

Attendance – Amendment



St John's School
LEATHERHEAD

Date of issue:	12 June 2020, revised September 2021
Date of next review:	August 2022 (or sooner as required)
Responsible person:	Senior Deputy Head
References:	The Education Act 1996 The Education (Pupil Registration) (England) Regulations 2006 and amendments DfE School attendance guidance, August 2020 DfE Covid-19 attendance recording for educational settings
Policy number:	C4 / 15b

St John's School seeks to promote good attendance and reduce absence. All pupils should attend school regularly and be punctual to their lessons.

The School has a duty to record attendance and follow up absence, parents have a duty to ensure that their child of compulsory school age attends regularly.

Guidance in relation to COVID-19 absences

Pupils who have symptoms of COVID-19 or have had a positive lateral flow device (LFD) test result should self-isolate and get a confirmatory polymerase chain reaction (PCR) test.

If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I (illness). Code X should only be used up until the time of the negative test result. Schools should not retrospectively change the attendance register due to a negative test result.

If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.

The following codes will be used on ISAMS, the School information management system:

- Covid-19 related illness - code [>] – linked with [X]
- Non-Covid related illness – the code used will be [I]
- Non-Covid exceptional circumstances – [Y]
- Covid-19 Self-isolating – code [<] – linked to [X]
- Covid-19 Related illness [>] – linked to [X]
- Medical – [M]
- Authorised absence – [C]

My School Portal (MSP) Absence Requests from Parents

Parents should continue to use the MSP absence request form to inform the School of their child's illness.

MSP has a drop-down list of questions for parents to select a reason why their child is absent. This includes:

- Illness – not suspected to be Covid-19 (therefore no access to remote learning)
- Covid-19 – confirmed PCR (eligible for remote learning)

- Covid-19 – isolation due to positive LFT (asymptomatic) – have booked PCR test (will be added to remote learning)
- Covid-19 - reporting negative PCR (not LFT) - attending School on-site
- Covid-19 - suspected case (symptomatic) - awaiting PCR test result (not LFT) (will be added to remote learning)
- School Day Absence Request
- Weekend Sport Absence Request

DfE Register

The DfE register will be completed each day by midday. This will be submitted by the Database Administrator.

Registration of pupil on site

Registration onsite will follow normal procedures as covered in the Supervision of Pupils policy.