includes children in an eligible year group but are not required in school for a specific session. | X - not required in school |
| Pupils who are eligible to attend a session but do not | i) A pupil that is shielding, self-isolating or the pupil has an EHCP and their needs cannot be safely met in school. | i) Y - unable to attend due to exceptional circumstances |

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| | <p>ii) A pupil that cannot attend school due to illness.</p> <p>iii) A pupil that 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.</p> | ii) I - illness iii) C - leave of absence authorised by the school |
| Pupils attending other schools | <p>i) A pupil attending another school at which they are registered, as would normally be the case.</p> <p>ii) A pupil attending a host school on a temporary basis because their home school cannot accommodate them, the pupil will not be registered at the host school. The home school should record the pupil as attending an approved education activity.</p> | i) D - dual registered - ii) B - off-site educational activity |
| Using other authorised absence and attendance codes | Where other specific authorised absence and attendance codes are more appropriate schools may want to use these as usual. | For example, M - medical appointment |

Full government guidance is available 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> and includes further definitions of shielding categories.