

Attendance – Amendment



St John's School
LEATHERHEAD

Date of issue:	12 June 2020, revised March 2021
Date of next review:	1 August 2021 (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, July 2019 DfE Covid-19 attendance recording for educational settings
Policy number:	C4

Attendance will be mandatory from 8 March 2021 and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil.
- schools' responsibilities to record attendance and follow up absence.
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct.

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

- Pupils not required in school code [Y]
- Covid-19 related illness - new code [>] – linked with [X]
- Non-Covid related illness - the code used will be [I]
- Non-Covid Exceptional circumstances - [Y]
- Covid-19 Shielding - code [^] - linked to [X]
- 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 illness.

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

- Illness – not suspected to be Covid-19
- Covid-19 – household isolation
- Covid-19 – shielding for self or other family member
- Covid-19 – suspected case – awaiting test result
- Covid-19 – confirmed case

Department for Education Register

The DfE register will be completed each day by midday. This will be submitted by Kate Blower.

Registration of pupil on site

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