



All Saints CE First School Attendance Policy

Appendix – Covid-19

This appendix is to outline the temporary amendments to the attendance policy of All Saints CE First School due to the current coronavirus outbreak.

Amendment to register opening and closing times:

As school will be operating staggered start times a temporary extension will be introduced:

Morning Registers open at 8.45am and close at 9.25am to incorporate all 'bubbles'

Afternoon Registers open at 12.45pm and close at 1.25pm to incorporate all 'bubbles'

In line with government and DfE recommendations All Saints CE First School will undertake the following:

Attendance Register

- 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 further notice
- review amendments to resuming the attendance register as and when updated guidance is issued

Attendance Codes

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, i.e., year R and year 1 pupils who are not among the number of pupils expected in school at a given time.

They should be recorded as code X (not required to be in school).
(Temporarily, code X can be used for compulsory school age children.)

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 (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).

- where a pupil cannot attend school due to illness, as would normally be the case;

They should be recorded as code I (illness).

- 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;

They should be recorded as code C (leave of absence authorised by the school) where no other authorised absence code is appropriate

At this time, all absences should be classed as authorised - Parents will not be penalised if their child does not attend school. Under the Coronavirus Act 2020, the government have relaxed the law, so that the parent of a child of compulsory school age is not guilty of an offence on account of the child's failure to attend regularly at the school at which the child is registered (section 444 of the Education Act 1996)

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).

Note 1

School will use these principles and guidance to decide if pupils are shielding or self-isolating:

- children and young people who have been classed as [clinically extremely vulnerable due to pre-existing medical conditions](#) have been advised to shield. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few if any children will fall into this category, but parents should follow medical advice if their child is in this category
- child or young person who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting
- if a child or young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [guidance on shielding](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions - this may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend
- children or young people should not attend if they [have symptoms or are self-isolating due to symptoms in their household](#)