



# Attendance Policy

## HALES VALLEY TRUST

<b>Policy Tracker – Responsibility for monitoring this policy:</b>			
<b>Headteacher</b>			
<b>Date</b>	<b>Reviewed By:</b>	<b>Role</b>	<b>Date approved/received by the Governing Board</b>
September 2020	J Mackinney	CEO	Autumn 2020
January 2021	J Mackinney	CEO	Spring 2021
March 2021	J Mackinney	CEO	Spring 2021
September 2021	J Mackinney	CEO	Autumn 2021

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## 1.0 Introduction

Hales Valley Trust strongly believes that attendance and punctuality are vital for a child to maximise their potential and create a feeling of belonging in their class/school community. We ensure that our policy and procedures actively promote attendance and punctuality amongst pupils and forms part of our commitment to respect the right of every child, under the UN Convention on the Rights of the Child, to a quality education ([Article 28](#)).

In promoting the belief that attendance and punctuality are important values, we will be helping to equip our children for life and potentially impacting upon their futures as employees and employers. We believe that;

- ***Prolonged and consistent absence, in any year group, affects access to the curriculum ultimately impacting on progress.***
- ***Repeated and consistent lateness is an unsettling start to the school day for both the child and school.***

As a school we follow the Department for Education (DfE) documents *Children Missing Education* (September 2016) and *School Attendance: Departmental advice for maintained schools, academies, independent schools and local authorities* (July 2019). We expect children to maintain an attendance figure above 96% throughout the academic year.

Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.

### **Good attendance is important because:**

- Statistics show a direct link between under-achievement and absence below 95%;
- Regular attenders make better progress, both socially and academically;
- Regular attenders find school routines, school work and friendships easier to cope with;
- Regular attenders find learning more satisfying;
- Regular attenders are more successful in transferring between primary school, secondary school and higher education, employment or training.

### **Safeguarding**

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each child is everyone's responsibility and within the context of this school, we will adhere to "Working together to Safeguard Children" (2018) Keeping Children Safe in Education (2021) and the School's Safeguarding and Child Protection Policy:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best life chances;
- Detecting early support through Early Help Assessment.

Failing to attend this school on a regular basis will be considered as a safeguarding matter.

## 2.0 Roles and Responsibilities

A member of the Senior Leadership Team will oversee and co-ordinate the schools work in promoting regular and good attendance. The school is responsible for the accurate recording and monitoring of attendance and that the policy is consistently used. The Senior Leader in charge will ensure that issues are identified in an early stage and that support can be offered and put in place prior to attendance becoming an issue.

### What the Law says about attendance

Parents have a legal obligation to ensure their children receives a full time education. This is achieved by regular attendance at school. Section 444 Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him / her to receive efficient fulltime education suitable:

- a) to age, ability and aptitude and
- b) to any special educational needs he/ she may have
- c) Either by regular attendance at school or otherwise'

Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

### Parents/Carer

- To ensure their child attends school regularly and is properly equipped and in a fit state to learn every day that school is open;
- Ensure that their children are punctual, registration takes place between 8.45am and 8.55am;
- To notify the school **every day** of absence by 9.30am. All absences will be recorded as 'O' unauthorised until an explanation or evidence is provided. The onus is on the parent to inform the school and provide appropriate evidence;
- As in the work environment medical and dental appointments should be booked outside of the school day whenever possible;
- To provide the school with up to date contact details and telephone numbers for every adult with parental responsibility. The school should be provided with at least two emergency contact numbers. If contact details change then we must be informed of new details within 24 hours;
- If a 'Leave of Absence' is required for exceptional circumstances, it should be made in writing (using the application form available from the school office) to the Headteacher 15 days in advance of the proposed start date of the absence. The circumstances you consider 'exceptional' must be detailed;
- Collecting their children on time to avoid incurring a fine;
- Avoiding taking holidays in term time;
- Avoiding requesting non-urgent leave of absence;
- Working with the school to improve matters if attendance becomes a problem;
- Keeping school fully informed on all matters that might affect attendance and their child in school;
- Supporting the Home and School Agreement and guidance necessary to ensure smooth running of the school;
- To ensure they will not collect their children until the end of the school day

## **Pupils**

- To go straight into class once entered the building;
- To attend morning and afternoon registration promptly;
- Knowing the value of good attendance;

## **Teachers**

- Set an example of punctuality and good attendance;
- Ensure that registers are taken at the appropriate times and are accurate and up to date;
- To take appropriate action when pupils are late;
- To have an awareness of class and individual attendance patterns and report to SLT;
- To inform SLT/Deputy of any concerns about attendance or where attendance is impacting on a pupil's achievements;
- Discuss individual pupil attendance at parent-teacher consultations;
- Praise pupils for good punctuality and good attendance.

## **SLT**

- To have a named member of SLT responsible for attendance;
- To set clear and challenging attendance targets as part of school self-review;
- To ensure that all school personnel, pupils and parents are aware of and comply with this policy;
- Monitor trends and arrange for letters to be sent when triggers are hit;
- Target intervention and support to those children that have been highlighted as poor attendees;
- Develop a multi-agency response to the attendance agenda;
- Utilise the support of available specialists in relation to the attendance agenda;
- Have a system in place for parents to report a child's absence;
- Report to the Governing body the attendance figures and progress to achieving the set targets;
- Promote the importance of good attendance through assemblies;
- Publicise good attendance during assemblies and newsletters;
- Reward good attendance;
- Responsible for Authorising Absence by adhering to DfE guidelines. When it becomes necessary making a referral to Dudley Council, Education Investigation Service (EIS);
- To schedule a home visit from a representative of the school if no contact has been received;
- Where we feel there is a safeguarding issue a multi-agency referral would be completed.

## **Administrative staff**

- First day calling for children absent without explanation,
- Call all numbers on the contact list in order until receive an answer;
- Leave a voice message, if there is a voicemail option;
- Send a text message;
- Overseas ring tone – and no leave of absence requested - school will unauthorise this absence; SLT to be contacted which may result in EIS being contacted in line with Local Authority Children Missing Education policy and procedures;
- Call the contact list at least twice;
- Inform Instil (attendance officer) to conduct a home visit.
- To issue first day contact methods i.e., letter, text message, visit, if no other response;
- To monitor late entrants into school and adjust Integris accordingly along with the time of arrival;

- To forward phone messages to class teachers regarding absences;
- To monitor individual and class attendance;
- Contact parents when a school have not been provided with a reason for absence;
- Record reasons for absence on Integris;
- Record medical appointments on Integris and state whether medical evidence has been seen;
- To monitor register coding and alert staff of inconsistencies;
- To produce reports as requested by EIS;
- To produce attendance figures for end of term/year reports;
- To undertake reporting and update SLT.

### **3.0 Attendance Celebration**

Children with 100% attendance receive a certificate at the end of each term. If a child has attended school every day for the whole year, they receive a certificate and a 100% attendance badge. We celebrate whole class attendance in our weekly assembly. Names of all children with 100% weekly attendance, are entered into a weekly prize draw, which is also drawn during assembly. All attendance celebrations are included in our weekly newsletter.

### **4.0 Procedures**

#### **Late to school in the morning and afternoon**

- Registration happens in the classroom and not when a child arrives at school;
- Registration starts at 8.45am and finishes at 8.55am. However, registration can remain open until 9.10am.
- If a child arrives for registration in the classroom before 8.55am they will be marked as present code (/);
- If a child arrives in school before 8.45am, but does not get to the classroom for registration before 8.55 am, then they will receive the late code (L). If a child arrives at school after the main doors have closed they will need to enter via the office with a parent/carer, or adult, and a reason for the lateness given. This will be marked as L (late) until 9.10am or U (unauthorised absence) after 9.10am. Children in Year 6 can bring a note from home with a reason, as they may not be accompanied by an adult.
- If a child is late due to doctors/medical appointment, please make the school aware of this.
- The school will monitor late marks for individual pupils and will contact and support parents/carers in ensuring that the child/ren arrive to school on time to minimise learning time lost.

#### **Late collection at the end of the school day or after school events**

- The school day ends at 3.00pm. Sometimes we receive messages at the end of the day to say that parents will be late collecting their children due to traffic or other unforeseen circumstances and we accept that sometimes this happens. However, some parents regularly collect their children beyond 3.00pm and sometimes beyond 3.15pm. It is not the duty of the school to provide childcare beyond the end of the school day, unless there are unforeseen circumstances, and contact with the school has been made.
- In order to prevent children being left at the school office, at the end of the school day, each family has 3 opportunities, per academic year, whereby a child can be collected late due to unforeseen circumstances. After these 3 opportunities the school will be issuing a charge for the childcare we are providing.
- For every 15 minute block a child/children are left at school at the end of the school day there will be a £5 charge per child e.g. if one child is collected at 3.16pm there will be a charge for the 15 minutes

child care provided 3.00-3.15pm. If a child is collected at 3.15pm there will be a £10 charge for the childcare 3.15-3:30 pm and so on.

***Please note this is per child not per family.***

- For clarity if a child is collected at 3.10pm, then there will be no charge, but it will be noted as making a late collection and one of your opportunities to collect late will be lost. If a child is persistently being collected between 3.01 and 3.15pm to avoid the late collection charge then we can administer penalty charges on an individual basis.

### **Attendance and Illness**

- If your child is ill your first action is to call the school as early as possible (and before 9.30am) and let the School Office know your child will not be in school – 01384 818845. The school has a dedicated answer phone system for registering your child's absence option 1.
- This needs to be done every day of absence (unless your child is admitted to hospital, or has a long term illness-related absence for a period of time – in this instance you do not need to ring every day).
- If your child is not in school and we have not had a phone call by 9.30am one of our Office Staff will contact you to find out why your child is not in school.
- The school also has a Medical Policy that contains information about time allowed for certain illnesses e.g. 48 hours for sickness bugs in line with the Public Health guidelines.

### **Leave of Absence Request**

It is now necessary for all parents to seek 'Leave of Absence' at least 15 school days before they are intending to take their child out of school. This can be done by completing and returning to the Headteacher a 'leave of absence' form. In order for the leave of absence to be authorised it would have to meet the following criteria;

- A parent/primary carer has a life limiting illness;
- Other circumstances which are considered to be exceptional. This does not include examples such as: Holiday of a lifetime, special family birthdays, cheaper holiday deal or visiting relatives abroad.

A leave of absence request must be made by the parent/primary carer with whom the child normally resides.

**Note: All holidays/leave of absence, of 5 days (10 continuous sessions) or more, will be referred to Dudley Council, Educational Investigation Service, who may issue a Fixed Penalty Notice fine and/or consider legal action.**

### **School Closures and Number of School Days**

The academic year is 190 days. These are recorded as 380 sessions, an am and pm session per day. Schools are also required to have an additional 5 days that are used for staff training. These are often called INSET (In Service Training) Days. These days are not part of the 190 days, which is every child's free entitlement and schools endeavour to schedule these to minimise inconvenience to parents and carers.

The Headteacher will make every effort to ensure that the school remains open for 190 days. However, in some circumstances, e.g. severe weather, the school may have to close. The Headteacher must always consider the health, safety and welfare of every person, who uses the school site, pupils, staff, parents, volunteers and visitors. If at any point, use of the school building would be detrimental to a person or persons' health, safety and welfare, then the Headteacher must close part or all of the school.

If a decision is made to close part or all of the school, the Headteacher will endeavour to inform parents of that decision and the details of any arrangements that have been put in place. If the Headteacher decides to close part or all of the school, then the register for those pupils affected is closed for the day and coded as an enforced school closure. This does not affect a child's attendance record.

Parents should always assume that the school will remain open during term time unless they hear otherwise.

## **5.0 Dudley Council, Education Investigation Service (EIS)**

The Education Investigation Service (EIS) is responsible for ensuring that parents meet their legal obligations in respect of their child's education and in doing so they may issue penalty fines or take legal proceedings to ensure that parents do so.

A parent has a responsibility to ensure their child's regular attendance at school and if a child's attendance becomes a matter of concern, school may make a referral to the EIS and support them in the actions that they may take.

### **Poor Attendance Referrals**

#### **Between 12 to 24 sessions/6 to 12 days of unauthorised absence within a 6 week period**

School is responsible for making a referral to the Education Investigation Service (EIS) when a child has been absent from school for at least 12 sessions of unauthorised absence within a 6 week period. There are two sessions per school day, a session is a morning (am) or an afternoon (pm), so 12 sessions is the equivalent to 6 days off school.

#### **In excess of 24 sessions/ 12 days of unauthorised absence over 12 weeks**

School is responsible for making a referral to the Education Investigation Service (EIS) when a child has been absent from school in excess of 24 sessions of unauthorised absence within a 12-week period. There are two sessions per school day, a session is a morning (am) or an afternoon (pm), so more than 24 sessions is the equivalent to more than 12 days off school.

A child is defined as a persistent absentee if they miss 10% or more of their possible sessions.

Prior to the referral to Dudley Council, Education Investigation Services:

- School will inform parents of their child's attendance progress in writing, offering them to contact the school to discuss reasons impacting on their attendance.
- If there has been no improvement, the school will write to parents informing them that a referral to Dudley Council, EIS which may result in a Fixed Penalty Fine or legal action if unauthorised absence continues to occur.
- A member of school staff or School's Attendance Support Officer may undertake a home visit or invite parent/s to an attendance clinic to speak to them when there are ongoing attendance concerns or school have failed to establish a response relating to the child/children's absence.
- A document of this conversation will be recorded on an attendance clinic form which will be signed by the parent and agreed actions noted.

## **Exclusion**

Parents and carers can be issued with Penalty Notices if a pupil, who has been excluded, contravenes the details set out in the Exclusion Letter as to their whereabouts during the first 6 days of exclusion.

**Section 103 Education And Inspections Act 2006** places a duty on parents in relation to an excluded pupil; a parent has to ensure that their child is not present in a public place during school hours without reasonable justification during the first **five** days of each and **every fixed period or permanent exclusion**.

### **Deletion from the school roll**

Parents need to be aware that their child's name may be deleted from the school roll if your child does not return to school within 10 school days of the agreed return date for an AGREED Leave of Absence.

This action will be taken in consultation with the local authority who may agree to the removal, upon any return you will have to reapply for admission to a school within the borough. A place at your previous school cannot be guaranteed.

### **Child Missing in Education**

Schools must enter pupils on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school. If a pupil fails to attend on the agreed or notified date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause. Schools must also arrange full-time education for excluded pupils from the sixth school day of a fixed period exclusion. This information can be found in the Exclusion from maintained schools, academies and pupil referral units in England statutory guidance.

Schools have a safeguarding duty in respect of their pupils, and as part of this should investigate any unexplained absences. Further information about schools' safeguarding responsibilities can be found in the Keeping children safe in education statutory guidance.

### **Recording information in the school's admission register.**

It is important that the school's admission register is accurate and kept up to date. Schools should regularly encourage parents to inform them of any changes whenever they occur, through using existing communication channels such as regular emails and newsletters. This will assist both the school and local authority when making enquiries to locate children missing education.

Where a parent notifies a school that a pupil will live at another address, all schools are required to record in the admission register:

- a) the full name of the parent with whom the pupil will live;
- b) the new address; and
- c) the date from when it is expected the pupil will live at this address.

Where a parent of a pupil notifies the school that the pupil is registered at another school or will be attending a different school in future, schools must record in the admission register:

- a) the name of the new school; and
- b) the date when the pupil first attended or is due to start attending that school. Sharing information with the local authority.
- c) Schools must notify the local authority when a pupil's name is to be removed from the admission register at a non-standard transition point under any of the fifteen grounds set out in the regulations, as soon as the



ground for removal is met and no later than the time at which the pupil's name is removed from the register. This duty does not apply at standard transition points – where the pupil has completed the school's final year – unless the local authority requests for such information to be provided.

Where a school notifies a local authority that a pupil's name is to be removed from the admission register, the school must provide the local authority with:

- a) the full name of the pupil;
- b) the full name and address of any parent with whom the pupil lives;
- c) at least one telephone number of the parent with whom the pupil lives;
- d) the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable;
- e) the name of pupil's destination school and the pupil's expected start date there, if applicable; and
- f) the ground in regulation 8 under which the pupil's name is to be removed from the admission register (see document: Children missing education Statutory guidance for local authorities).

All schools are required to notify the local authority within five days when a pupil's name is added to the admission register at a non-standard transition point. Schools will need to provide the local authority with all the information held within the admission register about the pupil. This duty does not apply when a pupil's name is entered in the admission register at a standard transition point – at the start of the first year of education normally provided by that school – unless the local authority requests for such information to be provided.

### **Leave of Absence**

The Education Investigation Service will instigate statutory intervention on behalf of the Local Authority, when notified that a pupil has a relevant level of unauthorised absence. This may result in a Penalty Notice being issued to a child's parents or carers and the penalty charge will be per child, per parent.

When a child has had at least **5 days/10 continuous sessions** of unauthorised absence coded on registers as "G" then school will make a referral to Dudley Council, EIS.

Dudley Council Education Investigation Service may issue a Fixed Penalty Notice (FPN) Leave of Absence (Holidays 5 days or more)

**Absence during term time for holidays is therefore not considered an exceptional circumstance. For more information on EIS and when penalty fines may be issued please contact the Education Investigation Service on 01384 814317.**

### **What the Law States**

A Penalty Notice is £60 (per parent, per child), if paid within 21 days of receipt, rising to £120, if paid after 21 days but within 28 days of receipt. The payment must be paid directly to the Local Authority as indicated on the Penalty Fine, the school does not receive the money. Parents can only be prosecuted if 28 days has expired and full payment has not been made.

Where a child of compulsory school age fails to attend school regularly, the parent could be guilty of an offence under

1. **Section 444(1) Education Act 1996** – If the child is absent without authorisation then the parent is guilty of an offence. This is a strict liability offence i.e. all that needs to be shown is a lack of regular attendance. Sanctions can include a fine of up to £1,000.
2. **Section 444(1A) Education Act 1996** – an aggravated offence. If the child is absent without authorisation and the parent knew about the child's absence and failed to act, then the parent is guilty of an offence. Sanctions can include a fine of up to £2,500 and a prison sentence of up to 3 months.

### **Other reasons for extended absence and requests for leave in term time**

All staff are trained and made aware about possible reasons for extended absence from school. One of these could be female genital mutilation (FGM), which is a form of child abuse common to some African, Asian and Middle Eastern communities in the UK. The age at which girls are subject to FGM varies greatly from shortly after birth to any time up to adulthood. Victims are usually aged between four and ten, primary school age. It is illegal in the UK to subject a child to female genital mutilation (FGM) or to take a child abroad to undergo the procedure – Female Genital Mutilation Act 2003.

Any information or concern that a child is at immediate risk of or has undergone FGM or forced marriage will result in a child protection referral under school procedures to the Designated Senior Person in the first instance and then to Children's Social Care Services and/or the Child Protection Team, West Midlands Police Service. Records of all incidents will be kept following the same procedures as for all other child protection concerns in school in line with current policy.

Please note that teachers and members of staff with teaching responsibilities have a specific legal duty to act with regards to concerns about female genital mutilation and must personally report to the police a disclosure that FGM has been carried out, in addition to liaising with the DSL/Children's social care.

### **6.0 Attendance Monitoring**

Every school has a duty to monitor all pupils' attendance and punctuality which falls below the expected national average. The Trust regularly monitors attendance and has set the below guidelines:

#### **What happens when 5 days/10 sessions or more of school are missed?**

If your child has more than 5 days out of school, at any time over an academic year due to illness and/or holiday, then every time your child is absent after this you will be required to provide further information, detail or evidence so we can consider whether the absence can be authorised.

#### **What happens when 10 days/20 sessions or more of school are missed?**

If your child has more than 10 days out of school, at any time over an academic year due to illness and/or holiday, you will be invited to an attendance clinic to discuss how we can support improved attendance of your child. This may include additional support from outside agencies. A document of this conversation will be recorded on an attendance clinic form which will be signed by the parent and agreed actions noted.

You may also receive a home visit from a representative of the school, you will be aware of this taking place as a note/letter from the school will be left at the property stating the date and time of the visit. The next steps will be that your child's absence will then be scrutinised on a weekly basis.

#### **What happens if your child is late 5 times and above**

If your child is late more than 5 times we will write to you and you may be invited to an attendance clinic to discuss ways to improve punctuality.

### **Long Term Sickness Absence**

If a child needs to be hospitalised for 3 days or more we can contact the Hospital Teaching Service so that they work with your child whilst they are not in school. This would be coded as 'B' which means that your child is being educated off site and would not affect their overall attendance percentage.

If a child leaves hospital and following this, is at home for 2 weeks, then we can contact Cherry Tree Pupil Referral Unit and they will support the child at home. This would use the 'D' code meaning the child is dual registered with ourselves and Cherry Tree. It is school's responsibility to liaise with Cherry Tree and ensure that a suitable education is being provided.

**Can a school place a pupil on a part-time timetable? DfE School Attendance November 2016** As a rule, no. All pupils of compulsory school age are entitled to a full-time education. In very exceptional circumstances there may be a need for a temporary part-time timetable to meet a pupil's individual needs. For example, where a medical condition prevents a pupil from attending full-time education and a part-time timetable is considered as part of a re-integration package. A part-time timetable must not be treated as a long-term solution. Any pastoral support programme or other agreement must have a time limit by which point the pupil is expected to attend full-time or be provided with alternative provision. In agreeing to a part-time timetable a school has agreed to a pupil being absent from school for part of the week or day and therefore must record it as authorised absence.

### **Unacceptable reasons for absence**

It is not acceptable to assume your child can have days out of school for the following events;

- Moving House
- Funerals
- New babies
- Other child in family is sick and parent cannot get other child to school
- Parent on holiday and child staying with a relative – relative cannot bring child to school– it is expected that other arrangements are made with family members/neighbours/friends to bring your child to school
- Parent sick on a long term basis and cannot get child to school – it is expected that other arrangements are made with family members/neighbours/friends to bring your child to school
- Inclement weather i.e. severe snow – if you live within a 1 mile radius of the school, unless there is a babe in arms in the household, or you live in a remote setting, you are expected to get your child to school.

### **Other unauthorised reasons are:**

- Buying new school shoes/summer uniform because parents forgot to do it in the holidays
- Going to the caravan to avoid traffic
- Waiting in for the builder's/Gas man/delivery driver to arrive
- 'Only Year 6 matters'
- Withdrawing your child from school when alternative arrangements have been made to address the reasons they are unable to attend or take part in a specific lesson or event e.g. Carol Service
- 'Holidays are cheaper'
- Parent/Carer/sibling being sick/illness

### **Dealing with Truancy**

If a pupil is thought to be playing truant, then the school will inform:

- The parent/carer;
- The police

All truants will receive:

- Sanctions;
- Support;
- Discussions to understand the seriousness of the matter;
- A programme of monitoring and support.

The Police must be informed **immediately** if a pupil leaves school without prior permission.

## 7.0 Schools COVID-19 Operational Guidance

School attendance is become mandatory.

The usual rules on school attendance apply, including:

- parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

### Self-isolation and shielding

A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- have symptoms or have had a positive test result
- live with someone who has symptoms or has tested positive and are a household contact
- are a close contact of someone who has COVID-19

Some groups of people, including children, are at higher risk of severe illness from coronavirus. This group of people have been told directly by their GP or hospital clinician, or have received a letter, confirming that they are 'clinically extremely vulnerable'. Since the 1 April, those who are clinically extremely vulnerable (CEV) are no longer advised to shield. See guidance on [who is at higher risk from COVID-19](#), and [protecting people who are clinically extremely vulnerable](#).

All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. The school will provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around COVID-19.

The school will offer pastoral support to pupils who are:

- self-isolating
- [vulnerable](#)

Where pupils are not able to attend school, as they are following clinical or public health advice related to COVID-19, the absence will not be penalised.

### Recording attendance

Attendance will be recorded in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.

The school will use code X if a child is self-isolating or quarantining because of COVID-19 in accordance with relevant legislation or guidance published by PHE.

### Pupils and families who are anxious about attending school

It is likely that some pupils, parents and households may be reluctant or anxious about attending school. This may include pupils who:

- have themselves been shielding previously but have been advised they no longer need to shield
- live in a household where someone is clinically vulnerable (CV) or CEV (including young carers)
- are concerned about the possible increased risks from COVID-19 such as those who have certain conditions such as obesity and diabetes

Any concerns will be discussed with parents and reassurance will be provided about the measures the school are putting in place to reduce any risks including the system of controls and testing. The school will discuss with individual parents other specific accommodations that can be put in place to ensure that the pupil can regularly attend and emphasise the benefits of regular attendance.

Pupils of compulsory school age must be in school unless a statutory reason applies.

### **Pupils abroad who are unable to return**

The school will work with Hales Valley Trust and with Dudley Local Authority to engage with families who are abroad to understand the child's circumstances and their plans to return.

#### *Recording attendance for pupils unable to return*

For each session that the pupil is absent, the school will keep an accurate record in the attendance register. In these situations, code X (not attending in circumstances related to coronavirus) is unlikely to apply and the school will decide how to record sessions in the attendance register based on the child's circumstances and in line with the Education (Pupil Registration) (England) Regulations 2006 as amended.

In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply where a pupil is unable to attend because a national emergency has resulted in widespread disruption to travel. Code Y is unlikely to apply in circumstances where families are not travelling back to the UK for other reasons (for example choosing to remain abroad, or looking to avoid quarantine). Where code Y does not apply, the school will consider the authorised and unauthorised absence codes to identify the appropriate one.

### **Admission register**

A pupil's name can only lawfully be deleted from the admission register on the grounds prescribed in [regulation 8 of the Education \(Pupil Registration\) \(England\) Regulations 2006](#) as amended. Schools may wish to seek their own legal advice and should ensure that they have appropriate evidence before deleting a pupil's name from the admission register.

### **Remote education**

Where the school are able to do so, we will provide remote education for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad

### **Encouraging regular school attendance**

The school will identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. The school will put particular emphasis on:

- disadvantaged and vulnerable children and young people
- pupils who were persistently absent prior to the pandemic
- pupils who have not engaged with school regularly during the pandemic

To support families who will need additional help to secure pupils' regular attendance, the school may use the additional catch-up funding that has been provided, as well as existing pastoral and support services, attendance staff and pupil premium funding.

We will work closely with other professionals across the education and health systems, where appropriate, to support school attendance. Continuing to notify the pupil's social worker, if they have one, of non-attendance.

### **Vulnerable children**

Where pupils who are self-isolating are within our [definition of vulnerable](#), the school will have systems in place to keep in contact with them.

When a vulnerable pupil is required to self-isolate, the school will:

- notify their social worker (if they have one)
- agree with the social worker the best way to maintain contact and offer support

The school has procedures in place to:

- check if a vulnerable pupil is able to access remote education support
- support them to access it (as far as possible)

- regularly check if they are accessing remote education

### Alternative provision

All pupils in alternative provision (AP) settings should attend school full-time, including:

- pupil referral units
- AP academies
- AP free schools
- independent AP schools

Where they are affected by the [remote education temporary continuity direction](#), AP settings must provide remote education to pupils covered by the direction whose attendance would be contrary to government guidance or law around COVID-19.

### 8.0 [Coding and description for registers](#)

Code	Description	Meaning
/	Present (AM)	Present
\	Present (PM)	Present
B	Educated off site (not dual registration)	Approved Education Activity
C	Other Authorised Circumstance (not covered by another appropriate code/description)	Authorised Absence
D	Dual Registration (i.e. pupil attending other establishment)	Approved Education Activity
E	Excluded (no alternative provision made)	Authorised Absence
G	Family Holiday (not agreed or days in excess of agreement)	Unauthorised Absence
H	Family Holiday (agreed)	Authorised Absence
I	Illness (not medical or dental appointment)	Authorised Absence
J	Interview	Approved Educational Activity
L	Late (before register closes)	Present
M	Medical/Dental Appointment	Authorised Absence
N	No reason yet provided for absence	Unauthorised Absence
O	Unauthorised absence (not covered by any other code/description)	Unauthorised Absence
P	Approved Sporting Activity	Approved Education Activity
R	Religious Observation	Authorised Absence
S	Study Leave	Authorised Absence
T	Traveller Absence	Authorised Absence
U	Late (after registers close)	Unauthorised Absence
V	Educational visit or trip	Approved Education Activity
W	Work Experience	Approved Education Activity
X	COVID related/ Non-compulsory school age absence	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil Not yet on roll	Not counted in possible attendances
#	School Closed to Pupils	Not counted in possible attendances