

Date:	June 2020
Version:	V1
Responsibility:	L Wilson/L Reid

Attendance Policy- Addendum

Recording Pupil Attendance During the COVID-19 Outbreak

Scope

This guidance is based on the DfE [document](#) for recording attendance on the school attendance register during the COVID-19 outbreak. If a child or young person has coronavirus symptoms, they should not attend the educational setting.

From 15 June we will:

- resume taking the attendance register when more groups of students begin to return to school (15 June).
- use the attendance and absence codes in page 2 when completing the attendance register.
- submit daily attendance figures using the DfE [form](#) by midday every day.
- Update attendance figures for the Trust by midday every day.

Tracking and Reporting

To whom	Deadline	What	Location	Staff responsible
Trust- CHY	12 midday every day	Pupil Attendance Tracker	HHS Attendance Team	LRE to send the CHY
LA - NYCC	12 midday every day	NYCC schools send figures from the NYCC Return tab to CYH,	HHS Attendance Team	CHY send the return to the NYCC
DfE	12 midday every day	Dfe Online Form	HHS Attendance Team	MB

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Attendance Codes for SIMS

Situation	Description	Absence Attendance Code	Code to be inserted into Attendance Comments on the spreadsheet
Pupils who are not eligible to attend a session	<ul style="list-style-type: none"> Either NOT in an eligible year group or priority group children of critical workers and vulnerable children). NB- the X code can temporarily be used for compulsory school aged children 	X	
Pupils who are eligible to attend a session but do not - eligible year groups, children of critical workers and vulnerable children	<ul style="list-style-type: none"> Children who are in an eligible year group but are not required in school for a specific session 	X	
	<ul style="list-style-type: none"> Shielding, self-isolating or pupil as an EHCP and their risk assessment says that their needs cannot be safely met in school <small>See Note 1</small> <p>Please note that the Y code can be added directly from the edit marks screen. This no longer has to be done via exceptional circumstances.</p>	Y	Add these onto the spreadsheet CVC = Covid confirmed CVS = Covid suspected SS = Shielding Self SO = Shielding Other E = EHCP H = Household Isolation
	<ul style="list-style-type: none"> Where a pupil cannot attend school due to illness, along with whether the illness involves coronavirus symptoms (required for educational setting status form). Please refer to the NSAT guidance of if there is a suspected case of COVID-19 in school or out of school for eligible to attend pupils (i.e. encourage testing and log this on the suggested proforma) 	I	
	<ul style="list-style-type: none"> Where a pupil 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 (leave of absence authorised by the school). 	C	
	<ul style="list-style-type: none"> All absence should be classed as authorised. Other attendance codes which are relevant should be used, i.e. M for medical appointment 	Other authorised absence codes	
Pupils who are attending other schools	<ul style="list-style-type: none"> Another school at which they are registered (e.g. PRU). This should be used to indicate that the pupil was not expected to attend the session in question as they are attending the other school at which they are registered 	D	
	<ul style="list-style-type: none"> 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 pupils as attending an approved education activity. 	B	

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Fines and Penalties

Parents should not be fined in during the COVID-19 period and relevant legislation has been passed.

Staggered start times

Summary of Movement									
		HHS V&KW B1		HHS 10ICT B2			HHS 10Core B3		
		To	From	To	From	To	From	To	From
Arrival		08:00	08:10	08:20	08:30	08:40	08:50	09:00	09:10
Break		10:30	11:00	09:30	10:00	09:50	10:20	10:10	10:40
Lunch		12:00	12:30	11:30	12:00	11:50	12:20	12:10	12:40
Dismiss		14:30	14:40	13:30	13:40	13:50	14:00	14:10	14:20
Dismiss		15:20	15:30						

Recording attendance

- Students will be registered in reception as they enter the building to give them their **AM** mark before being walked to their classroom by a member of staff.
- **Morning registration will close at 9.30pm.**
- Teaching staff will take a register following lunch to provide students with their **PM** mark.
- **Afternoon registration will close at 1.00pm.**

If we are unable to contact a parent or carer to confirm whether their child will be attending school in the allocated week/s we will distribute the following letter to the parent.

If we are still unable to contact the family after 5 school days a missing from education form will be submitted.

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Dear parent/carer

We have recently attempted to contact you in order to offer your child a place in school as a result of changes to government guidelines.

Unfortunately, we have been unable to speak with you and in line with the revised DfE attendance guidelines we are writing to you to request you let us know if your child will be coming into school on the allocated weeks set out in the information letter.

If we do not hear from you in the next 5 school days we will be required to perform a home visit in an effort to speak with you about your child returning to school. If we are unable to make contact after that home visit we will follow our revised school safeguarding policy, in line with the Children and Young People's Safeguarding Board guidance, and report your child as missing in education.

It is not mandatory for your child to attend school, however it is essential that we maintain close communication with you and your family. Please call the number below, email or text at your earliest convenience to let us know whether if your child will be attending during their allocated week/s.

If you have any questions relating to your child attending school, please don't hesitate to contact us.

Yours faithfully,

Mr L Wilson

Mrs L Reid

Georgina Dickinson

Assistant Headteacher

Attendance Manager

Family Support Worker

Note 1 - Schools should use these principles and guidance to decide if pupils are shielding or self-isolating:

- children and young people 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
- child or young person who lives 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 child or young person or staff member 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 and, in the case of children, if they are able to understand and follow those instructions - this may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend
- children or young people should not attend if they [have symptoms or are self-isolating due to symptoms in their household](#)