

	<p>Advice to schools on completing registers from September 2020</p> <p>To all Head Teachers, Behaviour/Attendance Leads and Designated Safeguarding Leads (DSLs)</p> <p>21st August 2020</p>
---	--

Dear Head Teacher, Behaviour/Attendance Leads and DSLs

Advice from DfE, August 2020

DfE have now updated their guidance on how schools should use pupil registers and attendance codes in the academic year 2020-21. The full guidance is available here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907535/School_attendance_guidance_for_2020_to_2021_academic_year.pdf

This should be read in conjunction with the Addendum which sets out changes made to the regulations¹ governing school attendance registers in relation to Coronavirus (COVID-19), and which replaces temporary guidance on recording attendance during the outbreak. The Addendum is available here:

<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>

Key points set out in the Addendum are as follows:

- From the start of the autumn term 2020, pupil attendance will be mandatory and usual rules on attendance will apply.
- Schools should return to using the attendance and absence codes in use prior to the outbreak, as set out on page 9 of the attendance guidance.
- A new category has been added: 'not attending in circumstances related to coronavirus (COVID-19)' and examples provided of when this category could apply. Pupils that fit this criteria should be recorded using code X, unless they test positive in which case they should be recorded as code I until they are able to return to school.
- Annex A provides further guidance on the use of Coronavirus related absence coding (credit for development to Mr Grimes, Assistant Head at MEA Central Academy in South Manchester).

¹ <http://www.legislation.gov.uk/id/uksi/2020/816>

The Education Welfare team will be returning to 'business as usual' from September, in line with the return to usual rules on attendance. As such, we will be available to offer advice and support on fulfilling statutory duties in regards to school attendance, children in employment & entertainment and chaperones, monitoring and safeguarding pupils who are electively home educated (EHE) and managing the process for children missing from education (CME), as well as:

- Weekly contact with DSLs
- Regular attendance meetings either face to face or virtually
- Home visits
- Meetings with parents
- Supporting the reintegration of EHE students back into school
- Offering advice and support for re-engaging students in school
- Working with other agencies to support pupils with concerns regarding the return to school
- Monitoring and supporting the attendance of PEX students

The Education Welfare team has received a significant amount of enquiries recently from parents about Elective Home Education. Information has been sent to all DSLs regarding our multi-agency process for monitoring the welfare of children who are EHE. EWO's will be working closely with DSLs to ensure that any decisions about EHE are made in the best interests of the children concerned and appropriate safeguards are in place.

If you require any further information or support please don't hesitate to contact me

email sarah.wintringham@northumberland.gov.uk
telephone 01670 623392/07584273772

Yours faithfully



SARAH WINTRINGHAM
PRINCIPAL EDUCATION WELFARE OFFICER

ANNEX A: Coronavirus related absences quick reference guide

What to do if...	Action needed	Code	Return to school when...
...my child has coronavirus symptoms	<ul style="list-style-type: none"> ● Do not come to school ● Contact school daily ● Self-isolate ● Get a test ● Inform school immediately about test result 	Code X	...the test comes back negative.
...my child tests positive for coronavirus	<ul style="list-style-type: none"> ● Do not come to school ● Contact school daily ● Self-isolate for at least 10 days ● Inform school immediately about test result 	Code I	...they feel better. They can return to school after 10 days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> ● Do not come to school ● Contact school daily ● Self-isolate ● Household member to get a test ● Inform school immediately about test result 	Code X	...the household member test is negative.
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> ● Do not come to school ● Contact school daily ● Self-isolate for 14 days 	Code X	...the child has completed 14 days of self-isolation
... NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> ● Do not come to school ● Contact school daily ● Self-isolate for 14 days 	Code X	...the child has completed 14 days of self-isolation
...we/my child travelled and has to self-isolate a part of a period of quarantine	<ul style="list-style-type: none"> ● Do not take unauthorised leave in term time ● Consider quarantine requirements and FCO advice when booking travel ● Provide information to school as per attendance policy <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> ● Do not come to school ● Contact school daily ● Self-isolate for 14 days 	Code X	...the quarantine period of 14 days has been completed

...we have received medical advice that my child must resume shielding.	<ul style="list-style-type: none">●Do not come to school●Contact school as required●Shield until you are informed that restrictions are lifted and shielding is paused again	Code X	...school inform you that restrictions have been lifted and your child can return to school again.
---	--	-----------	--