

Maiden Erlegh Trust
**ATTENDANCE POLICY
ADDENDUM (COVID- 19)**



**MAIDEN ERLEGH
TRUST**

HAMILTON SCHOOL

Initial approval:	September 2015
Review frequency:	Annually
Date(s) reviewed:	November 2015, June 2016, May 2017, May 2018, May 2019, May 2020

COVID 19 ATTENDANCE POLICY ADDENDUM FOR HAMILTON SCHOOL

This should be read in conjunction with the school attendance policy.

In line with DfE guidance and until further notice, Maiden Erlegh Trust schools will **not** complete their usual day-to-day attendance processes to follow up on non-attendance.

Families will be asked to confirm with school the days on which they expect children to attend the education provision and the school will then follow up on any child that they were expecting to attend, but who does not.

In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the school will notify their social worker.

	Critical worker and vulnerable provision	EYFS/y6/y10 Provision
Lead	Sarah Mariani	N/A
How will they pursue non-attendance?	Phone call or Text message	N/A
Action if no response?	Phone call or Text message	N/A
Action if still no response?	Home visit by Support worker	N/A
Daily DfE Attendance to be submitted by	Sarah Mariani	

In addition to this, as schools welcome more children back they will also resume their normal attendance register in SIMS, using the following codes:

Pupils not required in school	X
Where a pupil is shielding or self-isolating	Y
Where a pupil has an EHCP and their risk assessment says that their needs cannot be safely met in school	Y
Where a pupil cannot attend school due to illness	I
Where a pupil does not attend school - despite being eligible and able to	C

Where other specific authorised absence and attendance codes are more appropriate schools may want to use these as usual, such as code M (medical appointment).