



**PensMeadowSchool**

*Living, Growing, Learning*

**Attendance Policy Addendum**

Recording attendance in the school attendance register  
during the coronavirus outbreak

Guidance Updated 28 May 2020

1ST JUNE 2020

NEXT REVIEW DATE: AS REQUIRED

Staff Responsible:  
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Date shared with staff: 1/06/2020

## 1. Context

From 1<sup>st</sup> June 2020 Pens Meadow School resumes taking an attendance register.

Pens Meadow School will use the codes suggested in the Government Guidance to record attendance and absence in the attendance register.

Pens Meadow School will submit daily attendance figures using the educational setting status form by midday everyday.

There's further guidance on school attendance policy at [Actions for schools during the coronavirus outbreak](#).

### **At this time all absences will be classed as authorised until further notice.**

This addendum of Pens Meadow School's Attendance Policy contains details of our attendance recording arrangements in the following areas:

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## 2. Resuming the attendance register

From 1<sup>st</sup> June 2020 Pens Meadow School will:

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

consider using the attendance and absence codes in the following sections when completing the attendance register until further notice

This guidance on resuming the attendance register will be reviewed regularly as the situations develops and further guidance is issued.

## 3. 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). 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. This code does not apply to Pens Meadow School arrangements during Covid-19 outbreak.

## 4. 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:

- 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**. In order to complete the educational setting status form, we will note whether the absence is due to shielding or isolation. This will be established via telephone calls if necessary.
- where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as **code I** (illness). In order to complete the educational setting status form, we will note whether the illness involves coronavirus symptoms if and when parents share this information with the school.
- 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

### 5. Using other authorised absence and attendance code

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).

### 6. Registration time

The school will operate one registration time, however every child will receive two marks per day as per standard arrangements. The register must be completed by 10:00am every day the school operates. By 12:00pm all registration report to be sent to LA and DfE.

### 7. Addendum review arrangements

Pens Meadow School will review the content of this addendum in line with Government guidelines as and when necessary.