

COVID 19 Addendum to Attendance Policy June 2020

Excellent attendance is essential for the exceptional educational and social development of all children and young people. To safeguard all of our children and in the light of the COVID-19 pandemic, Sacred Heart Catholic Primary, is committed to working with families and community partners to ensure that children who are safe to attend school are able to.

However, adjustments to the tracking of attendance at St. Stephen's will change in line with the DfE recommendations:

Resuming the attendance register:

Sacred Heart will:

- Resume taking the attendance register when more groups of pupils begin to return to school. The guidance on resuming the attendance register will be reviewed regularly as the situations develops.

Pupils who are not eligible to attend a session:

This includes any pupil who is not in an eligible year group such as Years 2,3,4 and 5, or priority group (children of critical workers and vulnerable children). These children will be recorded as 'not required to be in school'.

Pupils who are eligible to attend a session but do not:

This includes children in eligible year groups (EYFS, Y1 and Y6), children of critical workers and vulnerable children, such as:

- where a pupil is shielding, self-isolating, 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 will be recorded as 'unable to attend due to exceptional circumstances'.
- where a pupil cannot attend school due to illness, as would normally be the case, the pupil will be recorded as 'illness'.
- 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 will be recorded as code 'leave of absence authorised by the school'.

Pupils who are attending other settings:

Where a pupil is attending:

- another school at which they are registered (for example, a pupil referral unit (PRU)), as would normally be the case, 'dual registered' will be used to indicate that the pupil was not expected to attend the session in question as they are attending the other school at which they are registered.
- a host school on a temporary basis because their home school – Sacred Heart – cannot accommodate them, the pupil will not be registered at the host school. Sacred Heart will record the pupil as attending an approved education activity, also known as 'off-site educational activity' - the host school will not need to add this child to their attendance register but will keep a record of their attendance for safeguarding purposes. The host school will notify the home school of any absences.

Using other authorised absence and attendance codes:

Sacred Heart Catholic Primary School, Ilkley, a Voluntary Academy

Jesus said, "I chose you, and appointed you to go and bear much fruit." (John 15:16)

Where other specific authorised absence and attendance codes are more appropriate Sacred Heart will use these as usual, such for 'medical appointments'.

Staggered start times:

The period of registration will be extended due to the staggered start times of different groupings giving time for all those who are attending to safely enter the school premises.

Please note:

Children or young people **MUST** not attend if they have symptoms or are self-isolating due to symptoms in their household.

Agreed by the Academy Council Chair: Eddie Jones 9.06.20