

Attendance Policy addendum

Attendance during national lockdowns or other emergencies requiring extended school closures

There may be times when pupils are asked not to attend school for extended periods of time; for example, if the government directs schools to close to stop the spread of a pandemic. In these circumstances, pupils may either be asked to work from home or continue to attend school, either on a rota or daily basis. Some pupils may be given priority or encouraged to physically attend school. This may include pupils with special educational needs and / or disabilities, who need additional support to access learning, or pupils under the supervision of a social worker. The school will share information about priority groups as soon as possible after closures are announced.

Pupils who are asked or required to attend school will be subject to all our usual attendance procedures.

Pupils who are asked to remain at home will be expected to continue to study remotely. When this happens, the following applies:

- Pupils should attend all 'live' lessons, i.e. lessons that teachers are delivering to classes over the internet. This is the best way for pupils to learn. The technology allows pupils to submit work and ask questions. Students are expected to remain in the lesson for the whole duration. Staff will check attendance throughout the lesson.
- Teachers will record attendance to every live lesson.
- Students are expected to 'arrive' to remote lessons within the first few minutes of it commencing, otherwise teaching staff may record a 'late' mark.
- If it is not possible to access a live lesson, for example if access to a suitable device is limited, pupils may access a recording of the lesson. They should submit their responses to any learning activities the teacher sets at the earliest possible opportunity. These responses will be tracked, to help confirm attendance.
- Sometimes, schools may not be able to deliver 'live' lessons. This may be because younger children struggle to access the technology or not enough pupils have access to the right resources. The teacher will then upload work electronically and track responses. Pupils' responses will be used to measure attendance.
- Families struggling to provide remote access may be eligible to receive support and should contact the school to ask for help.
- If it is not possible to access lessons remotely, the school will send suitable work home. It should be completed and returned to school at the earliest opportunity. In this case, a member of staff will make contact with the pupil from time to time, to check his or her welfare and whether there are any questions about the learning activities.
- Staff will keep attendance records and inform parents when remote lessons are missed or work is not submitted.
- Parents should notify the school if a pupil is too unwell to engage in learning that day. The normal processes for informing school that a pupil is unwell will apply.
- Staff will contact parents if pupils miss lessons or fail to hand in work. The aim will be to agree with parents strategies for improving attendance.
- If a pupil persistently fails to engage with remote learning, we may need to take further action. Initially, this will involve a discussion with parents, to help overcome any barriers to engaging in remote learning.

- If pupils continue to miss lessons, staff have to be assured that pupils are safe and well, so our safeguarding procedures may apply. If we are unable to make contact with the child, the matter could be treated as a child missing in education and we may need to refer our concerns to other agencies, such as social services.