

# Al-Khair Prep School

## Addendum to Attendance Policy Policy and Procedures



Approved by:	GB	Date: 31/08/20
Last reviewed on:	March 2020	Almas Iqbal
Next review due by:	31/08/21	GB

## **1.0 Introduction**

1.1 The government's strategic response to Covid-19 was to enforce social distancing to reduce people's exposure to the virus and stall its spread. As a result, from 20th March 2020, schools were closed to all pupils except for those classified as vulnerable, those with Education, Health and Care Plans (EHCPs) and children of key workers critical to the COVID-19 response.

1.2 In recognition of the wider school opening, the DfE has issued guidance on recording attendance during the coronavirus outbreak. This addendum reflects the guidance issued by the DfE, which schools must now implement until such time as further guidance is issued by the DfE.

1.3 Attendance data recorded during the coronavirus outbreak will not be used by the DfE as a measure of school performance.

## **2.0 Key priorities for School Reopening**

2.1 The government has advised that students are to return to school on a longer-term basis in the midst of the COVID pandemic as this in relation to the children's education, wellbeing and wider development. To ensure the attendance is maintained;

2.2 It is a parental/guardians' duty to ensure the child attends regularly at the school which they are registered in and they are of compulsory age

2.3 The schools' responsibilities are to record and follow up absences, the school attendance administrator will analyse the data on SIMS with management and speak to parents if any gaps/concerns regarding their child's attendance. Calls, letters, and meetings maybe booked depending on the reason the student is absent.

2.4 Ability to issue sanctions, consistent absence without valid reason (in accordance to the DFE codes) the school will liaise with Local Authorities and meetings will occur with management/attendance administrator to stress the importance of education. Continual absences without fees being paid can lead to exclusion.

## **3.0 Shielding/self-Isolating**

3.1 If a student were to test positive of the COVID 19 they are to isolate for 7 days, and code will be (Y) under the DFE coding guideline. Children and staff in their class will also be notified to self-isolate for 7 days and will be using the same code.

3.2 Shielding programme for all adults and children will pause from 31<sup>st</sup> July 2020 due to the decline in rates of community transmission of Covid 19.

## **4.0 Symptoms occurrence**

4.1 If a child were to occur symptoms at the school they are to be collected immediately and the attendance record should be updated accordingly.

## **5.0 The Head teacher and governors must:**

- support pupils and parents in adapting to a new normal post-national lockdown and allow a successful phased re-engagement with education whilst preparing for an eventual return to regular attendance and punctuality for the whole school;
- maintain a high level of confidence amongst parents that the school is a safe place for their children to attend;
- provide reassurance to parents of children from the priority and eligible groups who have opted to keep their children at home. Articulate the effective measures put in place to secure the health and safety of pupils;
- complete the attendance registers using the revised attendance codes during the Covid-19 outbreak;
- keep attendance registers open to take into account staggered arrival times;
- report accurate information to the DfE in line with the guidance;
- monitor and report attendance to the Trust in line with the school's safeguarding requirements;
- seek assistance of social workers and other external agencies when dealing with children from the vulnerable group;
- build confidence amongst parents, pupils and staff around the safe wider opening of the school;
- meticulously follow the guidance from Public Health England and the DfE.

## **6.0 Recording attendance in SIMS**

6.1 Prior to wider reopening, the school should continue to use the # code to indicate a planned closure, for example, if wider reopening is delayed or if there is an inset day.

6.2 The school should resume taking an attendance register in SIMS recording attendance and absence of eligible pupils

6.3 Code X should be recorded for pupils who are not eligible to attend school and are required to remain at home because they belong to a cohort that are not being educated on site that day e.g. Year 2 who are undertaking home learning that day.

6.4 Listed below are the codes for pupils from the eligible year group or priority group who do not attend:

- Code I should be recorded when a pupil cannot attend school due to illness which is not related to Covid-19;
- Code 7 should be recorded when a pupil cannot attend school due to having symptoms of Covid-19. Code 7 is a subcategory of the I code and is in line with DfE guidance;

- Code Y should be recorded for pupils who have an EHCP and their risk assessment says that their needs cannot safely be met in school;
- Code 8 should be recorded for pupils who are self-isolating due to Covid-19. Code 8 is a subcategory of the Y code and is in line with DfE guidance;
- Code 9 should be recorded for pupils who are shielding due to Covid-19. Code 9 is a subcategory of the Y code and is in line with DfE guidance;
- Code C should be recorded when a pupil is eligible to attend but their parents are choosing to keep them at home;
- Code M should be recorded when a pupil cannot attend school due to a medical appointment;
- Code D should be recorded when a pupil is dual registered and attending another school or provision;
- Code L should be recorded when a pupil arrives after the registers have closed taking into account staggered arrival times;
- Standard authorised codes (R, T, J, P, H etc) should be recorded if appropriate.

## **7.0 Review and adaptation**

7.1 SLT will keep the arrangements detailed in this addendum under review in line with any further government updates.