



Attendance Policy Covid19 Addendum

September 2020

Date of Next Review: In Line with Government Guidance

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Old Park School

This addendum is written in consultation with the DfE documents [‘Actions for schools during the coronavirus outbreak’](#) and [‘Guidance for full opening: special schools and other specialist settings’](#).

1. 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

2. Circumstances related to Coronavirus (Covid-19)

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

To make sure schools record this accurately and consistently, the DfE have made changes to the regulation governing school attendance registers to add a new category of non-attendance – ‘not attending in circumstances related to coronavirus (COVID-19)’.

This category must 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) for statistical purposes.

In line with current legislation, and current guidance from PHE and DHSC, examples are as follows –

- Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)
- Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)
- Pupils who are required by legislation to self-isolate as part of a period of quarantine

- Pupils who are clinically extremely vulnerable and who are advised to continue shielding

3. Attendance Codes

From the beginning of the new academic year, Old Park School will return to using the attendance and absence codes in use before the outbreak (set out on page 9 of the [attendance guidance](#)), 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)' should be recorded using code X
- schools should 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

4. Local Lockdown

If rates of the disease rise locally, Old Park School may need to prevent some pupils from attending. Old Park School will follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code X - should be used for pupils who are asked not to attend.

5. Remote Education

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), Old Park School will ensure that pupils are provided with relevant remote learning opportunities. This will be overseen by the class teacher and relevant communication and monitoring with parents undertaken by telephone and email.

6. Safeguarding and Pastoral Care

Old Park School will liaise with the special school nursing team and other professionals involved to best support pupils who are not attending school and their families. School will ensure that regular contact with families is maintained in partnership with contact made by the nursing team. This contact will include telephone/email calls, virtual meetings, doorstep visits where appropriate.