*'…those who hope in the LORD will renew their strength.*
*They will soar on wings like eagles; they will run and not grow weary, they will walk*
*and not be faint.'*  Isaiah 40:31

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**Attendance Policy**

**Covid -19 Appendix from 1st June.**

**Context.**

1.  Schools should resume taking an attendance register when pupils in YR,Y1 and Y6 start in school.

2.  All settings should submit daily attendance figures using the [educational setting status form](#) by midday every day. Copy this information to Annie.

**Resuming the attendance register**

Schools should:

-   resume taking the attendance register when more groups of pupils begin to return to school

-   Use the attendance and absence codes in the following sections when completing the attendance register until there is another update in government guidance

**Pupils who are not eligible to attend a session.**

| | |
|---|---|
| This includes any pupil who is not in an eligible year group or priority group (children of critical workers and vulnerable children). This may also include children who are in an eligible year group but are not required in school for a specific session. They should be recorded as code X (not required to be in school). (Temporarily, code X can be used for compulsory school age children – usually it is only used where non-compulsory school age children are not expected to attend.) | **Register code X** |

**Pupils who are eligible to attend a session but do not.**

| | |
|---|---|
| This includes children in eligible year groups, children of critical workers and vulnerable children, such as:<br><br>• where a pupil is shielding, self-isolating [(see note 1)](#), or the pupil has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they should be recorded as code Y (unable to attend due to exceptional circumstances). (Temporarily, code Y can be used where a pupil is prevented from attending school due to following government guidance on coronavirus). To help you to complete the educational setting status form, you should note whether the absence is due to shielding or isolation | **Register code Y** |

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**Pupils who are ill.**

| | |
|---|---|
| • where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as code I (illness). To help you to complete the educational setting status form, you should note whether the illness involves coronavirus symptoms | **Register code I** |

**Pupils who could attend but parents have chosen not to send them.**

| | |
|---|---|
| • where a pupil does not attend school - despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school, the pupil should be recorded as code C (leave of absence authorised by the school) where no other authorised absence code is appropriate | **Register code C** |

**At this time, all absence should be classed as authorised.**

**Pupils who are attending other schools**

Where a pupil is attending a host school on a temporary basis because their home school cannot accommodate them, the pupil will not be registered at the host school. The home school should record the pupil as attending an approved education activity using **code B** (off-site educational activity) - the host school does not need to add this child to their attendance register but should keep a record of their attendance for safeguarding purposes and include the child in their daily totals for the educational setting status form - schools should put in place arrangements whereby the host school notifies the home school of any absences.

**Using other authorised absence and attendance codes**

Where other specific authorised absence and attendance codes are more appropriate schools may want to use these as usual, such as **code M** (medical appointment).

**Staggered start times**

Unless you have children not arriving at their allocated start time causing an issue for other groups trying to maintain social distancing do not record pupils as late.