

Launceston College MAT

Attendance Addendum for use partial school opening for Covid 19 .

June 2020.

This document should be read in conjunction with the [register of attendance policy](#).

Partial opening of schools for priority and key worker children

Where a setting is completely closed, settings must notify the DfE and Local Authority. For settings which are open for priority and key worker children only, schools must complete the DfE daily attendance figures, using the [educational setting status form](#) by midday everyday. This records provision for key worker children and priority pupils, which includes those students with an allocated social worker, an EHCP or considered to be extremely vulnerable and at risk of needed social care intervention. Each setting should also complete the attendance information required by their respective local authority daily.

Preparing for opening of schools to additional year groups.

From June 1st 2020, primary schools are able to open for students in years R, 1 and 6. From 15th June 2020, secondary schools are able to open for students in Year 10 and 12. Once schools open for pupils other than priority and key worker children, schools should resume taking their attendance register on SIMS. The set up in SIMS should be altered from 'school closure' starting on the day that the school re-opens to more pupils.

Recording attendance

Absence codes.

For pupils who are not eligible to attend a school setting, students should be recorded as code X (not required to be in school). This code has been temporarily allowed for children of compulsory school age. This includes pupils not in the eligible year groups, or who are not priority and key worker pupils. Code X can be applied for students who are not required to attend on certain days, as per the operation plan for each setting.

Where a pupil is eligible to attend, but is either shielding, self-isolating or has an EHCP and their risk assessment states that their needs cannot safely be met in school, they should be recorded with code Y (unable to attend due to exceptional circumstances). Schools must record when code Y is used due to a pupil shielding or self-isolating; this is required for the DfE daily attendance form.

Where a pupil cannot attend due to illness, code I should be used. Schools should record whether the illness involved coronavirus symptoms, as this is required for the DfE daily attendance form.

Where a pupil does not attend school, despite being eligible, and does not fall into one of the above categories, the pupil should be recorded as code C (leave of absence authorised by the school), where no other authorised absence code is appropriate (eg M for medical appointment).

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

Attendance codes

Where a pupil is attending at another school at which they are registered, they should be recorded with code D (dual registered).

Where a pupil is attending a host school on a temporary basis, because their home school cannot accommodate them, they should be recorded as code B (off site educational activity). The host school does not need to add this child to their attendance register but should keep a record of their attendance for safeguarding purposes, and include the child in their daily attendance totals for the DfE.

Staggered start times

Where settings are using staggered start times, to support transport, school drop off and social distancing arrangements, schools may extend the time that the register is open. This must be recorded in each school's daily logistics plan.

Legal status

These attendance arrangements are in place currently until 30/6/20, and will be reviewed and updated in line with DfE guidance.

Under the Coronavirus Act 2020, statutory provisions have been disapplied so that the parent of a child of compulsory school age is not guilty of an offence on account of the child's failure to attend regularly at the school at which the child is registered. This means that parents will not be penalised if their child does not attend school.

Further guidance can be found on the DfE website:

<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#register>