

ADDENDUM TO ATTENDANCE POLICY

1st June 2020

School Attendance, Absence and Covid -19.

Introduction

From 1st June 2020 Bournville school 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 R, 1, 6, and 10.

This addendum outlines the attendance and absence processes for these pupils.

Section 1: Registration

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.
- Enforced Closure (Y) if pupil has an EHCP and their risk assessment states their needs can't be met in school.
- Authorised absence (I, C, M, or H) code for pupils absent from school.
- Registration times/start time will be staggered.
- Schools with SIMS have 3 additional codes to distinguish the different types of Covid related absence. 7 (illness Covid) 8 (self -isolating Covid) 9 (Shielding Covid). For CENSUS these codes will be returned as Y codes.

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

Section 2: Absence procedure

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.

The school day will begin at the following times:

- Reception group 1 – 9:15
- Reception group 2 – 9:30
- Year 1 – 9:00
- Year 6 – 8:45
- Year 10 – 10.00
- Key Worker / Vulnerable Student Group – 9:00

The school absence line should be contacted by 8.30AM with a reason for absence. Parents should maintain daily contact with school for the period of absence unless advised otherwise.

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.

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

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

Section 3: 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.

Section 4: Legislation.

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."

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.

Section 5: Support

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.