

## Attendance Update – 29<sup>th</sup> May 2020

The DfE have issued new guidance in relation to how attendance is recorded in schools, this applies from Monday 1<sup>st</sup> June and can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

The guidance asks schools to use their attendance register from 1<sup>st</sup> June **and** to send the educational setting status form to the DfE. Schools will no longer be required to send the daily return for attendance to GCC as we will obtain this information from the DfE; it is therefore **vital** that all schools complete their return to the DfE daily.

In order to populate the DfE status form your Management Information System provider should be able to advise you on how you can export the information from your system in order to populate the DfE status form. At this time GCC do not know exactly what the new form will look like as we are awaiting further clarification from the DfE on this, but we do know that it will show aggregates.

### ***1.3 How is the attendance register and the educational setting status form linked?***

*Schools should begin to take the attendance register following wider re-opening from the 1 June. Data from the attendance register can be used to support schools to complete the daily educational setting status form. DfE will not be collecting pupil level data through the educational setting status form.*

*The questions in the educational setting status form on pupil attendance, absence, and illness, shielding or isolation have been designed so that schools following the attendance register guidance should be able to easily identify students with the relevant codes to fill in the daily data return.*

For schools using SIMS you can contact the SIMS Support Team if you have any queries at [sso@gloucestershire.gov.uk](mailto:sso@gloucestershire.gov.uk)

With regard to completion of the attendance register all non attendance will be recorded as authorised and the codes to be used are as follows:

#### **X Code – to be used for pupils who are not eligible to attend a session**

This includes any pupil who is not in an eligible year group or priority group (children of critical workers and vulnerable children). This may also include children who are in an eligible year group but are not required in school for a specific session, i.e., year 10 and year 12 pupils who are not among the quarter of pupils expected in school at a given time. (This is a temporary code during COVID as usually this code is used where non-compulsory school age children are not expected to attend.)

**Y Code – to be used for pupils who are not attending due to shielding, self isolating or the pupil has an EHCP and their risk assessment says that their needs cannot be safely met in school.**

In order to complete the DfE status form you should note whether the absence is due to shielding or isolation. This code indicates unable to attend due to exceptional circumstances. Further principles and guidance to decide if pupils are shielding or self-isolating can be found in Note 1 of the above document.

**I Code – to be used where a pupil cannot attend school due to illness, as would normally be the case**

In order to complete the DfE status form you should note whether the illness involves coronavirus symptoms.

**C Code – to be used when a pupil does not attend school and where no other authorised absence code is appropriate**

i.e. despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school.

**D Code – to be used where a pupil is attending another school at which they are registered as would normally be the case**

**B Code – to be used by the home school of a pupil who is attending a host school on a temporary basis because their home school cannot accommodate them.**

The host school does not need to add this child to their attendance register but should keep a record of their attendance for safeguarding purposes and include the child in their daily totals for the DfE educational setting status form - schools should put in place arrangements whereby the host school notifies the home school of any absences.

Where other specific authorised absence and attendance codes are more appropriate schools may want to use these as usual, such as code M (medical appointment).

Schools should have a policy on how long the register should be kept open but where a school implements staggered start times, they may wish to consider temporarily extending this period, or reopening the register, this will not result in changes to the Attendance Policy as they are temporary changes.

**GCC Vulnerable Children Status Report**

Schools should continue to update this, as appropriate, and send the revised document to the [educationdatahub@gloucestershire.gov.uk](mailto:educationdatahub@gloucestershire.gov.uk) when changes take place to the attendance of these pupils.

If you have any queries about this please contact your Education Inclusion Officer or Andrea Jordan – Education Inclusion Lead with oversight for Attendance at [andrea.jordan@gloucestershire.gov.uk](mailto:andrea.jordan@gloucestershire.gov.uk) or on 01452 328199