

EMMANUEL COLLEGE

APPENDIX 5: COVID-19 ATTENDANCE POLICY ADDENDUM



Introduction

The school closures during the last academic year as a result of the Covid-19 pandemic meant that not all children have been expected to attend school, however, from the start of the autumn term 2020 student attendance returned to being mandatory for all students. This also applies to the 2021-22 Academic year meaning that the usual school attendance procedures apply including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered student
- 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 education¹

This addendum outlines the circumstances in which school attendance may be affected by Covid-19 and the expectations of parents, students and the College when this applies.

Absence in circumstances relating to COVID-19

In line with our transition to living with COVID-19, the Department for Education no longer advise schools to record pupils who do not attend for reasons related to COVID-19 using Code X. Pupils with symptoms of COVID-19 are no longer advised to get a test, and most of the scenarios that this category was brought in to record no longer apply.

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

Students who have symptoms of COVID-19 should follow the latest government guidance about when they should stay at home. The government are currently advising students stay at home if they are unwell however a PCR or lateral flow test is not mandatory if a student's symptoms are related to those associated with Covid-19. If a student is not attending because they have symptoms of COVID-19 or have had a positive test, we will record this using Code I (illness) unless another more appropriate code applies, and normal absence reporting procedures will apply.

In line with the guidance from the Department for Education we will follow up with families if they are not satisfied with the reason as to why the student is not in school. We may request supporting evidence from the family of the student in this case. If the reason given for absence is not in line with the guidance above or there is not reasonable evidence to suggest this, absence will be recorded as unauthorised absence.

Remote Education

If a student is not attending school because their attendance would be contrary to government guidance or legislation around COVID-19, we will ensure students have access to remote education as soon as possible. Remote education

¹ <https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year>

will be provided via ITsLearning and students should access the work for their daily lessons using this platform. If they have a question about their work, they should message their teacher directly using ITsLearning. Teachers will keep a record of the work completed during any period of absence related to Covid-19. Remote education is only provided as a result of the absences outlined above and not as a result of any other category of illness or absence.