



**Cramlington Village Primary School
Policy Promoting Positive Attendance
July 2020
Updated March 2021**

“Empowering everyone to achieve”

Policy Title	Attendance Policy
Policies that inter-relate	Home School Agreement
Legal and Statutory documents linked	<p>This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE’s statutory guidance on school attendance parental responsibility measures.</p> <p> The Education Act 1996 The Education Act 2002 The Education and Inspections Act 2006 The Education (Pupil Registration) (England) Regulations 2006 The Education (Pupil Registration) (England) (Amendment) Regulations 2010 The Education (Pupil Registration) (England) (Amendment) Regulations 2011 The Education (Pupil Registration) (England) (Amendment) Regulations 2013 The Education (Pupil Registration) (England) (Amendment) Regulations 2016 The Education (Penalty Notices) (England) (Amendment) Regulations 2013 </p>
Governor Committee responsibility	Education
Date of last review	July 2020, updated March 2021
Reviewer name and position	Angela Hall, Admin & Marketing Manager
Date of next review	June 2021
Date approved by Governors	
Audit file updated (date and name)	



Aims and Objectives

It is vital that children arrive on time and attend every day in order to gain the greatest benefit from their education. If the reason for the absence is unavoidable, procedures are in place to notify the school, which ensures the safeguarding of children, and that school is aware of reasons for absence.

It is very important therefore that families make sure that their child attends regularly and the attendance policy sets out how together we will achieve this.

Why is regular attendance so important?

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning and progress.

Any child's absence disrupts teaching routines so may affect the learning of others in the same class.

Lateness and absence affects children's emotional security as they frequently feel that they miss events and activities, and feel less part of the school community.

Ensuring a child's regular attendance at school is a parent's legal responsibility and permitting absence from school without a good reason creates an offence in law and **may result in prosecution**.

Under section 7 of the Education Act 1986, the parent is responsible for making sure that the child of compulsory school age receives efficient full time education that is suitable to the age, ability and aptitude of individual children. Compulsory school age is defined as beginning from the age of five.

If it appears a child is not receiving a suitable education then, under Section 437 of the Education Act, the school must begin proceedings for issuing a school attendance order. Since March 2001, a higher offence warrant, compelling a parent to attend court, can be issued. Prosecution under section 444 can lead to a custodial sentence.

Authorised and Unauthorised absence

The ultimate responsibility to authorise absence rest with the powers devolved to the Principal by the Governing Body. An absence can be classed as unauthorised when:

- A child is kept off school because a parent is ill
- A child is absent because a sibling is ill
- The parent cannot get the child to school



- A child is taken on a shopping trip
- The child is absent due to a birthday treat/ family treat
- The child is absent due to family work patterns
- The child refuses to come to school or wants to stay at home
- A child is more than 30 minutes late without a satisfactory explanation
- The child is taken on a family holiday without authorisation from the Principal

If a member of staff is concerned that an absence, or pattern of absences are not justified this should be reported to the Principal/Vice Principal, who may request the Education Welfare Officer (EWO) to visit the family. Before making a referral, the class teacher should try to establish why the pupil is absent. Even if a reason is given, the class teacher may feel that this is unacceptable and refer the matter to the Principal. Similarly, when a pupil is missing school regularly through illness it may be appropriate to refer the matter to the EWO before the absence is authorised. The EWO may decide to make a visit on welfare grounds to discuss the levels of attendance.

All children's unauthorised absences are recorded (including unauthorised holiday absences) on an annual report to parents.

An investigation into the reasons for any causes of concern, i.e. when attendance is below 90% in any half term, will be undertaken and where appropriate discussed with the EWO. It is a legal requirement for a school to report percentages of authorised and unauthorised absence to the Department for Education.

Promoting regular attendance

The Principal should:

- Ensure that legal requirements are being met with regard to attendance
- Be responsible for the operational management of the attendance policy
- Remind staff at the beginning of the academic year about the contents of this policy and correct procedures for completing registers.
- Meet regularly with the Education Welfare Officer (EWO) to discuss any attendance issues which arise.
- Follow up individual children, classes or year groups and analyse attendance data to identify trends that can enable school to target its efforts.

The Governing Body should:

- Know about the attendance procedures at CVPS.
- Have a designated governor with responsibility for monitoring and supporting school attendance.
- Perform the roles of 'critical friend' at Governor meetings.



The School should:

- Ensure that all children attending have access to exciting and inspiring learning experiences.
- Offer every child the opportunity to succeed in academic and non-academic activities.
- Ensure that all staff are welcoming.
- Understand the holistic nature of each child's individual needs.
- Be punctual at the beginning and end of each school day.
- Reward the best attendees who have been consistently punctual.
- Analyse authorised and unauthorised attendance, class by class.
- Provide information and guidance to parents if they need help with attendance.
- Work with external bodies such as the education welfare officer (EWO), the School Nurse and Social Services to work with families experiencing regular problems with attendance.
- Inform parents of their child's attendance records and request meetings when regular absences become apparent.
- Contact parents when their child/ren misses 10% of the educational entitlement during the previous half term.

Class Teachers should:

- Complete the electronic register on time daily at 8.40am and again at 1pm. Lateness after these times is an unauthorised absence, unless it is for a medical appointment or other reason authorised by the Principal.

The Vice Principal and Admin and Marketing Manager should:

- Ensure monitoring of regular absences.
- Discuss with the Principal any individuals who are not attending regularly.

Families should:

- Ensure children understand the importance of regular attendance.
- Support school by both getting children to school and collecting on time.
- Book holiday during the 13 weeks of school holidays that are available.
- Appreciate the legal framework within which attendance at school operates.
- Work in partnership with school when there are problems.
- Provide up to date contact numbers and changes of address.
- Notify the school in person or by telephone when their child is unable to attend with a reason on the first day of absence.
- Provide a note indicating attendance at the dentist, doctor or optician prior to the appointment, except in the case of emergencies.
- Advise the school if a child is going to be late.



Administrative staff should:

- Ensure daily attendance data is submitted onto the Integris system by 8.45am.
- Contact parents for any children who are absent by 9am if messages have not been received.
- Issue letters to promote improved attendance and timekeeping to parents/carers when there are persistent problems.
- Monitor every individual's attendance for irregular patterns and absences.
- Complete reports for the Principal on;
 - continuous absence,
 - persistent lateness trends,
 - four instances of absence
 - percentage attendance for below 90% and 80% at the end of every half term
 - pupil yearly attendance at the end of the first half of the summer term.

Our focus will centre on activities that promote regular attendance and punctuality such as;

- Celebrating good attendance and punctuality by displaying individual and class achievements.
- Rewarding good or improving attendance and punctuality through class competitions, certificates and outings / events.
- Updating information re attendance and punctuality regularly to parents through our regular weekly school newsletter.

Working in close partnership, we hope to ensure all parents are aware of our attendance policy by:

- Including key aspects in the parent handbook.
- Making reference to it as part of enrolment procedures.
- Reinforce it at parent induction meetings and parent information events.
- Ensure the policy is available on our website.
- Clarifying the different term dates so that parents know to make use of them for family holidays.
- Explain the differences between authorised and unauthorised holidays.

We will analyse and monitor attendance, and use our management information data to compare our attendance with national averages, focusing on:

- Attendance of different groups of children, including those with special educational needs and/or disabilities and those from ethnic minority groups.
- The proportion of pupils who are persistently absent (if any).



- Patterns of absence relating to times of year, days of the week and particular class or year groups.
- Weather patterns and effect on attendance rates.

We will support children with poor attendance to catch up with any work missed, and will involve the Educational Welfare Officer and other in house personnel to support our school to maximise attendance rates.

Persistent Absentees

This policy and the parent handbook inform parents what is deemed persistent absenteeism and details the actions that are taken by the support network internally and externally to reduce absence for persistent absentees.

The Education Welfare Officer

Parents will be informed of the powers of the EWO and the penalty notices that they can issue because of repeated unauthorised absence.

Parents will also be informed of the support network that is available to target families who struggle with the everyday demands of parenting.

School will have a senior member of the staff team who will take responsibility for monitoring the attendance records and ensuring that children are given appropriate pastoral care during times of turbulence at home. For the next two years the person designated with responsibility is the Vice Principal and Admin and Marketing Manager.

Punctuality

School starts on time at 8.30 daily. Parents should ensure children are at school for this time so they can take part in the games and general introduction to the day that maps out the planned learning. This helps the children to feel included in what is happening and to feel part of the discussion so they can direct the nature of the planned learning for the day.

Holidays in term time

Our term dates allow families to take time off during school holidays that will facilitate annual 2 week holidays to take place at lower costs on a more regular basis throughout the year. School urges parents to take advantage of this time during designated school holidays as there will be very few situations that will attract authorised holidays outside of this period. Any other planned time off during school term time must be requested beforehand and at least with 14 days' notice. In some circumstances authorised time off school will not be granted:

- at the start of a new school year



- during Standard Assessment Tasks (SATS) for Year 6 and Year 2
- for pupils whose attendance is already below 90 or would fall below 90% because of the requested time off
- **It is school policy that any holidays requested during school term time are not classed as authorised unless there are exceptional circumstances.**

Legal Duty

The school has a legal duty to publish its attendance figures both to parents and to the Secretary of State for Education. All staff and governors are committed to ensuring that the profile of attendance at our school remains high. We respectfully ask that parents support this and promote high attendance by following the aims of CVPS.

Appendix 1

Code register: ATTENDANCE CODES, DESCRIPTIONS AND MEANINGS

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
Authorised absence		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances

I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment
R	Religious observance	Pupil is taking part in a day of religious observance
S	Study leave	Year 11 pupil is on study leave during their public examinations
T	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
Unauthorised absence		
G	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
N	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
O	Unauthorised absence	School is not satisfied with reason for pupil's absence
U	Arrival after registration	Pupil arrived at school after the register closed

Code	Definition	Scenario
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
Y	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
Z	Pupil not on admission register	Register set up but pupil has not yet joined the school



#	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day
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Appendix 2 - Attendance below 95% letter

Date

Dear Parent/Carer

The attendance target set by the government for primary schools is 96%.

I am writing to you regarding our concerns for your child's attendance. Since

Xxxxxxxxxxxxx, the attendance ofstands at

.....%.....days missed out of a possible.....(please see the attendance printout attached).

We are aware that there may be a very good reason for your child's absence from school; however we would just like to keep you informed about the situation and we will continue to monitor your child's attendance. If it drops further a decision will be made regarding whether or not the school will authorise absence without presentation of medical evidence.

Our Education Welfare Officer is Dawn Westerby. Her role includes the monitoring of attendance of all pupils who attend this school. We will be monitoring your child's attendance over the next few weeks and would be more than happy to discuss the matter further with you.

Please complete and return this slip to the School Office to acknowledge that you have read and understood its content.

Thank you for your support in this matter.

Yours sincerely

Angela Hall

Hayley Hansom

Admin and Marketing Manager

Education Welfare Officer

.....

Child's Name Class.....

I acknowledge receipt of the letter regarding my child's attendance that is currently below 95%.

Signedparent/carer



Date

Appendix 3 - Attendance below 90% letter

Date:

Dear Parent/Carer

The attendance target set by the government for primary schools is 96%.

I am writing to you regarding our concerns for your child's attendance. Since

September 2009, the attendance ofstands at

.....%.....days missed out of a possible.....(please see the attendance

printout attached). This is well below the government target and is currently a cause for concern.

We are aware that there may be a very good reason for your child's absence from school; however due to’s current level of attendance we are referring this matter to the

Education Welfare Officer, Dawn Westerby. Her role includes monitoring of attendance of all pupils who attend this school.

To be able to authorise any further absences we will now require medical evidence i.e.

- Appointment Card with child's name
- Hospital Letter
- Written Prescription
- Doctor's note

Please complete and return this slip to the School Office to acknowledge that you have read and understood its content.

Thank you for your support in this matter.

Yours sincerely

Angela Hall

Hayley Hansom

Admin and Marketing Manager

Education Welfare Officer

.....

Name of child.....Class.....



I acknowledge receipt of the letter regarding my child's attendance that is currently below 90%.

Signedparent/carer

Date



Appendix 4 - Lateness Letter 1

Date:

Dear Parent/Carer

We are aware that.....has been regularly arriving late to school (please see attached attendance printout).

Attendance and punctuality is a very high priority at Cramlington Village Primary School. It is vital that your child arrives in good time for school. Regularly arriving late not only disrupts the teacher and pupils, it also causes embarrassment for your child.

Please ensure that your child arrives at school for 08.30am so that their class teacher can register them and receive an attendance mark when the register is taken at 08.40am. If your child continues to arrive after the register has closed, you may be issued with a fixed penalty notice.

We will be closely monitoring the punctuality of your child over the next 4 weeks and reviewing the situation at the end of this period.

Please complete and return this slip to the School Office to acknowledge that you have read and understood its content.

Thank you for your support in this matter.

Yours sincerely

Angela Hall

Admin and Marketing Manager

.....

Name of child.....Class.....

I acknowledge receipt of the letter regarding my child’s punctuality.

Signedparent/carer

Date



Appendix 5 - Lateness Letter 2

Dear Parent/Carer,

With reference to my letter dated..... I am writing to you once again regardingcontinual lateness.

The Education Act 1996 states that it is the responsibility of the parent to ensure that their child attends school regularly and punctually. Failure to do so results in you, the parent/carer, committing an offence.

To datehas been late onsessions in which.....sessions have been recorded as unauthorised absences. (Please see attached copy of your child’s attendance printout). This amounts to x days of time lost in school.

As there has been no significant improvement, the Education Welfare Officer (EWO) is now aware of this. Dawn Westerby is the school’s EWO.

Please complete and return this slip to the School Office to acknowledge that you have read and understood its content.

Yours sincerely

Angela Hall

Admin and Marketing Manager

.....

Name of child.....Class.....

I acknowledge receipt of the letter regarding my child’s punctuality.

Signedparent/carer

Date



Coronavirus Addendum

Approved by: Debbie Wylie **Date:** 11th January 2021

Last reviewed on: 10th January 2021

Next review due: End of spring 1 half term

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1. Aims and scope

We are committed to meeting our obligations with regards to school attendance by:

- Ensuring every pupil has access to full-time education to which they are entitled
- Acting early to address patterns of absence
- Supporting parents/carers and pupils who are concerned about the return to school due to coronavirus

This addendum applies from the start of the autumn term 2020 until the end of the 2020/21 academic year. It sets out changes to our normal attendance policy, and



should be read in conjunction with that policy. Unless covered here, our normal attendance policy continues to apply.

We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to staff, parents and pupils.

2. Guidance and definitions

This policy meets the requirements of the Department for Education's (DfE's) [guidance](#) (updated 7.1.21) on school attendance during the 2020/21 academic year.

This addendum reflects the latest advice from Northumberland County Council.

In section 4.2 of this addendum, where we refer to 'close contact', this means:

- Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)
- Proximity contacts: extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- Travelling in a small vehicle, like a car, with an infected person

This definition is from the DfE's [guidance on full reopening for schools](#) (see number 9 in 'the system of controls').

3. Attendance expectations

It is mandatory for all pupils of compulsory school age to attend school unless:

- They have been granted an authorised absence by the school in line our normal attendance policy
- They cannot attend school due to specific circumstances related to coronavirus (see section 4, below)

4. Where 'non-attendance in relation to coronavirus' applies

We will only accept 'non-attendance in relation to coronavirus' in circumstances where a pupil's travel to, or attendance at, school would be:

- Against guidance from Public Health England and/or the Department of Health and Social Care relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to the incidence of transmission of coronavirus



4.1 Pupil develops symptoms or lives with someone who does

The pupil's parent/carer must notify the school on the first day that their child needs to self-isolate. The pupil will stay at home until they or the symptomatic person they live with receives their coronavirus test results.

If the pupil's test result is negative: the pupil will return to school when they feel well and no longer have symptoms similar to coronavirus. They should continue to stay at home if they remain unwell (i.e. with a different illness).

If the person the pupil lives with tests negative: the pupil will stop self-isolating and return to school

4.2 Pupil or a 'close contact' of theirs receives a positive test result

The pupil's parent/carer must notify the school about the positive test result as soon as possible. This can be via phone call initially but by email, text or messenger is preferred so that the test results can be shared.

Pupils who test positive must self-isolate for at least 10 days from the onset of symptoms, and must only return to school when they no longer have symptoms (other than a cough or a loss of sense of smell or taste).

If a member of the pupil's household or a 'close contact' tests positive, the pupil must self-isolate for 10 days. The pupil must do this from when the member of their household first had symptoms, or the day the pupil last met with the 'close contact' who received the positive result.

See the definition for 'close contact' in section 2 of this addendum.

4.3. Pupil has to quarantine after travel abroad

The parent/carer must notify the school if their child has to quarantine after travel to a country that is not on the government's [exemptions list](#).

The pupil must quarantine for 10 days on their arrival to the UK and return to school thereafter.

4.4 Pupil is required to shield during a local lockdown

The parent/carer will notify the school if they are advised by the government to stay at home and will provide proof of their shielding letter by sending a scan to the school info account or a photocopy to the school address.

The pupil will stay at home until the shielding measures in the local area are paused. Once the shielding measures are lifted, we will contact the pupil's parent/carer to set the expectation that they can return to school.

Prior to return, the school will complete an individual risk assessment on the child in consultation with parents to add in any necessary adjustments to minimise the risk.



4.5 Remote learning provision

If a pupil is not attending school because of circumstances related to coronavirus, but where the pupil is not ill, the school will provide the pupil access to remote education.

Our approach and expectations regarding remote education are set out in our remote learning contingency plan/policy

We will keep a record of, and monitor, pupil engagement with remote learning, but we will not track this information in the attendance register.

The school will not routinely provide remote learning to pupils whose parents have chosen to keep their children at home either for reasons other than those listed above or because they have Covid concerns that are not covered in this document.

4.6 Lockdown Arrangements

During the period of national lockdown, school will remain open to vulnerable children and the children of critical workers only. All other pupils should receive remote education. Pupils who are self-isolating should not attend school. Clinically extremely vulnerable pupils are also advised not to attend school. We will continue to record attendance in the register. We will follow up on absences of the pupils who are expected to be in school but where a parent wishes for their child to be absent, we will authorise the absence during this national lockdown period. Absence will not be penalised.

Critical workers - Parents whose work is critical to the coronavirus (COVID-19) and EU transition response include those who work in health and social care and in other key sectors. Children with at least one parent or carer who is a critical worker can go to school if required. This includes parents who may be working from home. We will speak to parents and carers to identify who needs to go to school. If it proves necessary, schools can ask for simple evidence that the parent in question is a critical worker, such as their work ID badge or pay slip. **Parents and carers who are critical workers should keep their children at home if they can.** We know that every school will have a different number of children of critical workers who need to attend. It is important that on-site provision is provided for these pupils, and there is no limit to numbers of these pupils who may attend and schools should not limit attendance of these groups. This is because we are reducing overall social contact across areas and the country rather than individually by each institution.

Vulnerable children and young people - The definition of vulnerable children and young people includes children who have a social worker, an education, health and care plan (EHCP) or who may be vulnerable for another reason at local discretion ("otherwise vulnerable"). We are expected to allow and strongly encourage vulnerable children to attend. **Parents/carers of vulnerable children are strongly encouraged to take up the place.**

If vulnerable children do not attend, schools should:



- work together with the local authority and social worker (where applicable) to follow up with the parent or carer to explore the reason for absence, discussing their concerns using supporting guidance considering the child's circumstances and their best interests
- work together with the local authority and social worker (where applicable) and other relevant partners to encourage the child or young person to attend educational provision, particularly where the social worker agrees that the child or young person's attendance would be appropriate

Where we grant a leave of absence to a vulnerable child we will still speak to parents and carers, and social workers (where applicable) to explore the reasons for this and any concerns raised. The discussions should focus on the welfare of the child or young person and ensuring that the child or young person is able to access appropriate education and support while they are at home.

Where we have to temporarily stop on-site provision on public health advice, we will inform the local authority to discuss alternative arrangements for vulnerable children and work towards welcoming back pupils as soon as possible, where feasible to do so. Regardless of setting, schools are encouraged to work collaboratively with other schools and education providers and other local partners (including the local authority, social workers, police, youth services, key workers etc.) to maximise opportunities for face-to-face provision for vulnerable children.

Recording attendance - All pupils who are not eligible to be in school should be marked as Code X. They are not attending because they are following public health advice. As vulnerable children are still expected to attend school full time, they should not be marked as Code X if they are not in school (except if they are shielding, self-isolating or quarantining). If the parent of a vulnerable child wishes their child to be absent, the parent should let the school know. The Department expects schools to grant applications for leave of absence given the exceptional circumstances. This should be recorded as code C (leave of absence authorised by the school) unless another authorised absence code is more applicable. Schools should not plan for rotas or allow children other than those who are vulnerable or whose parent or carer is a critical worker to attend on-site, even if the school believes it can accommodate more children safely.

5. Recording attendance

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to 'exceptional circumstances' (as defined in our normal attendance policy)
- Unable to attend for reasons related to coronavirus (see appendix 1 for the relevant absence codes and when we will use them)



Pupils must arrive in school at their designated time slot on each school day.

The register for the first session will be taken at the staggered start time and will be kept open for 15 minutes. The register for the second session will be taken at 1.00pm and will be kept open until 1.05pm.

6. Following up absence

Where any child we expect to attend school does not attend, or stops attending, we will:

- Follow up on their absence with their parent or carer by phone, email and / or messenger
- Notify their social worker, where they have one
- If a pupil does not attend because they, and/or their parent/carer are concerned about returning to school because of coronavirus, we will in the first instance arrange for the class teacher to discuss concerns with the child/parent/carer.
- Arrange a phone call/video meeting/in-school appointment between the parent/carer and a member of the SLT to explain the protective measures the school is taking to keep pupils safe and what additional measures the parent/carer would like us to consider.

6.1 Legal sanctions

Parents will continue to be informed of the powers of the EWO although penalty notices will not be issued because of repeated unauthorised absence during the coronavirus pandemic.

Parents will also be informed of the support network that is available to target families who struggle with the everyday demands of parenting.

School will continue to have a senior member of the staff team who will take responsibility for monitoring the attendance records and ensuring that children are given appropriate pastoral care during times of turbulence at home. This continues to be the Vice Principal and Admin and Marketing Manager.

7. Monitoring arrangements

This policy will be reviewed as guidance from the LA or Department for Education is updated, and as a minimum every 2 months during term time by Angela Hall (Admin and Marketing Manager). At every review, it will be approved by the full governing board.

Appendix 1: pupil absence codes

The following codes are taken from the DfE's addendum to their school attendance guidance for the 2020/21 academic year. If not covered here, our normal attendance codes apply.

Code	Definition	Scenario
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results
I	Illness	Pupil remains unwell following a negative test result (i.e. with a different illness)
I	Illness	Pupil has to continue to self-isolate because they tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 10 days) because someone they live with tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to self-isolate (for 10 days) because they are a close contact of someone who tested positive
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil has to quarantine (for 10 days) after a trip to a non-exempt country
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is required to shield in the case of a local lockdown, or lives with someone who is required to shield
X	Not attending in circumstances relating to coronavirus (COVID-19)	Pupil is asked not to attend in the case of local lockdown

