



ATTENDANCE & ABSENCE IN TERM TIME POLICY

Including Addendum: recording attendance in relation to coronavirus

Policy Reference No.	ACA001
Review Frequency	Annual
Review Date	Summer 2020
Next Review Date	Summer 2021
Ratified By	Full Board

TOGETHER WE EMPOWER EXCELLENCE

Rationale

The Learning Academy Partnership (hereafter 'the Trust') is committed to providing a full and efficient educational experience to all pupils. We believe that if pupils are to benefit from education, excellent attendance is crucial. We organise and do all that we can to ensure maximum attendance for all pupils. Any problems, which impede full attendance, will be identified and addressed as speedily as possible.

For a child to reach their full educational achievement a high level of school attendance is essential.

We are committed to providing an education of the highest quality for all our pupils/students and endeavour to provide an environment where all pupils feel valued and welcome. Parents and pupils play a part in making our school so successful. Every child has a right to access the education to which he/she is entitled. Parents and teachers share the responsibility for supporting and promoting excellent school attendance and punctuality for all. It is our duty to consistently strive to achieve a goal of 100% attendance for all children. Every opportunity will be used to convey to pupils and their parents or carers the importance of regular and punctual attendance.

For our children to take full advantage of the educational opportunities offered it is vital all children are at school, on time, every day the school is open unless the reason for the absence is unavoidable. The routines children develop around attendance and punctuality at school are the same as the expectations of any future employer in the world of work. High attainment, confidence with peers and staff, and future aspirations depend on good attendance.

Purpose of our Policy

1. To have clear, relevant guidelines for register keeping which are carefully and routinely carried out by staff.
2. To ensure that excellent attendance has a high priority with pupils, parents and teachers, and is actively supported by the Family Support Team
3. To demonstrate clearly stated procedures for swift follow-up when there is a concern about an absence.
4. To recognise that matters relating to the quality of the curriculum and teaching and the Academy's ethos and relationships are most significant in encouraging excellent attendance.
5. To understand the action that can and will be taken by the Family Support Team to ensure good attendance.

Rights, responsibilities and roles

Academy

1. All staff will understand the registration process in the Academy.
2. All registers will be completed accurately at the beginning of each morning and afternoon session through SIMS (School Management System).

NB: Incomplete or inaccurate registers are unacceptable; they provide a daily record of attendance which may be required in a Court of Law.

3. The Academy will ensure that clear attendance information is regularly communicated to parents through a variety of media: twitter, newsletters and parents meetings.
4. The academy will inform parents weekly of class attendance figures and annually of the whole school attendance target via the school newsletter.
5. The academy will accurately record and monitor all absenteeism and lateness.
6. All pupils with attendance below 98% will be monitored on a fortnightly basis by the Academy, in order to identify persistent absentees and those children at risk of becoming persistent absentees.
7. The Academy will identify clear procedures to identify and follow up all absence and lateness allocating individual staff roles and responsibilities.
8. The Academy will annually review its attendance policy and associated procedures.

Parents/Carers

1. Parents/Carers have a legal responsibility to ensure their child regularly attends the Academy at which they are registered. Failure to fulfill this duty may result in the Local Authority taking legal action in accordance with s444 Education Act 1996.
2. Parents/Carers are responsible for ensuring that their child attends school regularly, punctually, properly dressed and equipped and in a fit condition to learn.
3. Parents/Carers are responsible for immediately informing the Academy at which their child is registered of the reason for any absence by phone call, or where possible, in person on the first morning of any absence and thereafter. This should be done by 9.15am
4. Parents should not arrange family absences in term time.
5. Parents/Carers can expect the Academy to keep them fully informed of their child's attendance/punctuality record.
6. Parents/Carers should not take their child on holiday in term time and are to be made aware of the potential consequences of a Penalty Notice being issued or subsequent prosecution of doing so without the Academy's prior written permission.

Authorised/Unauthorised absence

All absences must be explained by a parent/carer. The Academy will then decide whether or not it will authorise the absence.

Acceptable reasons for the authorisation of absences are:

- Illness (1)
- Exceptional family circumstances such as a bereavement
- Days of religious observance
- Unavoidable medical/dental appointments (2)

Absences from the Academy will not be authorised for:

- Absences not agreed, this will always include first and last day of half terms unless medical evidence provided
- Birthdays, if ill on a birthday medical evidence will be required
- Shopping
- Looking after family members
- Visiting relatives

(1) Illness

Medical evidence may be requested where a child has been absent for 3 consecutive days or more due to illness OR where a child's attendance is below 98% and/or the child is regularly away from school due to illness. Failure to provide evidence when requested may result in the absences being recorded as unauthorised. Medical evidence can be in the form of a copy of a prescription, medication or an appointment card showing name of child and date they visited.

If a child is diagnosed with a medical condition, evidence should be provided. Referral to School Nurse/Family Support may be made to offer advice and support to the family.

(2) Medical/dental appointments

All routine (non emergency) appointments should be made, whenever possible, outside of Academy hours. Should a child need to have an appointment during Academy hours, evidence of this appointment will need to be provided. Failure to provide evidence may result in the Academy not authorising the absence. All non-emergency appointments will not be authorised.

Holidays in term time/ Leave of absence

Legislation

From the 1st September 2013 amendments to the Education (Pupil Registration) (England) Regulations 2006¹ came into force.

¹ http://www.legislation.gov.uk/ukxi/2013/756/pdfs/ukxi_20130756_en.pdf

These amendments remove references to family holidays and extended leave as well as the statutory threshold of ten school days.

The amendments make clear that head teachers may not grant any leave of absence during term time unless there are **exceptional circumstances**. Head teachers should determine the number of school days a child can be away from school if the leave is granted.

Requesting the absence

All requests for a child to be absent from School during term time must be made in writing at least a half term in advance of the proposed absence by completing the absence request form obtainable from the Academy office.

The Head of Academy or person with delegated responsibility will decide whether or not to authorise the absence, on a case by case basis, and will only do so where there are **exceptional circumstances**.

Where a decision is made not to authorise a request for leave of absence, the school will write to the parent(s)/carer(s), notifying them of that decision.

If the absence is unauthorised and still taken, the Academy may request the Local Authority to consider issuing a Penalty Notice to the parent(s)/carer(s) for the unauthorised absence. Only **one** PN will be issued per parent/carer per child **within a two year period**. This means that if you paid a PN and then committed a further offence contrary to s444(1) Education Act 1996 within the next two years, you are likely to be summoned to Court for the most recent offence.

If convicted, you could receive a fine of up to £1000. If you are convicted of an offence under s444(1) Education Act 1996, and you commit a further offence within the next 5 years, you will be summoned for the more serious offence contrary to s444(1A) Education Act 1996. If convicted, you could receive a fine of up to £2500 or up to 3 months imprisonment.

If no absence request is made

If a child is absent from school during term time and no prior absence request has been made, the Academy will write to the parent(s)/carer(s) to inform them that the absence has not been authorised and that a Penalty Notice may be issued.

If the parent(s)/carer(s) can demonstrate that the child's absence during this time was due to an **exceptional circumstance** and that an absence request could not have been made in advance of the said absence, then a referral for legal action will not be made to the Local Authority.

Please be aware:

Parent(s)/carer(s) who take their child out of school without prior written authorisation from the school may be subject to a £60 penalty notice per child, per parent from the Local Authority.

Parent(s)/carer(s) must, from 1 September 2013, pay £60 within 21 days or £120 within 28 days.

Non-payment of the penalty within those timescales may result in a prosecution in the Magistrates Court under s444 (1) of the Education Act 1996.

Penalty notices are issued per parent, per child. A 'parent' can be any person who has parental responsibility.

Please note: Only one Penalty Notice will be issued within any two year period under the Local Authority's Code of Conduct. If a second offence is committed within a two year period, this is likely to result in the parent(s)/carer(s) being summoned to Court for an offence contrary to s444 Education Act 1996. If convicted, you could receive a fine of up to £2500 or a maximum 3 months imprisonment.

Procedures for following up absence/lateness

First day reporting

Parents are reminded of the first day contact procedure at the beginning of each term via the Academy newsletter.

On the first day of absence the parent/carer should ring the Academy between 8.00am and 9.15am to inform the office that their child will be absent and give a reason for the absence. An indication of the likely period of absence is to be provided. If requested evidence of absence should be provided on the first day back.

Administration staff keep a log of absence calls and reasons received each day.

Between 9.15am and 10.30am attendance/administrative staff will phone the parents/carers of any pupil whose absence is unexplained.

If any member of staff is concerned about an absence they will liaise with the administration staff to clarify any reasons or knowledge for the absence. If still concerned they should relay their concern to the Head of Academy or Family Support Team. If there is no reply from the parents/carers a text message will be sent and if there is no response to this text message a letter will be sent at the end of the first day of absence.

The Academy will call any other contacts that have been provided, including grandparents and work.

If there is no contact on the second day the attendance/administrative staff will phone all contacts and send a further letter, a member of staff will visit the home address or sooner if necessary.

If there is no contact a further letter will be sent on day three advising that medical evidence will be required for further absences, or the absence will not be authorised. If a child remains absent for three days without any notification, a member of staff will visit the home address or sooner if necessary.

It remains the Academy's responsibility to try to contact the parent and visit the home if necessary.

If a child is absent from school for 5 days after an authorised absence, or has been absent for 10 consecutive days, and; after reasonable enquiries have been undertaken the child's whereabouts remain unknown. The school will submit a CME² (children Missing Education) form to the LA.

***** If the child is subject to a Child Protection Plan or if the Academy has particular safeguarding concerns and feels the child is at risk of immediate harm, the Academy will immediately notify the Multi-Agency Safeguarding Hub (MASH) and the Attendance Improvement Officer.***

A child may be referred to the MASH if it is considered that they have totally disengaged from learning and/or the parent is subject to statutory intervention.

Lateness

There are two negative results caused by pupils who constantly arrive late. These are:

- The loss of education suffered by the child which over a year can add up to a significant proportion of their time at school.
- The disruption to other children in their class as the teacher's attention is taken from the task at hand.

Pupils who arrive 5 minutes after registration begins will be considered late. An appropriate mark is recorded in the registers and entered on the computer through the attendance programme.

The strategies that the Academy will use to tackle lateness will include:

- Pupils who arrive 5 minutes after registration are considered 'Late' (L) and will be required to enter the school via reception to sign in and parents/carers must record the reason for their late arrival.
- Children who arrive after 9:15 am should be considered as 'Late (after registers close)' (U unauthorised absence).
- Registration staff will record the appropriate late mark in the registers and these will be entered into the computerised attendance programme.
- Late gates will be implemented daily.
- All children's attendance records will be checked fortnightly for "lates before registers close (L)" and "lates after registers close (U)". Where these lates cumulate to 3 or more in a half term the school will send a letter to the parents/carers of the pupil in question to discuss any support needs and ways of accessing support.

***** 10 or more 'late after registers close' (U) codes could result in the Academy making a referral to the Local Authority for legal action to be taken ** A child is late after registers close when they arrive after 9.15 am.***

Attendance letters

All pupils with attendance below 98% will be analysed on a fortnightly basis by the Senior Leaders and administration team, in order to identify persistent absentees and those pupils at risk of becoming persistent absentees. (Persistent absentees are pupils who have missed 19 days which equates to 38 sessions during the course of the academic year).

Absences may be unauthorised by the Academy where no reason has been provided by the parent/carer for an absence or if the Academy feels the reason for the absence is untrue. A member of the Family Support Team may telephone for clarification.

Where a pupil's attendance is below 96%, the following actions should be taken:

Attendance letter 1 will be sent advising the parent that their child's attendance has dropped below 96%.

Attendance letter 2 will be sent 2 weeks after letter 1 or later in the same academic year if attendance has not improved, inviting parents/carers into a meeting with the class teacher/Attendance Lead/Head of Academy/Family Support Team as considered appropriate by the Academy.

Attendance letter 3 will be sent if parents/carers do not attend the meeting and/or there is still no improvement following letters 1 and 2, inviting parents/carers into a meeting with the Head of Academy/Attendance Lead/Family Support Team.

Strategies for promoting attendance

Each week the class with the highest attendance percentage will be celebrated during Friday's assembly.

Certificates and rewards are set by each Academy and could include the following:

- At the end of each term to every child who has achieved 100% attendance.
- At the end of the school year to every child with 100% attendance across the whole school year.
- Each academy may implement a reward scheme at their discretion.

Attendance targets

The CEO will set Partnership attendance targets annually.

Conclusion

It is the policy of the academy to celebrate achievement. Attendance is a critical factor to a productive and successful school career. Our Trust will actively promote and encourage 100% attendance for all our pupils.

Our Partnership will give a high priority to conveying to parents and pupils the importance of regular and punctual attendance. We recognise that parents have a vital role to play and that there is a need to establish strong home school links and communication systems that can be utilised whenever there is concern about attendance

If, at any time, a child has 10 or more unauthorised absences within a 6 months period, the school will consider making a referral to the Local Authority for legal action to be taken. Legal options include: Penalty Notices, Education Supervision Orders, School Attendance Orders and Prosecution at a Magistrates Court. Please see the Local Authority website for further details.

Table of changes

May 19	Removed: If, after three days, the academy has any concerns about the child's whereabouts and wellbeing, the Academy will contact the Torbay Education Safeguarding Service (TESS) for advice.R
March 2020	All registers will be completed accurately at the beginning of each morning and afternoon session through SIMS (School Management System)
	Changed link page 4 to: http://www.legislation.gov.uk/uksi/2013/756/pdfs/uksi_20130756_en.pdf
Added	Removed

<p>If requested evidence of absence should be provided on the first day back.</p>	<p>A letter explaining the absence should be sent to the Academy office on the first day the child returns to school. If</p>
<p>Added If a child is absent from school for 5 days after an authorised absence, or has been absent for 10 consecutive days, and; after reasonable enquiries have been undertaken the child's whereabouts remain unknown. The school will submit a CME² (children Missing Education) form to the LA. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550416/Children_Missing_Education_-_statutory_guidance.pdf</p>	<p>Removed If a child is absent from school for 5 days, but the school knows where the child is, the school should make a referral to the LA for legal action. If the child is missing for 20 consecutive days, and after making reasonable enquiries, the school cannot locate the child/parents, CME form should be submitted.</p>
<p>Added</p> <ul style="list-style-type: none"> • Pupils who arrive 5 minutes after registration are considered 'Late' (L) and will be required to enter the school via reception to sign in and parents/carers must record the reason for their late arrival. 	
<p>Added Attendance letter 2 will be sent 2 weeks after letter 1 or later in the same academic year if attendance has not improved, inviting parents/carers into a meeting with the class teacher/Attendance Lead/Head of Academy/Family Support Team as considered appropriate by the Academy.</p>	
<p>Attendance letter 3 will be sent if parents/carers do not attend the meeting and/or there is still no improvement following letters 1 and 2, inviting parents/carers into a meeting with the Head of Academy/Attendance Lead/Family Support Team.</p>	
	<p>Changed Certificates and rewards are distributed: to Certificates and rewards are set by each Academy and could included the following:</p>

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1. Home (<https://www.gov.uk/>)
2. School and college behaviour and attendance (<https://www.gov.uk/topic/schools-colleges-childrens-services/school-behaviour-attendance>)
3. School attendance: guidance for schools (<https://www.gov.uk/government/publications/school-attendance>)

Part of **Education and childcare during coronavirus** (<https://www.gov.uk/coronavirus-taxon/education-and-child-care>)

Department
for Education (<https://www.gov.uk/government/organisations/department-for-education>)

Guidance

Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year

Updated 1 September 2020

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Purpose of this document

This document is an addendum to the non-statutory school attendance: guidance for schools (<https://www.gov.uk/government/publications/school-attendance>). It replaces temporary guidance documents on recording attendance during the outbreak.

For ease of reference, it explains and illustrates changes made to regulations¹ governing school attendance registers in relation to coronavirus (COVID-19) from 24

August 2020 for use in the 2020 to 2021 academic year. It should be read in conjunction with the wider guidance document which gives advice on other usual attendance duties and processes that remain in force.

Attendance expectations

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

New for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19)

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

To make sure schools record this accurately and consistently, we have made changes to the regulations² governing school attendance registers to add a new category of non-attendance – 'not attending in circumstances related to coronavirus (COVID-19)'.

This category must only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)³ prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised) for statistical purposes.

Attendance codes

From the beginning of the new academic year, schools should return to using the attendance and absence codes in use before the outbreak (set out on page 9 of the attendance guidance (<https://www.gov.uk/government/publications/school-attendance>)), in addition to the new category of 'not attending in circumstances related to coronavirus (COVID-19)':

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-20...> 3/6

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pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' should be recorded using code X⁴

schools should continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak

Examples in which 'not attending in circumstances related to coronavirus (COVID-19)' could apply

In line with current legislation, and current guidance from PHE and DHSC, examples are as follows.

Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)

View stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>).

Pupils who have symptoms should self-isolate and get a test.

If a pupil tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I – illness, as would usually be the case. Code X should only be used up until the time of the negative test result. Schools should not retrospectively change

the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or anosmia can last for several weeks once the infection has gone. Code X should be used for the period of self-isolation until the test. After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.

If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test.

If the member of the household tests negative, the pupil can stop self-isolating and can return to school. Code X should only be used up until the time of the negative test result when the pupil can return to school.

If the household member tests positive, the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X should be used during this period.

In all cases of self-isolation, schools should ask parents to inform them immediately about the outcome of a test. Schools should not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)

[https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-20... 4/6](https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-20...)

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View stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>) and NHS test and trace (<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-have-had-close-contact-with-someone-who-has-coronavirus>) guidance.

Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus (COVID-19).

The NHS test and trace

(<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-have-had-close-contact-with-someone-who-has-coronavirus>) guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus (COVID-19). In the event of a confirmed coronavirus (COVID-19) case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious. Code X should be used for these pupils during this period.

Pupils who are required by legislation to self-isolate as part of a period of quarantine

View guidance on how to self-isolate when you travel to the UK

(<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>).

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine⁵. If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register.

Pupils who are clinically extremely vulnerable in a future local lockdown scenario only

View guidance on shielding and protecting extremely vulnerable persons from Covid-19

(<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>).

Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding.

If in future, rates of the disease rise in local areas, children still on the shielding

list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high.

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-20...> 5/6

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Families will receive a letter if they are required to shield again that parents will be able to share with the school. Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code X.

Schools should contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school. Code X should not be used for sessions after the pupil has been advised to return to school.

Local lockdown

If rates of the disease rise locally, schools may need to prevent some pupils from attending. Schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

Remote education

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.

Data collection

Collection of school attendance data as part of the school census will resume in January 2021, collecting data for the autumn term 2020. Subject to the necessary legislation being made, from January 2021, the census will collect attendance codes in addition to absence codes.

Further information will follow on what, if any, additional attendance data will be required during the 2020 to 2021 academic year to monitor the impact of coronavirus (COVID-19) and support the government's planning.

1. The Education (Pupil Registration) (England) (Coronavirus) (Amendment) (No. 2) Regulations 2020 (<http://www.legislation.gov.uk/id/uksi/2020/816>)

2. The Education (Pupil Registration) (England) (Coronavirus) (Amendment) (No. 2) Regulations 2020 (<http://www.legislation.gov.uk/id/uksi/2020/816>)
3. And their equivalents in Scotland, Wales and Northern Ireland if a pupil attending a school in England resides there.
4. Code X is not counted as an absence in the school census.
5. The Health Protection (Coronavirus, International Travel) (England) Regulations 2020 (<https://www.legislation.gov.uk/uksi/2020/568/contents>)

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-20...> 6/6