



Advice to schools on completing registers from 23.03.20

To all Headteachers and Behaviour/Attendance Leads

23rd March 2020

Dear Head Teacher and Behaviour/Attendance Lead

Updated advice from DfE, 23rd March 2020

Following my communication on Friday, DfE have now issued new guidance for schools attendance recording practice, as follows:

- From Monday, until schools reopen for education to all pupils, schools do not need to take an attendance register. For administrative purposes, code # (planned whole or partial closure) should be used.
- To maintain a record of attendance for safeguarding purposes, educational settings (not including childcare) should complete a simple spreadsheet devised by DfE , available here:
<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- Settings should then use the information collated in the spreadsheet to complete a short webform to notify the Department for Education about their status regarding coronavirus (COVID-19). The form will ask settings to confirm whether they are open and, if so, provide information about numbers of pupils and staff attending. The webform is available here:
<https://form.education.gov.uk/service/educational-setting-status>
- Ensuring that vulnerable children are protected remains a top priority for the government. Schools should ensure they have a process in place to check on the welfare of any child in need who does not attend on any day.
- If a pupil fails to attend on the agreed date, the school must establish the reason for the absence. If you are expecting a pupil in school and they do not attend and there has been no contact from parents/carers, you should follow the school's first day absence procedure as set out in your attendance policy. If you have concerns because contact can not be established please contact me on 07584273772
- Any penalty notice or prosecution activity for Covid-19 related absence will be suspended with immediate effect. We will be updating our Code of Conduct for issuing penalty notices to make it clear that new cases will not be taken forward and any cases from 16th March will be withdrawn.

- If you have immediate safeguarding concerns then schools should follow their safeguarding policy and seek advice from OneCall on 01670 536400 where necessary.

The Education Welfare team and Schools' Safeguarding team are available to offer advice and support and can be contacted on the details below:

Education Welfare: email educationwelfare@northumberland.gov.uk
telephone - 01670 622800

Schools Safeguarding: email eotashealth@northumberland.gov.uk
telephone - 01670 622787

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Wintringham', with a decorative flourish at the end.

SARAH WINTRINGHAM
PRINCIPAL EDUCATION WELFARE OFFICER