

ADDENDUM: RECORDING ATTENDANCE IN RELATION TO CORONAVIRUS (COVID-19) DURING THE 2020 TO 2021 ACADEMIC YEAR

This document explains and illustrates changes made to regulations governing school attendance registers in relation to coronavirus (COVID-19) from 24 August 2020 for use in the 2020 to 2021 academic year. It should be read in conjunction with the wider guidance document which gives advice on other usual attendance duties and processes that remain in force (see Attendance Policy).

Attendance expectations

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

New for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19)

Although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot attend school due to coronavirus (COVID-19).

To make sure that this is recorded accurately and consistently, school attendance registers have had a new category of non-attendance added – 'not attending in circumstances related to coronavirus (COVID-19)'.

This category will only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

In line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session, this new category of non-attendance will not count as an absence (authorised or unauthorised).

Attendance codes

From the beginning of the new academic year, Castle View Enterprise Academy will return to using the attendance and absence codes in use before the outbreak, in addition to the new category of 'not attending in circumstances related to coronavirus (COVID-19)':

- pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' will be recorded using code X
- we will continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak