ATTENDANCE POLICY

Member Academies:	Beamont Collegiate Academy
	Bridgewater High School
	Broomfields Junior School
	Great Sankey Primary School
	Meadowside Community Primary and Nursery School
	Padgate Academy
	Penketh High School
	Penketh South Primary School
	Priestley College
	Sir Thomas Boteler Church of England High School

Rationale:

Regular school attendance is essential if students are to achieve their full potential.

All TCAT Schools and Academies are committed to providing all students with the best possible start in life and will work hard to ensure that all students attend school regularly. We believe that regular school attendance is the key to enabling students to maximise the educational opportunities available to them and become emotionally resilient, confident and competent adults. We will endeavour to provide an environment where all students feel valued and welcome, allowing individuals to realise their full potential and make a positive contribution to their community.

The aims of this policy are:

- To promote good attendance and punctuality for all students with all stakeholders
- To enable all students to have full access to the curriculum through regular attendance
- To intervene and challenge all students who require the necessary support to achieve good attendance
- To meet targets set by the LA regarding attendance and to drive school attendance beyond national averages.

We are committed to tackling poor attendance because:

- Irregular attendance seriously disrupts continuity of learning, leading to underachievement and low attainment
- Students with poor attendance will have gaps in their learning
- Poor attendance will hinder the students' ability to develop friendship groups
- We want to make sure students are safe
- We want to increase students' opportunities.

In TCAT we value all students; we will work with families to identify the reasons for poor attendance and try to resolve any difficulties.

Attendance targets

Each year every School/Academy will examine its attendance figures and set attendance/absence targets for the new academic year. These will reflect both national and Warrington attendance targets. The school will review its systems for improving attendance at regular intervals to ensure that it is achieving its set goals.

This policy will contain within it the procedures that the School/Academies will use to meet its attendance targets.

The Department for Education states:

'Central to raising standards in education and ensuring all students can fulfil their potential is an assumption so widely understood that it is insufficiently stated – students 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.'

The Government expects schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every pupil has access to full-time education to which they are entitled
- Act early to address patterns of absence
- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- All pupils to be punctual to their lessons.

(School attendance - Statutory guidance and departmental advice DfE – August 2020)

The Law:

- Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education, suitable to their age, ability and aptitude, and to any special educational needs they may have, either by regular attendance or otherwise.
- A child is of compulsory school age at the beginning of the term following their 5th birthday. A child ceases to be of compulsory school age on the last Friday in June of the school year in which they reach the age of 16.
- Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and, where necessary, use legal enforcement.
- The Education (student registration) (England) Regulations 2006, requires schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session. The register must record whether the student was:
    - Present
    - Absent
    - Present at approved educational activity; or
    - Unable to attend due to exceptional circumstances.

Parental responsibilities:

- Parents have a legal obligation to educate their children and can be prosecuted if they do not meet this obligation
- It is the responsibility of parents to ensure their child arrives to school promptly each day - the school, in loco-parentis, is responsible for the child from the start of the school day
- Parents/Carers must contact the school on the first day of absence if the school has not previously been informed and maintain daily contact should the absence continue
- Parents must avoid taking holidays in school time or, if they cannot do so, must apply to the Headteacher for permission in advance.

The school requests that parents will:

- Talk to their child about school and what goes on there. Take a positive interest in their child's work and educational progress
- Instil the value of education and regular school attendance within the home environment
- Try to avoid unnecessary absences. Wherever possible make any medical or dental appointments outside of school hours
- Ask the school for help if their child is experiencing difficulties
- Inform the school of any change in circumstances that may impact on their child's attendance
- Support the school, taking every opportunity to get involved in their child's education, forming a positive relationship with school and acknowledging the importance of children receiving consistent messages from both school and home.

School responsibilities:

- The school will enable all students to achieve their full potential and expect regular attendance to best prepare them for life after school
- The school will inform parents in cases of known truancy
- The school will make contact with parents/carers on the first day of absence when no initial contact is received
- In the case of absence due to prolonged illness the school will provide work in liaison with parents/carers
- When the number or frequency of absences gives cause for concern the appropriate intervention will take place between school, parents and the Local Authority
- Persistent lateness will be challenged and parents will be contacted regarding the concerns.

The school will:

- Actively promote the importance and value of good attendance to students and their parents
- Form positive relationships with parents and students
- Ensure that there is a whole school approach which reinforces good school attendance
- Ensure effective teaching and learning experiences take place to encourage all students to attend and to achieve
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence

- Interpret the data to devise solutions and to evaluate the effectiveness of interventions
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off site, are implemented.

The school requests that students will:

- Attend school every day
- Arrive in school and to class on time
- Remain in class unless given permission to leave
- Remain in school unless given permission to leave
- Catch up with missing work following absence.

Monitoring students' attendance:

- When a student is absent, it is expected that the parents/carer will contact the school. Where this is not the case, the school will aim to contact parents/carers by 9.30am to establish the reason for absence and if the child is safe. Some Schools/Academies also use a system called 'Truancy Call' on a student's first day of absence if no contact has been made. Truancy Call is a text messaging system which parents/carers can respond to.
- If it is the case where a member of staff cannot make contact, home and the school is unsure whether the child is safe, a home visit for specifically identified students may be arranged.
- Should absence continue and patters emerge, then the Attendance Officer will work with the Pastoral Team to develop a strategy to improve attendance for specific students.
- If truancy is identified, parents/carers will be notified via a phone call and/or letter.
- If there are punctuality concerns, parents/carers will be contacted and intervention will take place.

Internal Truancy (Secondary Only)

Internal truancy is where students have been registered during a session (AM or PM) but fail to attend particular lessons without a valid reason. Subject teachers are required to complete a register at the start of every lesson. Where a student is absent but has previously been in during the day, the teacher must notify the school reception immediately so the students' absence can be investigated. All staff have the responsibility to report any suspicious absence and challenge students who are outside of class during lesson time. All truancy will be sanctioned appropriately and proportionately.

Students off site

When students have to leave the site for any reason, school should be provided with a letter signed and dated or receive a phone call from the parent/carer. The information should indicate the reason for leaving the school site, the time that the student should leave and information regarding their child's return. All students leaving the school site must sign out at the school office.

Lunchtime (Secondary Only)

All students must always remain on-site at lunchtime. Any students leaving the School/Academy site without permission will be sanctioned appropriately and proportionately.

Punctuality

It is important that students arrive promptly each day. Students arriving after the bell will be recorded as late. Students who arrive late must register their lateness with a member of staff in the school reception, where an appropriate mark will be recorded on the register. Students in high school who are late without an appropriate reason will be sanctioned on the same day. We ask for the parents/carers support to ensure that this is not a regular occurrence.

Support systems

The School/Academy recognises that poor attendance is often an indication of difficulties in a student's life. This may be related to problems at home and or in school. Parents/carers should make school aware of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/ separation, incidents of domestic abuse. This will help the school identify any additional support that may be required.

It is also recognised that some students are more likely to require additional support to attain good attendance, for example, those students with special educational needs, those with physical or mental health needs, migrant and refugee students and children in care.

The school will implement a range of strategies to support improved attendance. Strategies used will include:

- Form Tutor / Classteacher intervention
- Pastoral Team support and intervention
- Attendance Officer strategies for success
- Discussion with parents and students
- Attendance panels
- Referrals to support agencies
- Time limited reduced timetables
- Reintegration support packages
- Reward systems
- Liaison with the Local Authority
- Other strategies deemed appropriate to motivate and engage young people and families.

Remote learning

Where a student cannot attend school but is well enough to complete school work, they can access high quality remote learning via the school's remote learning online system.. This is particularly the case for those students impacted by COVID-19. Parents must communicate with school if they require remote learning during periods of COVID-19 isolation and for other exceptional, genuine circumstances where the student needs this support.

Local Authority support

Where parents/carers fail or refuse to engage with the support offered and further unauthorised absence occurs, the Schools/Academies and Warrington LA attendance team will consider the use of legal sanctions. The LA will consider prosecuting such families under the Education Act (1996). As a parent/carer you are legally responsible for ensuring that your child attends school regularly and is punctual. If you fail to ensure this you are committing an offence under the Education Act (1996) which may lead to a fine of up to £2500 and/or a prison sentence.

Police

Under the Crime and Disorder Act 1998 the police now have powers to remove truants found in public places and to return them either to their schools or a place of safety designated by the LA.

Rewarding good attendance

The Schools/Academies also recognise the importance of celebrating good attendance and motivating the students to improve their attendance. Initiatives within the schools/academies will take place throughout the academic year.

Categorising absence

Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

Absence can only be authorised by the school and cannot be authorised by parents. All absences will be treated as unauthorised unless a satisfactory explanation for the student's absence has been received.

Parents should advise the school by telephone on the first day of absence, with follow up contact on a daily basis for further absence.

Authorised absence – Parents/carers have informed the school of the absence and the reason for it is seen as reasonable from the school's viewpoint.

Reasonable reasons are listed below:

Illness: In most cases a telephone call from the parent informing the school that their child is ill is acceptable. Parents/carers may be asked to provide medical evidence where there are repeated absences due to reported illness. This will usually be in the form of an appointment card, prescription etc.

Medical/dental appointments: Parents/carers are advised, where possible, to make medical and dental appointments outside of the school day. Where this is not possible, students should attend school for part of the day.

Other authorised circumstances: This relates to occasions where there is a cause for absence due to exceptional circumstances; for example, family bereavements, serious family crisis or emergency school closures etc.

Exclusions: Exclusion from school is counted as an authorised absence. The student's class teacher and/or Head of Year/Pastoral Lead will make arrangements for work to be sent home.

Family holidays and extended leave: This will only be granted for exceptional circumstances.

Religious observance: The school acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends. This necessitates a consideration of authorised absence or special leave for religious observance.

Dual registration: Where a student is dually registered at two institutions; for example, a mainstream school and a Student Referral Unit (PRU), hospital school or special school. The student is registered as having an approved education activity while they are attending the other institution on a temporary basis.

Approved educational activity off site: This category can be used when a student is:

- Receiving education off site or other than at the school where registered
- Participating in an approved sporting activity
- At a work experience placement
- Educational visit or placement (including college-link courses)
- Attending an interview with prospective employers or for a place at another educational establishment.

Pregnancy: (Secondary Only) Where possible a student should attend school. Home tuition will be offered to students who are no longer medically able to attend school or after week 36 of the pregnancy. A period of home tuition will also be offered after the baby has been born until the student can return to school.

Unauthorised absence will be recorded unless parents have provided a satisfactoryexplanation and that it has been accepted as such by the school. Your child's absence will not be authorised if they are absent:

- To look after the house or other members of the family
- To go shopping or visit relatives
- Persistent illness that is not covered by medical evidence
- Holidays taken without the authorisation of the school
- Because it's raining
- Because you/they got up late
- Because they missed the bus
- For family birthdays or to go on family outings.

Holidays

The Department for Education (DfE) announced important amendments to legislation surrounding holidays in term time. From 1 September 2013, **the new law does not give**

any entitlement to parents to take their child on holiday during term time. Any applications for leave of absence must be in exceptional circumstances and the Headteacher must be satisfied that the circumstances warrant the granting of leave. Parents can be fined via Warrington Borough Council's Attendance Service for taking their child on holiday during term time without consent from the school and the absence would be 'unauthorised' on the student's record.

In the case of an unavoidable holiday in term time, parents must ask permission from the Headteacher in advance, explaining the circumstances behind the request. Parents should do this as soon as they are aware that their child may be at risk of missing school time.

Travellers

The aim for the attendance of traveller children, in common with all other children, is to attend school regularly and as frequently as possible.

To help ensure continuity of education for traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dually registered at that school and the main school. Children whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as the other children in terms of the requirement to attend school regularly once registered at a school.

The School/Academy will be regarded as the base school if it is the school where the child normally attends when they are not travelling. However, the student must have attended in the last 18 months. Traveller children can register at other schools temporarily whilst travelling. This is to protect them unfairly losing their place at their school of attendance.

We can only effectively operate as the child's base school if we are engaged in on-going dialogue with traveller families. This means that parents must:

- Advise of their forthcoming travelling patterns before they happen
- Inform the school regarding proposed return dates.

The School/Academy will authorise absence of traveller children if we are satisfied that a family is travelling and has given indication that they intend to return. Where traveller children are registered students at a school and are known to be present either at a site (official or otherwise) or in a house and are not attending school, the absence will be investigated in the same way as that for any student.

Deletions from the register

In accordance with the Education (student registration) (England) Regulations 2006 & 2013 Amendment, students will only be deleted from the register when one of the following circumstances applies:

- The school is replaced by another school on a School Attendance Order
- The School Attendance Order is revoked by the local authority
- The student ceased to be of compulsory school age
- Permanent exclusion has occurred and procedures have been completed
- Death of a student
- Transfers between schools
- Student withdrawn to be educated outside the school system

- Failure to return from an extended holiday after both the school and the local authority have tried to locate the student
- A medical condition prevents their attendance and return to the school before ending compulsory school age
- In custody for more than 4 months
- 20 days continuous unauthorised absence and the local authority has failed to locate the student

The School/Academy will follow Warrington Borough Council's missing education protocol when a student's whereabouts is unknown.

Related school policies & guidance

This policy to be read in conjunction with these other school policies and guidance:

- Safeguarding and Child Protection Policy
- E-Registration Policy
- School attendance - Statutory guidance and departmental advice. (DfE October 2014)

DfE 2020 guidance

Attendance codes for when students are present at approved off-site educational activity are as follows:

Code B: Off-site educational activity
This code should be used when students are present at an off-site educational activity that has been approved by the school. Ultimately, schools are responsible for the safeguarding and welfare of students educated off-site; therefore, by using code B, schools are certifying that the education is supervised and measures have been taken to safeguard students. This code should not be used for any unsupervised educational activity or where a student is at home doing school work. Schools should ensure that they have in place arrangements whereby the provider of the alternative activity notifies the school of any absences by individual students. The school should record the student's absence using the relevant absence code.

Code D: Dual Registered - at another educational establishment
This code is not counted as a possible attendance in the School Census. The law allows for dual registration of students at more than one school. This code is used to indicate that the student was not expected to attend the session in question because they were scheduled to attend the other school at which they are registered. The main examples of dual registration are students who are attending a student referral unit, a hospital school or a special school on a temporary basis. It can also be used when the student is known to be registered at another school during the session in question. Each school should only record the student's attendance and absence for those sessions that the student is scheduled to attend their school. Schools should ensure that they have in place arrangements whereby all unexplained and unexpected absence is followed up in a timely manner.

Code J: At an interview with prospective employers, or another educational establishment
This code should be used to record time spent in interviews with prospective employers or another educational establishment. Schools should be satisfied that the interview is linked to employment prospects, further education or transfer to another educational establishment.

Code P: Participating in a supervised sporting activity
This code should be used to record the sessions when a student is taking part in a sporting activity that has been approved by the school and supervised by someone authorised by the school.

Code V: Educational visit or trip
This code should be used for attendance at an organised trip or visit, including residential trips organised by the school, or attendance at a supervised trip of a strictly educational nature arranged by an organisation approved by the school.

Code W: Work experience
Work experience is for students in the final two years of compulsory education. Schools should ensure that they have in place arrangements whereby the work experience placement provider notifies the school of any absences by individual students. Any absence should be recorded using the relevant code.

Absence codes when students are not present in school are as follows:

Code C: Leave of absence authorised by the school
Only exceptional circumstances warrant an authorised leave of absence. Schools should consider each application individually, considering the specific facts and circumstances and relevant background context behind the request.

Code E: Excluded but no alternative provision made
If no alternative provision is made for a student to continue their education whilst they are excluded but still on the admission register, they should be marked absent in the attendance register using Code E. Alternative provision must be arranged for each excluded student from the sixth consecutive day of any fixed period or permanent exclusion. Where alternative provision is made they should be marked using the appropriate attendance code.

Code H: Holiday authorised by the school
Head teachers should not grant leave of absence unless there are exceptional circumstances. The application must be made in advance and the head teacher must be satisfied that there are exceptional circumstances based on the individual facts and circumstances of the case which warrant the leave. Where a leave of absence is granted, the head teacher will determine the number of days a student can be away from school. A leave of absence is granted entirely at the head teacher's discretion.

Code I: Illness (not medical or dental appointments)
Schools should advise parents to notify them on the first day the child is unable to attend due to illness. Schools should authorise absences due to illness unless they have genuine cause for concern about the veracity of an illness. If the authenticity of illness is in doubt, schools can request parents to provide medical evidence to support illness. Schools can record the absence as unauthorised if not satisfied of the authenticity of the illness but should advise parents of their intention. Schools are advised not to request medical evidence unnecessarily. Medical evidence can take the form of prescriptions, appointment cards, etc. rather than doctors' notes.

Code M: Medical or dental appointments
Missing registration for a medical or dental appointment is counted as an authorised absence. Schools should, however, encourage parents to make appointments out of school hours.

Where this is not possible, the student should only be out of school the minimum amount of time necessary for the appointment.

Code R: Religious observance
Schools must treat absence as authorised when it is due to religious observance. The day must be exclusively set apart for religious observance by the religious body to which the parents belong. Where necessary, schools should seek advice from the parents' religious body about whether it has set the day apart for religious observance.

Code S: Study leave
Schools must record study leave as authorised absence. Study leave should be used sparingly and only granted to Year 11 students during public examinations. Provision should still be made available for those students who want to continue to come into school to revise.

Code T: Gypsy, Roma and Traveller absence
Several different groups are covered by the generic term Traveller – Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (fairground people) and Circus people, Bargees (occupational boat dwellers) and New Travellers. This code should be used when Traveller families are known to be travelling for occupational purposes and have agreed this with the school but it is not known whether the student is attending educational provision. It should not be used for any other types of absence by these groups. To help ensure continuity of education for Traveller children it is expected that the child should attend school elsewhere when their family is travelling and be dual registered at that school and the main school. Children from these groups whose families do not travel are expected to register at a school and attend as normal. They are subject to the same rules as other children in terms of the requirement to attend school regularly once registered at a school.

Unauthorised absence is where a school is not satisfied with the reasons given for the absence. Absence codes are as follows:

Code G: Holiday not authorised by the school or in excess of the period determined by the head teacher
If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised. The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

Code N: Reason for absence not yet provided
Schools should follow up all unexplained and unexpected absences in a timely manner. Every effort should be made to establish the reason for a student's absence. When the reason for the student's absence has been established the register should be amended. This code should not be left on a student's attendance record indefinitely; if no reason for absence is provided after a reasonable amount of time it should be replaced with code O (absent from school without authorisation).

Code O: Absent from school without authorisation
If the school is not satisfied with the reason given for absence they should record it as unauthorised.

Code U: Arrived in school after registration closed
Schools should actively discourage late arrival, be alert to patterns of late arrival and seek an explanation from the parent.

Administrative Codes – the following codes are not counted as a possible attendance in the School Census:

Code X: Not required to be in school
This code is used to record sessions that non-compulsory school age children are not expected to attend.

Code Y: Unable to attend due to exceptional circumstances
This code can be used where a student is unable to attend because:
• The school site, or part of it, is closed due to an unavoidable cause; or
• The transport provided by the school or a local authority is not available and where the student's home is not within walking distance; or
• A local or national emergency has resulted in widespread disruption to travel which has prevented the student from attending school.

This code can also be used where a student is unable to attend because:
• The student is in custody; detained for a period of less than four months. If the school has evidence from the place of custody that the student is attending educational activities then they can record those sessions as code B (present at approved educational activity).

This code is collected in the School Census for statistical purposes.

Code Z: Student not on admission register
This code is available to enable schools to set up registers in advance of students joining the school to ease administration burdens. Schools must put students on the admission register from the first day that the school has agreed, or been notified, that the student will attend the school.

Code #: Planned whole or partial school closure
This code should be used for whole or partial school closures that are known or planned such as: between terms; half terms; occasional days (for example, bank holidays); weekends (where it is required by the management information system); up to five non-educational days to be used for curriculum planning/training; and use of schools as polling stations.

Different Term Dates for Different Students
Schools and local authorities can agree to set different term dates for different year groups – e.g. for 'staggered starts' or 'induction days'. Code # can be used to record the year group(s) that is not due to attend. This is only acceptable where the school ensures that those students not attending on that day are still offered a full education over the school year.
Attendance Policy Addendum: Government guidance in relation to COVID-19 during the academic year 2021-22

This publication is an addendum to the non-statutory school attendance: guidance for schools (https://www.gov.uk/government/publications/school-attendance).
We 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.

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.
- School's/Academies 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
(https://www.gov.uk/government/publications/actions-forschools-during-the-coronavirus-outbreak/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 clinically extremely vulnerable when shielding is advised

Clinically extremely vulnerable people are no longer advised to shield. All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.

If shielding is advised nationally or in a local area again, by DHSC, PHE or UKHSA, then pupils who are clinically extremely vulnerable may be advised not to attend school. Non-attendance in accordance with guidance from DHSC, PHE or UKHSA should be recorded as code X.

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 (https://www.gov.uk/government/publications/school-attendance).

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.