

# Attendance Recording - Covid-19 Temporary arrangements



Author	Headteacher
Date	June 2020
Responsible Individual	Headteacher
Approval/Review Body	Executive
Frequency of Review*	<i>12 months - Policies will be reviewed more frequently if legal changes or good practice require</i>

In line with DfE statutory guidance of 28<sup>th</sup> May 2020 the following procedures are temporary alterations to the recording of pupil attendance.

This appendix is to be used from the 1<sup>st</sup> June and will be reviewed in conjunction with any further updates from the DfE, or by the 17<sup>th</sup> July 2020.

The main attendance policy remains largely in place except for the following temporary alterations.

1. The legal requirement for all pupils to attend school is temporarily suspended, due to the partial closure of schools and the nationwide lockdown.
2. Pupils who do attend school should be marked as such.
3. Pupils who are not timetabled to attend school should be marked as **X**.
4. Pupils who are not able to attend school due to shielding, self-isolation, or the risk assessment is such that they are not able to be in school, then these should be recorded as **Y**.
5. If a pupil is not in school due to illness (Not Coronavirus) then they should be recorded normally as **I** code.
6. If a pupil is due to attend school, but does not (eg refuses) then they should be recorded as a **C**.
7. Due to the nature of school, we are not operating a staggered start time and therefore the normal time for closure of the register remains in place.
8. Codes **L** (Late) and **M** (Medical) should be used as normal.