



ADDENDUM TO ATTENDANCE POLICY

17th January 2021

School Attendance, Absence and COVID-19.

Introduction

From 5th January 2021 schools will only be open to the children of critical workers and vulnerable children (as defined in DFE guidance). All other pupils will be provided with access to remote learning.

This addendum outlines the attendance and absence processes for pupils.

Section 1: Registration

Schools are required to continue taking formal registers.

All pupils not eligible to attend school (all pupils except for children whose parents are critical workers and vulnerable children) will be recorded in the register as X code.

The children of critical workers will be recorded as X code on the days they are not eligible to attend. On the days that the children of critical workers are expected to attend, they will be recorded as present if they are in attendance. Parents/carers will need to follow the usual reporting procedure, if their child is absent, but was expected to attend as detailed in section 2. The absences will be recorded with the appropriate authorised absence code.

Vulnerable children are eligible to attend full time (following a risk assessment agreed by school, parent and other agencies, timetables may be reduced and access to remote learning provided). They will be recorded as present if they are in attendance. Parents/carers of vulnerable children will need to follow the usual absence reporting procedure as detailed in section 2. The absences will be recorded with the appropriate authorised absence code.

Section 2: Absence procedure

When a pupil is expected to attend on a given day, it is a requirement that parents contact school (in line with the usual school policy) to report an absence.

The school absence line should be contacted by 9:30 with a reason for absence. Parents should maintain daily contact with school for the period of absence unless advised otherwise.

If there is no contact from parents to advise of the reason for absence (in line with school attendance and safeguarding policy), school will undertake first day calling and then follow the school's escalation process. This may include contacting other emergency numbers, a socially distanced home visit or referral to our allocated CSAWS Attendance and Welfare Officer.

Parents of children who are not expected or eligible to attend school do not need to follow the first day absence procedure. However, schools are required to check each day whether pupils are engaging with their work and to follow up with families where children are not accessing remote education. This may include contacting other emergency numbers, a socially distanced home visit or referral to our allocated CSAWS Attendance and Welfare Officer.

Please ensure that school has up to date contact details for parents and emergency contacts

Section 3: Data Collection

Attendance registers are taken using the school's information management system (SIMS). Absence data is returned to the DFE via school CENSUS at set times in the academic year. In addition, for this period, school is also required to make a daily return to the DFE on the number of pupils in attendance.

Section 4: Legislation.

The Secretary of State for Education, under the Coronavirus Act 2020 Section 17, has currently disapplied section 444(1) and (1A) of the Education Act 1996. The notice states that "It is therefore appropriate and proportionate to temporarily disapply section 444(1) and (1A) **so that parents can be sure that keeping their children out of school during this period will not expose them to a risk of criminal prosecution and conviction.** It remains a parent's duty to ensure that their child of compulsory school age receives a suitable education during this period in whatever way they can under section 7 of the Act."

There will be no referrals to the Local Authority Education Enforcement Team regarding non-school attendance.

Section 5: Support

School staff and our allocated CSAWS Attendance and Welfare Officer remain available to answer questions, offer advice and support parents and pupils. If you have any worries or concerns about your child's return to school or regarding their attendance at school, you can contact school who may refer to CSAWS if appropriate.