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## **Attendance Policy**

### **Covid-19 addendum for those year groups affected by “partial reopening” 28 May 2020 until further notice**

From 23 March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the Covid-19 response – and where they are unable to make arrangements for their children to stay at home. Schools and all childcare providers were asked to provide care for a limited number of children: children who are vulnerable; and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. Further to this primary schools were asked to open to Reception, Year 1 and Year 6 from 1 June 2020, and secondary schools to open for Years 10 and 12 from 15 June 2020. This addendum of the Attendance Policy must be followed alongside the Attendance Policy – September 2019, the addendum to it dated 26 March 2020 and the Child Protection- Covid 19 addendum 2020.

### **What educational settings will need to do:**

1. Schools should resume taking an attendance register.
2. Schools should use the codes suggested on this page to record attendance and absence in the attendance register.
3. All settings should submit daily attendance figures using the educational setting status form by midday everyday.  
There's further guidance on school attendance policy at Actions for schools during the coronavirus outbreak



## **Resuming the attendance register**

Schools should:

- resume taking the attendance register when more groups of pupils begin to return to school
- consider using the attendance and absence codes in the following sections when completing the attendance register until further notice

This guidance on resuming the attendance register will be reviewed regularly as the situations develops.

## **Pupils who are not eligible to attend a session**

This includes any pupil who is not in an eligible year group or priority group (children of critical workers and vulnerable children). This may also include children who are in an eligible year group but are not required in school for a specific session, i.e., year 10 and year 12 pupils who are not among the quarter of pupils expected in school at a given time.

They should be recorded as code X (not required to be in school). (Temporarily, code X can be used for compulsory school age children – usually it is only used where non-compulsory school age children are not expected to attend.)

## **Pupils who are eligible to attend a session but do not**

This includes children in eligible year groups, children of critical workers and vulnerable children, such as:

- where a pupil is shielding, self-isolating or the pupil has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they should be recorded as code Y (unable to attend due to exceptional circumstances). (Temporarily, code Y can be used where a pupil is prevented from attending school due to following government guidance on coronavirus). To help you to complete the educational setting status form, you should note whether the absence is due to shielding or isolation
- where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as code I (illness). To help you to complete the



educational setting status form, you should note whether the illness involves coronavirus symptoms

- 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, the pupil should be recorded as code C (leave of absence authorised by the school) where no other authorised absence code is appropriate

At this time, all absence should be classed as authorised.\*

\*For all children in eligible year groups who do not attend (and who are not shielding/isolating/EHCP covered as above) the school must follow the attendance policy September 2019 actions and, through its normal appropriate checks, satisfy itself about the reasons for the absence to ensure the child is accounted for, safe and well. Local Authority sanctions (fines/prosecution) should be pursued as per current government guidelines.