

WMG Academy Trust Attendance Recording Protocol – COVID-19

Introduction

This document replaces the Attendance Recording Protocol released in June 2020 and acts as an addendum to the WMG Academy Trust Attendance Policy of October 2019.

From 1st September 2020, WMG Academy will be fully reopening to students in all years and face-to-face teaching will resume onsite.

Attendance registers are taken using the school's information management system Progresso. Absence data is usually returned to the DfE via school CENSUS at set times in the academic year; however, for the duration of the COVID-19 pandemic, WMG Academy is also required to make a daily return to the DfE.

Recording Attendance

Schools have been required to resume taking formal registers since 1st June 2020. Attendance at school is now compulsory for all students as shielding has been paused nationally by the Government. From Tuesday 1st September, all students will need to be marked with one of the following:

- / - present;
- L – lateness;
- I – illness for reasons other than COVID-19 or if they have tested positive for COVID-19;
- X – non-compulsory age attendance (P16 only); **or**
 - for students who are self-isolating because:
 - they, or a member of their household, have displayed symptoms of COVID-19;
 - they are awaiting a test result;
 - they have been told to self-isolate by the NHS Test and Trace service; or
 - they have returned from international travel and are required by law to quarantine;
- G – students who have not requested time off school for a holiday but who are absent for this reason;
- H – students who have requested time off school for holidays;
- C - students who are not attending for any other authorised reason;
- O - students who are not attending for any other unauthorised reason.

Temporary Addendum – January 2021

As part of the response to increasing rates of infection, the UK Government enforced a lockdown in England in January 2021. During this time, the Academy is required to ask all students, other than vulnerable students and the children of key workers, to stay at home and take part in remote learning. The attendance recording procedure for this time are:

- Students working from home who are not eligible for small school should be X coded for AM and PM. Lesson by lesson attendance can be / (present), N (absent) or X (independent study session).
- Vulnerable students eligible for small school should be / (present) when in the building or, if they don't attend, C (authorised absence). They should not be X coded unless they have to isolate or are absent for COVID related reasons.
- The children of key workers should be / (present) when in the building or, if they don't attend and they were expected, a C; if they aren't due to attend on that particular day, an X.

- Nobody should be O, I, M, S or # coded.

Absence Procedure

It is a requirement that parents contact school in line with our usual policy to report an absence. The school absence line should be contacted by 10.00am with a reason for absence. Parents should maintain daily contact with school for the period of absence unless advised otherwise. Where necessary, staff will advise on periods of isolation if COVID-19 symptoms have been displayed.

If there is no contact from parents to advise of the reason for absence (in line with school attendance and safeguarding policy), we will undertake first day calling and then follow the school's escalation process. This may include contacting other parental contacts, a socially distanced home visit or referral to our allocated CSAWS Attendance and Welfare Officer.

Ethan Harries
Executive Assistant

January 2021

Appendix 1 – Coventry City Council Attendance Recording Protocol Flowchart

