

## 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 and has been updated in line with the 'schools coronavirus operational guidance' as published by the DfE in February 2021.

From 8<sup>th</sup> March 2021, 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 1<sup>st</sup> June 2020. Attendance at school is now compulsory for all students as shielding has been paused nationally by the Government. From Tuesday 1<sup>st</sup> September, all students will need to be marked with one of the following:

- / - present;
- L – lateness;
- I01 – illness unrelated to COVID-19;
- I02 – illness resulting from a positive test/confirmed case of COVID-19;
- X01 – non-compulsory school age attendance (post 16);
- X02 – self-isolation when the student themselves is symptomatic;
- X03 – self-isolation when the student has been contact traced within the Academy;
- X04 – self-isolation when the student has been contact traced outside of the Academy;
- X05 – self-isolation following international travel;
- X06 – shielding as seen as clinically extremely vulnerable;
- X07 – advised not to attend in line with Government guidance;
- 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.

### 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**

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