Maybury Primary School

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Attendance Policy
Covid -19 Appendix from 1st June

Context

1. Maybury Primary school will resume taking an attendance register when pupils in YN, R,Y1 and Y6 start in school and any keyworker or vulnerable children.
2. Maybury Primary school will continue with any attendance reporting arrangements that have been made with the local authority with the aim of safeguarding vulnerable children

Resuming the attendance register

Schools should:
• 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 there is another update in government guidance

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. 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.)	Register code X

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	Register code Y

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	

Pupils who are ill.

• 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	Register code I

Pupils who could attend but parents have chosen not to send them.

• 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	Register code C

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

Fining
Parents will not be fined for non-attendance at this time, and schools will not be held to account for attendance levels. The Secretary of State has released the following:

Disapply offences for non-attendance in schools during the COVID-19 (COVID-19) outbreak, so that parents will not be penalised if their child does not attend school.

Staggered start times and recording lates
Children should arrive on time so they don't cause an issue for other groups trying to maintain social distancing or come through the office entrance. Any pupils arriving 20 minutes after their allocated start time will be recorded as late.

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