



Attendance Policy: COVID-19 addendum

Approved by:	Local Governing Body	Date: 17.06.2020
---------------------	----------------------	-------------------------

Rationale

Since the government announced the closure of schools from Friday 23rd March 2020, the majority of students at Kirkby High School have not been attending school and have been completing work at home set by their class teachers under the supervision of their parents. All work is set via Class Charts, and the engagement of students is monitored by the Senior Leadership Team and the Heads of Year. Where disengagement has occurred, telephone calls have been made to parents/ carers to inform them of this, and to offer further support as necessary, such as paper work packs, to ensure that any barriers to learning are addressed and to enable students to progress in their learning. In addition to this the school have also funded laptops and internet access for some students to enable them to access the work. Following the government guidelines, school is also looking at providing laptops to students who may share devices, with a particular focus on Year 10.

Currently, Kirkby High School is open to children of key workers and vulnerable students. Prior to the closure of school, parents were consulted and given the opportunity to request a place in school for their child, should they need it to enable them to continue in their roles as key workers. In the case of vulnerable children, both school and social workers have agreed with parents/ carers whether their child needs to attend school. For those who have an agreed arrangement to stay at home, regular telephone calls are made via the inclusion team to support families.

Attendance information is submitted daily to the DfE in the form of the Educational Setting Status form, which is completed daily by 12pm. These figures are broken down to include cohorts such as vulnerable students, students with EHCPs and children of key workers. Whilst this is completed daily, school is also keeping a daily electronic register as per DfE guidelines.

The Wider Reopening

As school begins the next phase of the wider reopening, SIMS will resume being the main attendance register. AS per government guidelines, the following codes will be used:

Attendance Code	Reason
X	All students who are not in an eligible year group or priority group (vulnerable/ critical workers) This includes students in Year 10 who are not among the quarter of students expected in at that time.
Y	This is for students who are: <ul style="list-style-type: none">• Shielding• Self-isolating• Have an EHCP and their risk assessment says that their needs cannot be met safely if in school
I	This code is to be used if students cannot attend due to illness. Coronavirus symptoms will need to be recorded via the Education Setting Status form.
C	This is for students who do not attend school, despite being eligible and not meeting one of the above criteria.

	All absences should be authorised during this period.
D	Dual-registered students where the student is attending the other establishment.
B	If school cannot accommodate a student on a temporary basis and they attend a host school instead. The host school does not need to add the child to their attendance register, but should keep a record for safeguarding purposes and include them in their totals to the DfE via the Education Setting Status form.
Any other code	Where other codes are more appropriate, school can use these as usual, for example, M for a medical appointment.

As Year 10 begin to access school, daily registers will be pre-populated and telephone calls home will be made to any student who does not attend when scheduled to by pastoral staff, to ensure that the whereabouts of all students is accounted for.

School will also continue to complete the daily DfE return for students as per government guidelines.

As the ever-evolving situation continues to change, this policy will reflect the most up-to-date government guidelines and will be reviewed accordingly.