Recording attendance in the school attendance register during the coronavirus outbreak

Context

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. During this time the attendance register on the school's Management Information System (MIS) was not completed as schools were essentially closed to the wider school population. During this time therefore, all children were recorded as # (schools closed) on the MIS. The number of children attending school each day, however, has been recorded with the Department for Education (DFE) on a daily basis.

Next Steps

Educational settings now need to resume taking an attendance register on the school's Management Information System (MIS), using the codes suggested by the DFE. In addition to taking the register all settings will continue to submit daily attendance figures to the DFE.

All pupils will be given a code on the MIS (school register) as follows:
- Pupils who are not eligible to attend a session, will be given an X code (not required to be in school)
- Pupils who are eligible to attend a session but do not, will be given a Y code (unable to attend due to exceptional circumstances)
- Pupils who have coronavirus symptoms, will be coded as 1
- Pupils who are self-isolating will be coded as 2
- Pupils who are shielding will be coded as 3
- Pupils who are ill but with non-coronavirus symptoms will be coded as I (illness)
- Pupils who have a medical appointment will be coded as M (medical appointment)
- During the coronavirus outbreak, no absences will be recorded as unauthorised and parents will not be fined for their child's absence from school.

Staggered start times

As the Academy now have staggered start times, we are temporarily extending how long the registration period is open. Registration period will now close at 11.00am, instead of 9.30am, during the coronavirus outbreak.

Department for Education reference (last updated 28ᵗʰ May 2020)
https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings

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