

## COVID- 19 – Interim Attendance Guidance

### Addendum to the Attendance Policy for Academic Year 2021-22

<b>Setting Name:</b>	St Barnabas CE VC Primary School
<b>Policy owner:</b>	Debbie Fisher
<b>Date:</b>	20/09/21
<b>Date shared with staff:</b>	24/09/21

This document has been developed to reflect amended regulations to enable schools, in the 2021 to 2022 academic year, to continue to record where a pupil does not attend in circumstances relating to COVID-19.

**It is important that all staff and volunteers are aware of the new policy and are kept up to date as it is revised. The revised policy should continue to be made available publicly.**

## Background

This addendum has been produced in line with Department of Education (DfE) guidance <https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year>

It replaces the previous addendum guidance documents on recording attendance during the COVID-19 outbreak.

This Addendum outlines:

- Attendance expectations
- Attendance coding and not attending in circumstances relating to COVID -19
- Examples in which 'not attending in circumstances relating to COVID-19' could apply
- Remote Learning

The addendum should also be read in line with DfE guidance [School Attendance: main guidance - July 2021](#) and St Barnabas Primary School's Attendance Policy. It should also 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

Pupil attendance is 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. Penalty notices should only be considered when all other options to improve attendance have been exhausted

## **Attendance Coding and Not Attending in Circumstances relating to COVID-19**

Although school attendance is mandatory, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

A category of non-attendance – 'not attending in circumstances related to coronavirus (COVID-19)' continues and must only be used to record sessions that take place in the 2021 to 2022 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 COVID-19 from Public Health England (PHE), or its successor UK Health Security Agency (UKHSA), and/or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of COVID-19

This category must only be used to record where a pupil is not attending for the reasons set out above. It should not be used to record any other type of non-attendance or absence - for example, where a parent or pupil is anxious about attending school because of 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.

St Barnabas Primary School will be using the attendance and absence codes in use before the outbreak (See Appendix A) in addition to the new category of 'not attending in circumstances related to coronavirus (COVID-19)' as detailed below:

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

## **Circumstances for non-attendance related to COVID-19 during academic year 2021-22**

### **Examples in which 'not attending in circumstances related to coronavirus (COVID-19)'**

St Barnabas Primary School will follow the procedures detailed below when pupils who are required to self-isolate as they have symptoms or confirmed coronavirus (COVID-19):

- Pupils who have symptoms of COVID-19 or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) 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/their setting

- 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 in line with public health guidance
- 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 a pupil lives in the same household as someone with Covid-19:**

- From 16 August, people will not be required to self-isolate if they live in the same household as someone with COVID-19 and any of the following apply:
  - they are fully vaccinated
  - they are below the age of 18 years 6 months
  - they have taken part in or are currently part of an approved COVID-19 vaccine trial
  - they not able to get vaccinated for medical reasons
- NHS Test and Trace will contact people to let them know that they have been identified as a contact and to check whether they are legally required to self-isolate. If people are not legally required to self-isolate, they will be provided with advice on testing and given guidance on preventing the spread of COVID-19. Even if they do not have symptoms, they will be advised to have a PCR test as soon as possible.

To support decision making reference should be made to relevant government guidance available [here](#).

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

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test and should only self-isolate if they test positive. If they do test positive, they should be recorded as code I (illness) until they are able to return to St Barnabas Primary School.

NHS Test and Trace will contact people to let them know that they have been identified as a contact and to check whether they are legally required to self-isolate.

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

- 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 quarantine.

- 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.

To support decision making reference should be made to the relevant government guidance available [here](#).

### **Pupils who are clinically extremely vulnerable when shielding is advised**

- Clinically extremely vulnerable people are no longer advised to shield.
- All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.
- If shielding is advised nationally or in a local area again, by DHSC, PHE or UKHSA, then pupils who are clinically extremely vulnerable may be advised not to attend school.
- Non-attendance in accordance with guidance from DHSC, PHE or UKHSA should be recorded as code X.

To support decision making reference should be made to the relevant government guidance available [here](#).

### **Pupils who are self-isolating but who have not had a PCR test**

In line with public health advice, pupils with symptoms must self-isolate and should be strongly encouraged to take a PCR test. Where the pupil is unable to take a PCR test, the pupil will be recorded using a code X in the register.

St Barnabas Primary School will follow up with families if not satisfied with the reason as to why the pupil is not in school/setting. Schools/settings can request supporting evidence from the family. Where St Barnabas Primary School is not satisfied with the reason given for absence, this may be recorded using one of the unauthorised absence codes, in line with the [school attendance: guidance for schools](#).

### **Remote Education**

- If a pupil is not attending St Barnabas Primary School due to circumstances related to coronavirus (COVID-19), St Barnabas Primary School will offer them access to remote education (this may be online or via other means). St Barnabas Primary School will keep a record of, and monitor engagement with this activity, however this will not need to be tracked in the attendance register.

## Appendix A

**Contents of Attendance Register in line with Department for Education Guidance available [here](#)**

Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:

- Present;
- Attending an approved educational activity;
- Absent;
- Unable to attend due to exceptional circumstances; or,
- Not attending in circumstances relating to coronavirus (COVID-19)

The school should follow up any absences to:

- Ascertain the reason;
- Ensure the proper safeguarding action is taken;
- Identify whether the absence is approved or not; and,
- Identify the correct code to use before entering it on to the school's electronic register, or management information system which is used to download data to the School Census.

### **Boarding Schools**

Boarding schools without day-pupils are not required to keep an attendance register. Schools with a mixture of day-pupils and boarders must keep an attendance register for the day-pupils.

### **Absence and Attendance Codes**

The national codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. They are also used for collecting statistics through the School Census System. The data helps schools, local authorities and the Government to gain a greater understanding of the level of, and the reasons for, absence. The codes are:

#### **Present at School**

Pupils must not be marked present if they were not in school during registration. If a pupil were to leave the school premises after registration they would still be counted as present for statistical purposes.

## **Registration Code / \: Present in school / = am \ = pm**

Present in school during registration.

### **Code L: Late arrival before the register has closed**

Schools should have a policy on how long registers should be kept open; this should be for a reasonable length of time but not that registers are to be kept open for the whole session. A pupil arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

### **Present at an Approved Off-Site Educational Activity**

An approved educational activity is where a pupil is taking part in supervised educational activity such as field trips, educational visits, work experience or alternative provision. Pupils can only be recorded as receiving off-site educational activity if the activity meets the requirements prescribed in regulation 6(4) of the Education (Pupil Registration) (England) Regulations 2006. The activity must be of an educational nature approved by the school and supervised by someone authorised by the school. The activity must take place during the session for which the mark is recorded.

**Attendance codes for when pupils are present at approved off-site educational activity are as follows:**

#### **Code B: Off-site educational activity**

This code should be used when pupils are present at an off-site educational activity that has been approved by the school. Ultimately schools are responsible for the safeguarding and welfare of pupils educated off-site. Therefore by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard pupils. This code should not be used for any unsupervised educational activity or where a pupil is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual pupils. The school should record the pupil's absence using the relevant absence code.

#### **Code D: Dual Registered - at another educational establishment**

This code is not counted as a possible attendance in the School Census. The law allows for dual registration of pupils at more than one school. This code is used to indicate that the pupil was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered.

The main examples of dual registration are pupils who are attending a pupil referral unit, a hospital school or a special school on a temporary basis. It can also be used when the pupil is known to be registered at another school during the session in question.

Each school should only record the pupil's attendance and absence for those sessions that the pupil is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

### **Code J: At an interview with prospective employers, or another educational establishment**

This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

### **Code P: Participating in a supervised sporting activity**

This code should be used to record the sessions when a pupil is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

### **Code V: Educational visit or trip**

This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

### **Code W: Work experience**

Work experience is for pupils in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual pupils. Any absence should be recorded using the relevant code.

### **Authorised Absence from School**

Authorised absence' means that the school has either given approval in advance for a pupil of compulsory school age to be away, or has accepted an explanation offered afterwards as justification for absence.

### **Absence codes when pupils are not present in school are as follows:**

#### **Code C: Leave of absence authorised by the school**

Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually taking into account the specific facts and circumstances and relevant background context behind the request.

#### **Code E: Excluded but no alternative provision made**

If no alternative provision is made for a pupil to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded pupil from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

#### **Code H: Holiday authorised by the school**

Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

#### **Code I: Illness (not medical or dental appointments)**

Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

#### **Code M: Medical or dental appointments**

Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours. Where this is not possible, the pupil should only be out of school for the minimum amount of time necessary for the appointment.

#### **Code R: Religious observance**

Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

#### **Code S: Study leave**

Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 pupils during public examinations. Provision should still be made available for those pupils who want to continue to come into school to revise.

#### **Code T: Gypsy, Roma and Traveller absence**

A number of different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers.

This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the pupil is attending educational provision. It should not be used for any other types of absence by these groups.



To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

### **Unauthorised Absence from School**

**Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:**

**Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher.**

If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

**Code N: Reason for absence not yet provided**

Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a pupil's absence. When the reason for the pupil's absence has been established the register should be amended. This code should not be left on a pupil's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

**Code O: Absent from school without authorisation**

If the school is not satisfied with the reason given for absence they should record it as unauthorised.

**Code U: Arrived in school after registration closed**

Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

**Not attending in circumstances relating to coronavirus (COVID-19)**

For the school year 2020 to 2021 and also 2021 to 2022, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'. See this addendum for further information, including advice on the application of code X.

**Code X: not attending in circumstances relating to coronavirus (COVID-19)**

(This code is not counted as an absence in the school census)

This code is used to record sessions where the pupil's travel to or presence at school would conflict with:

guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care or

- any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).
- And their equivalents in Scotland, Wales and Northern Ireland if a pupil attending a school in England resides there.

Schools should also continue to use code X to record when a pupil not of compulsory school age is not expected to attend as detailed below.

### **Administrative Codes**

The following codes are not counted as a possible attendance in the School Census.

#### **Code X: Not required to be in school**

This code is used to record sessions that non-compulsory school age children are not expected to attend.

#### **Code Y: Unable to attend due to exceptional circumstances**

This code can be used where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

This code can also be used where a pupil is unable to attend because:

- The pupil is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the pupil is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

#### **Code Z: Pupil not on admission register**

This code is available to enable schools to set up registers in advance of pupils joining the school to ease administration burdens. Schools must put pupils on the admission register from the first day that the school has agreed, or been notified, that the pupil will attend the school.

#### **Code #: Planned whole or partial school closure**

This code should be used for whole or partial school closures that are known or planned in advance such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.