

# Holy Spirit Catholic Primary School

'Jesus holds my hand and guides me on my way'



## SCHOOL ATTENDANCE ADDENDUM - OUTLINES THE ATTENDANCE AND ABSENCE PROCESSES FOR PUPILS AT Holy Spirit Catholic Primary School REVIEW 8<sup>th</sup> MARCH 2021

### 1. INTRODUCTION

1. From the 5<sup>th</sup> January 2021, school will be open only to the children of critical workers and vulnerable children (as defined in the government guidance). All other pupils will be provided with remote learning.

### 2. REGISTRATION

1. Schools are still required to take formal registers.
2. All pupils **not** eligible to attend school (all pupils except for children whose parents are critical workers and vulnerable children) will be recorded in the register as X code.
3. The children of critical workers will be recorded a X code on the days they are **not** eligible to attend.
4. On the days that children of critical workers are expected to attend, they will be recorded as present if they are in attendance.
5. Parents/carers will need to follow the usual reporting procedure if their child is absent but was expected to attend as outlined in the attendance procedure. The absences will be recorded with the appropriate authorised absence code.
6. Vulnerable children are eligible to attend full time following risk assessments agreed by school, parents and other agencies. They will be marked present when they attend school.
7. Parents/carers of vulnerable children will need to follow the usual absence reporting procedure and will be recorded with the **C** code or any other appropriate authorised absence code.

### 3. ABSENCE PROCEDURE

1. When a pupil is expected to attend, it is the requirement that parents contact the school to report the absence.



2. Parents should contact the school by 9:00am with a reason for absence. Parents should maintain daily contact with school for the period of absence unless otherwise advised.
3. If there is no contact from parents to advise of the reason for absence, the school will phone the contacts on the child's records and if no contact can be made, the school may contact other emergency numbers or undertake a doorstep visit.
4. Parents of children who are not expected or eligible to attend do not have to follow the absence procedure. However, our school will follow up if children are not engaging or accessing remote education.
5. If children in our school have a Sefton social worker, we will complete and submit the first day response form daily to the local authority. If children who have a social worker are absent or not wanting to attend, we will work with the local authority first day response team to ensure they are seen face to face at least once a week
6. For children who have a social worker in another local authority we will maintain contact and follow what procedures they have in place to monitor the attendance.
7. If children in our school have an Education, Health and Care Plan we will submit their attendance on the first day response form to the local authority. Our school will maintain contact for those children not in attendance, with staff physically laying eyes on the child weekly. We will request that the local authority contact the parent if it is appropriate.
8. If children are supported by an Early Help Plan, we will liaise with the family's early help worker/ named early help worker who is the point of contact family wellbeing centre.
9. For children who are not on any plan if our school cannot make any contact by telephone or doorstep visit after 10 days, we will contact the local authority. If we have any concerns, we will contact the local authority before 10 days.
- 10. FOR ANY CHILDREN WHERE SCHOOL THINK THEY MAY BE AT RISK WE WILL CONTACT THE CHILDREN'S SOCIAL CARE MASH TEAM OR THE POLICE.**
11. If the school suspects or has information that the children's family may have left the property they reside in the children missing education procedures will be followed.

#### **4. DATA COLLECTION**

- 4.1 Attendance registers are taken using the school's information management system (name of system SIMS etc) Our school is also required to make a daily return to the DfE so the government can monitor the impact of coronavirus



## 5. LEGISLATION

- 5.1 Under the Corona Virus Act 2020 section 17, has currently disapplied 444(1) and (1A) of the Education Act 1996. The notice states that “It is therefore, appropriate and proportionate to temporarily disapply section 444(1) and (1A) so that parents can be sure that keeping their children out of school during this period will not expose them to a risk of criminal prosecution and conviction. It remains a parent’s duty to ensure that their child of compulsory school age receives a suitable education during this period in whatever way they can under section 7 of the Act.”
- 5.2 During the period the school cannot request any enforcement procedures to be undertaken by the local authority.

## 6. SUPPORT

- 6.1 Our school will offer advice and support pupils and parents. If you have any worries or concerns about your child’s return to school or regarding their attendance at school please contact us.