

## Attendance expectations

From the start of the Autumn term 2021, pupil attendance will remain 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

## Purpose of this document

This publication is an addendum to the Academy attendance policy. The DfE have amended regulations to enable schools, in the 2021 to 2022 academic year, to continue to record where a pupil does not attend in circumstances relating to COVID-19.

Expiry or review date

This guidance will be reviewed before August 2022.

## Attendance expectations

Attendance is mandatory. The usual rules on attendance continue to 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

the duty on local authorities to put in place arrangements for identifying, and to follow up with, children missing education

## Not attending in circumstances relating to COVID-19

This category must be used to record sessions that take place in the 2021 to 2022 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 COVID-19 from Public Health England (PHE), or its successor UK Health Security Agency (UKHSA), 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 COVID-19

This category must only be used to record where a pupil is not attending for the reasons set out above. It should not be used to record any other type of non-attendance or absence - for example, where a parent or pupil is anxious about attending school because of COVID-19.

The schools COVID-19 operational guidance sets out when pupils should self-isolate and when they ought to be tested in the 2021 to 2022 academic year.

## Examples in which 'not attending in circumstances relating to COVID-19' could apply

In line with current legislation, and guidance from PHE (and its successor the UKHSA) and DHSC, examples are as follows.

Pupils who are required to self-isolate as they have symptoms or confirmed COVID-19

Pupils who have symptoms of COVID-19, or have had a positive lateral flow device (LFD) test, should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.

Pupils who are a close contact of someone who has symptoms or confirmed COVID-19

Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test, and should only self-isolate if they test positive. If they do test positive, they should be recorded as code I (illness) until they are able to return to school.

## Pupils who are required by legislation to self-isolate as part of a period of quarantine

As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school should use code X in the register.

## Pupils who are self-isolating but who have not had a PCR test

In line with public health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test. Where the pupil is unable to take a PCR test, the school should record the pupil as code X in the register.

Schools should follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the school attendance: guidance for schools.

## Remote education

If a pupil is not attending school because their attendance would be contrary to government guidance or legislation around COVID-19, we expect schools to offer them access to remote education. Schools should keep a record of, and monitor engagement with, this activity, but this does not need to be tracked in the attendance register.

## Hope Wood Academy registration times:

Due to additional arrangements for drop off and collection on site, daily and registration timings are temporarily adapted as follows.

8.50am	Student arrival begins
10.00am	Morning registers close.
1.30pm	Afternoon registers close.
2.40pm - 3.05pm	Parent / carers collect
3.10pm	End of school day. Student exit begins