

**Attendance Policy –
Covid 19 Addendum
Smith's Wood Academy
Part of Fairfax Multi-Academy Trust**

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1. Introduction

1.1. From 1st June 2020 schools will be gradually offering a wider opening of school places, with a continuation of places for children of keyworkers and vulnerable pupils and an extension to eligible year groups, initially years 10 and 12. This addendum outlines the attendance and absence processes for these pupils.

2. Registration

2.1. Schools are required to resume taking formal registers from 1st June 2020. Pupils will need to be marked:

- Present (/) if in attendance,
- Not required to attend (X) if not in an eligible group,
- Enforced closure (Y) if unable to attend due to shielding or self-isolation due to diagnosed Covid-19, Symptoms of Covid-19, or contacted by track and trace.
- Authorised absence (I, C, M, or H) code for pupils absent from school.
- Registration times/start time will be staggered and the usual registration period will be extended due to these staggered timings

2.2. At this time, no absences will be recorded as unauthorised in the register.

3. Absence procedure

3.1. If parents have accepted a school place for their child and school is expecting them to arrive in school and attend on a given day, it is a requirement that parents contact school in line with our usual school policy to report an absence.

3.2. The school absence line should be contacted by 8:35am with a reason for absence. Parents should maintain daily contact with school for the period of absence unless advised otherwise.

3.3. If there is no contact from parents to advise of the reason for absence (in line with school attendance and safeguarding policy), school will undertake first day calling and then follow the school's escalation process. This may include contacting other emergency numbers, a socially distanced home visit or referral to our allocated CSAWS Attendance and Welfare Officer.

3.4. Please ensure that school has up to date contact details for parents and emergency contacts.

3.5. Parents of children who are not expected or eligible to attend school do not need to follow the first day absence procedure.

4. Data Collection

Attendance registers are taken using the school's information management system SIMS. Absence data is returned to the DFE via school CENSUS at set times in the academic year. In addition, for this period only, school is also required to make a daily return to the DFE on the number of pupils in attendance.

5. Legislation

5.1. The Secretary of State for Education, under the Coronavirus Act 2020 Section 17, has currently disapplied section 444(1) and (1A) of the Education 1996. The notice states that "It is therefore appropriate and proportionate to temporarily disapply section 444(1) and (1A) so that parents can be sure that keeping their children out of school during this period will not expose them to a risk of criminal prosecution and conviction. It remains a parent's duty to ensure that their child of compulsory school age receives a suitable education during this period in whatever way they can under section 7 of the Act."

5.2. There will be no absences recorded under the register as unauthorised and no referrals to the Local Authority Education Enforcement Team regarding non-school attendance.

6. Support.

6.1. School staff and our allocated CSAWS Attendance and Welfare Officer remain available to answer questions, offer advice and support parents and pupils. If you have any worries, or concerns about your child's return to school or regarding their attendance at school, you can contact school who may refer to CSAWS if appropriate.

This document also links to the following policies:

Intimate Care Policy

E-Safety Policy

Acceptable Use of ICT Policy Safeguarding and Child Protection Policy Homework Policy

Special Educational Needs and Disabilities Policy Attendance Policy

Behaviour Policy

Behaviour - Exclusion Policy