



Oasis academy Wintringham - COVID-19 Attendance Policy

The DfE Guidance on attendance is clear. During the COVID-19 pandemic we will be following the guidance below:

6.1 Is attendance compulsory?

Eligible children - including priority groups - are strongly encouraged to attend their educational setting, unless they are self-isolating or they are clinically vulnerable.

No one with symptoms should attend a setting for any reason. If someone in their household is extremely clinically vulnerable, children should not attend.

Families should notify their school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together.

Parents will not be fined for non-attendance at this time.

6.2 Will parents be penalised if their child does not attend school?

Parents will not be penalised if their child does not attend school. We expect schools and other relevant partners to work with and support the relevant families and pupils to return to school.

Under the Coronavirus Act 2020, we 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).

6.3 Can the children of critical workers and vulnerable children still attend school, even if they are not in priority years?

Yes. Now that we have made progress in reducing the transmission of coronavirus we are encouraging all eligible children to attend settings, even if parents are able to keep their children at home.

Vulnerable children and young people of all year groups are expected to attend educational provision where it is appropriate for them to do so. Further guidance on vulnerable children at Supporting vulnerable children and young people during the coronavirus outbreak.

6.4 How can schools encourage pupils to attend and maintain good attendance?

For those pupils eligible to attend, schools should address absence by sensitively exploring parents' and pupils' concerns and what is preventing attendance and work with them to re-engage pupils where appropriate. Families should notify their nursery/school/college as normal if their child is unable to attend. Schools should also continue to follow up with any parent or carer whose child has been expected to attend and doesn't.

Schools should work together with local authorities and other relevant partners to support parents and children in their return to regular attendance. When working to improve attendance, schools and other partners should consider the individual circumstances of each child and parent in order to ensure that they are appropriate to the child's needs. Schools may wish to focus support particularly on pupils who were previously persistently absent or at risk of being so.

No one with symptoms should attend a setting for any reason. If someone in their household is extremely clinically vulnerable, as set out in the guidance on shielding, they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow those instructions.

Schools and colleges should continue to inform social workers where children with a social worker do not attend.

6.5 What should educational settings, local authorities and social workers be doing to track and encourage the attendance of vulnerable children and young people?

There is an expectation that vulnerable children and young people will continue to attend educational provision, where it is appropriate for them to do so.

In circumstances where a parent does not want to bring their child to an educational setting, and their child is considered vulnerable, the social worker (where appropriate) and educational setting should explore the reasons for this, directly with the parent. Where parents are concerned about the risk of the child contracting the virus, the school or social worker should talk through these concerns with the parent following the advice set out by Public Health England. Educational settings should notify the child's social worker (where relevant) where the child does not attend school.

Where applicable, designated safeguarding leads and/or equivalent staff should keep under review their lists of vulnerable children and young people who should be attending provision. Providers are encouraged to share their lists of vulnerable children and young people who should be attending provision with their local authority. Education providers, social workers, local authorities and other professionals will want to work together to ensure adequate and appropriate arrangements are in place to keep in touch with vulnerable children and young people (whether they are attending provision, or not attending for an agreed or non-agreed reason), such as by letter, phone or visit. To support this, educational settings should take the opportunity when communicating with parents and carers to confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

6.6 Do schools need to take an attendance register?

Schools should resume taking the attendance register following re-opening to more pupils. Guidance on completing the attendance register at this time, along with which codes to use, is available.

Schools should also continue to submit the Educational Setting Status form via the online portal to report whether they are open and how many children and staff are in school.

6.7 Can the attendance register be taken at different times to accommodate for staggered start times?

OAW register will be kept open until 10.15am to accommodate staggered start times.

6.8 Will schools be held to account for their attendance data at this time?

Schools and colleges will not be held to account for attendance levels at this time.

6.9 Is there any responsibility on local authorities to keep monitoring vulnerable children's attendance?

Yes. Local authorities should continue to work with schools to monitor the welfare of vulnerable children who are not attending school, and other pupils they might wish to keep in touch with, for safeguarding purposes. Further information is set out in the vulnerable children guidance.

RECORDING ATTENDANCE IN THE SCHOOL ATTENDANCE REGISTER DURING THE CORONAVIRUS OUTBREAK

CHILDREN OR YOUNG PEOPLE SHOULD NOT ATTEND IF THEY HAVE SYMPTOMS OR ARE SELF-ISOLATING DUE TO SYMPTOMS IN THEIR HOUSEHOLD

In addition to resuming Bromcom register marking as detailed below, all settings should submit daily attendance figures using the educational setting status form by midday every day.

BROMCOM MARKING

**NEW, PLEASE NOTE: ADDITIONAL NUMBERS HAVE BEEN ADDED TO BROMCOM TO ASSIST CODING
WITHIN THE USE OF THE Y AND I CODE**

**A: Students EXPECTED to attend as the timetable arranged by the academy:
(Yrs R, 1, 6 1st June onwards) (Yrs 10, 12 15th June onwards)**

1. Present Mark - if attending
2. I Code – Illness. Comments can be added if appropriate
 - Enter Capital I if not Covid related symptoms.
 - Enter Number 7 if illness with Covid related systems
3. Y Code – Unable to attend due to exceptional circumstances. Comments can be added if appropriate
 - Enter Number 9 if the student is shielding
 - Enter Number 8 if the student is self-isolating
 - Enter Number 0 if the student has an EHCP and the risk assessment says that their needs cannot be safely met in school
4. M Code – any medical appointment including testing. Comments can be added if appropriate
5. C Code – not attending for any other reason not covered by above, Comments can be added if appropriate

N code should now be used for any unauthorized absence.

**B: Students NOT expected to attend the session as the timetable arranged by the academy:
(All Primary and Secondary Academies from 2nd June)**

1. X Code (Not normally used for statutory age students, temporarily permitted) should replace # code where students are not required to attend.

C: Students attending other academies or alternative provision if applicable:

1. D Code or B Code - Home academy
2. No Mark required – Host academy (a record should be kept for safeguarding purposes)

The Academy is responsible for the safeguarding of B Coded students. The attendance at the B Coded provision should be checked and coded appropriately as section A.

D: Staggered day start time according to the arranged timetable:

- OAW will close the register at 10.15am. After the agreed time enter a code as Section A. Time and staffing will probably not permit managing L and U codes. Suggest closing the register no later than 1 hour after the expected start time. Add the minutes late in comments.

Definition - Self-Isolating students:

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, they should not attend.
- children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household will show the code breakdown by year group as a count and percentage.