



Amended Attendance Policy during Covid-19

The aim of the amended policy is to complement the existing attendance policy to ensure systems and procedures accurately record attendance, encourage excellent attendance and safeguard pupils.

As per DfE guidance:

No one with symptoms should attend a setting for any reason.

This policy is currently only applicable to year 10 and 12 pupils returning following school closure. Recording the attendance of the vulnerable pupils and key worker pupils will continue using the same system used since closure.

The system for the registration of pupils will be carried out whilst maintaining strict social distancing using the following modifications which will come into effect from Monday 15 June 2020:

Registering Pupils

- Pupils begin each day in the same room following the line up
- The classroom teacher will complete the register for P1 and P4 within 10 minutes of the lesson starting
- The AIMS team will then enter the registers into Synergy.

Follow up on Absences

- The AIMS team will send a text message to any pupils who are expected to be in school and have not attended
- Parents who have not responded within 1 hour of the text being sent will receive a phone call home to check reason for absence
- The recording of messages and communication will be carried out in Synergy.

Encouraging Excellent Attendance

Whilst parents will not be penalised for school absence they are strongly encouraged to attend, unless they are self-isolating or they or close family members are clinically vulnerable. It is important that we acknowledge and respect individual family's decisions given the unprecedented circumstances. Any communication with parents will be done with sensitivity, kindness and compassion.

In order to encourage pupils to attend school the following will be carried out:

- Clear communication with parents regarding the re-opening of school
- Information including pictures sent to parents prior to opening with clear descriptions of routines and expectations to reassure
- Families will be asked to notify school as normal if their child cannot attend school
- Pupils who are not attending will receive calls off the pastoral team on a weekly basis with the aim of finding out reasons for non-attendance and if required reassure them
- The individual circumstances of each child and parent will be considered in order to ensure that they receive appropriate support and intervention
- Focus support particularly on pupils who were previously persistently absent or at risk of being so
- Heads of Year will continue to make weekly contact, across all year groups, with 'vulnerable' pupils – those open to CSC or have an EHCP.