

Attendance Policy Addendum June 2020

This addendum to the The Purbeck School's Attendance Policy has been devised to cover the current Covid-19 Pandemic, following the Government/Department for Education (DFE) announcement on 28th May that Secondary Schools are to provide some contact for students in exam classes. This policy addendum will cover how The Purbeck School will manage the attendance process for students from 15th June 2020.

In order to facilitate an 'as safe as possible' return to the school, students will be invited into school by their House groups as follows:

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
Kestrel + <i>Critical Workers and vulnerable students</i>	Kingfisher + <i>Critical Workers and vulnerable students</i>	Skylark + <i>Critical Workers and vulnerable students</i>	Swift + <i>Critical Workers and vulnerable students</i>	<i>Critical Workers and vulnerable students only</i>

Students should arrive in school as normal between 8.35am - 8.45am. Students should go straight to their assigned room for Registration. Students will attend an initial assembly on the group's first day during the week commencing 15th June, to inform them of their groupings and to give a clear set of expectations and precautions that they will be expected to follow. Students will be allocated a room, and social space as well as toilet and handwashing areas.

Students will be registered twice during the day to receive their AM and PM Registration mark.

Times of the School Day:

8.45am – Arrival and AM Registration

1.45pm - PM Registration

3pm- End of the school Day

Protocol for absence reporting:

If you have confirmed that your child will not be attending for the rest of the term, then there is no need to contact us each day.

If you have confirmed that your child will be coming back into school, but they are unwell through normal illness or because they or a member of the household are self-isolating/shielding with Covid-19, please contact the school office at office@purbeck.dorset.sch.uk and report their absence and giving a reason. It would be helpful if you could please indicate how long you expect them to be absent for. For the rest of this term, **please do not use the absence line** to report illness as we are unable to monitor this throughout the day.

Parents who have provided no reason for absence will be contacted by the school by text message to establish the current situation and so that we can enter the appropriate mark accordingly. If office staff are unable to make contact, a member of the Pastoral Team will attempt to contact home to conduct a welfare check. If there is no contact following welfare checks being attempted, a Designated Safeguarding Lead will take a view as to whether to escalate the concern to Children's Services or Dorset Safer Schools Team (Dorset Police) who may conduct a Home Visit on behalf of the school.

The Purbeck School is required by the Department for Education, to report all attendance and absences each day by 12pm therefore we would ask that all absences are reported by 9.30 am.

DFE have confirmed that all absences will be **authorised** and there will be no formal action for parents who choose not to send their children to school during the Summer term.

Information for Staff

Protocol for Completing Registers during the Summer Term:

Registers will be taken using Microsoft Teams. Tutors/Teachers are expected to take AM Reg in the morning, which need to be completed by 9.30am and PM Reg when students return from their lunch break by 2pm.

Main Office to update SIMS with the appropriate code as detailed below using the class registers completed in Microsoft Teams.

If a student is expected in school and there is no reason for absence provided, a text message or phone call will be made to establish contact. If unable to establish contact, an 'Urgent' Myconcern will be made as soon as possible and a member of the Pastoral Team will conduct welfare checks.

If there is no contact following welfare checks being attempted, a DSL will take a view as to whether to escalate the concern to Children's Services or Dorset Safer Schools Team (Dorset Police) who may conduct a Home Visit on behalf of the school.

Register Codes in SIMS:

Codes Issued by DFE have been amended as follows – No other codes should be used.

Code to use in SIMS	Meaning	description
/	Present for AM Registration	Student is in School
\	Present for PM Registration	Student is in School
L	Late to school	Counts as present
I	Illness not linked to Covid-19	DFE Code I
A	Illness due to Covid-19	DFE Code I
Y	Self-Isolating due to Covid-19 *Add in comments on Session	DFE Code Y(Exceptional Circumstances)
Y	*Shielding due to Covid-19 Add in comments on Session	DFE Code Y (Exceptional Circumstances)
M	Medical Appointment	Student absent for full session. If arrives during session then session mark to be amended to present using the L code
C	Authorised Absence	Parent choosing not to send in the student
X	Pupil not required in school for the session	Student not in the eligible group invited in on that day. This discounts them from attendance figures

**Y Code can now be added to SIMS Register through Edit Mark's. In order to use the Mark with comment, you must add the comment first and then the Y code.*

Coding Guidance from DFE:

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 10 and year 12 pupils who are not among the quarter 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 – usually it is only used where non-compulsory school age children are not expected to attend.)

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). To help you to complete the educational setting status form, you should note whether the absence is due to shielding or isolation
- 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
- 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

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

Note 1

Schools should 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](#)

This Policy Addendum has been produced with reference to the following advice and guidance from DFE:

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form>

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#attendance>