

## **Sep 2020 - Appendix to Attendance Policy**

Created by A Lowing, Headteacher, 27th August, 2020..

This appendix is a temporary document through COVID-19. It will take effect as of September 2nd at Whitehill Primary School.

With reference and direction from: [School attendance guidance](#). In italics is directly quoted from this aforementioned guidance:

Introduction:

*Importance of attendance: School Attendance Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school.*

*These requirements are contained in:*

- *The Education Act 1996 - sections 434(1)(3)(4)&(6) and 458(4)&(5)*
- *The Education (Pupil Registration) (England) Regulations 2006*
- *The Education (Pupil Registration) (England) (Amendment) Regulations 2010*
- *The Education (Pupil Registration) (England) (Amendment) Regulations 2011*
- *The Education (Pupil Registration) (England) (Amendment) Regulations 2013*
- *The Education (Pupil Registration) (England) (Amendment) Regulations 2016*

*Contents of an Attendance Register:*

*Schools must take the attendance register at the start of the first session of each school day and once during the second session. On each occasion they must record whether every pupil is:*

- *Present*
- *Attending an approved educational activity*
- *Absent*
  - *Unable to attend due to exceptional circumstances or,*
- *Not attending in circumstances relating to coronavirus (COVID-19)*<sup>11</sup>

*The school should follow up any absences to:*

- *Ascertain the reason;*
- *Ensure the proper safeguarding action is taken; • Identify whether the absence is approved or not;*
- and,*
- *Identify the correct code to use*

*Not attending in circumstances relating to coronavirus (COVID-19): For the school year 2020 to 2021, a new category has been added to record instances when a pupil is 'not attending in circumstances relating to coronavirus (COVID-19)'*

*Code X: not attending in circumstances relating to coronavirus (COVID-19) (This code is not counted as an absence in the school census). This code is used to record sessions where the pupil's travel to or presence at school would conflict with:*

- *guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England or the Department of Health and Social Care or*

• *any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19).*

School operation

- School Gates will close at 9:05
- Registers will close at 9:10
- A child arriving between 9:10-9:20 will be marked with a L code
- A child arriving after 9:20 will receive a U code
- Attendance is compulsory.