Covid-19 Attendance Policy Addendum
January 2021

INTRODUCTION

During the period of national lockdown from January 5th - February 12th 2021, Lister Community School will remain open to vulnerable young people and children of critical workers only. Students not eligible to attend on-site school provisions will receive access to remote education.

The most recent *DFE guidance* states that schools are expected to:
- *set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects*
- *set work that is of equivalent length to the core teaching pupils would receive in school*
- *have systems for checking, at least weekly, whether pupils are engaging with their work, and inform parents immediately where engagement is a concern.*

Attendance to all live lessons and tutorials, and submission of all home learning activities, is **COMPULSORY**. Failure to attend a live lesson or to submit a home learning activity will be recorded on **GO 4 SCHOOLS.**

RESPONSIBILITIES OF SCHOOL

Children of critical workers and vulnerable children who can access schools

Vulnerable children and young people
Schools are expected to allow and strongly encourage vulnerable children and young people to attend. Parents/carers of vulnerable children and young people are strongly encouraged to take up the place.

Schools should continue to record attendance in the register; and, schools are expected to follow up on the absences to school of pupils who are expected to be in school.

Students who fall within the category of 'vulnerable children and young people' is listed on the DFE Guidance (Updated 8th January 2021)
https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people.

Children of critical workers (key workers)

Children with at least one parent or carer who is a critical worker can go to school if required. This provision is available for parents whose work is critical to the coronavirus (COVID-19) and EU transition responses and includes those who work in health and social care and in other key sectors.

If it proves necessary, schools can ask for simple evidence that the parent in question is a critical worker, such as their work ID badge or pay slip.

Monitoring and tracking attendance to live sessions and completion of home learning tasks

We are aware that a pupil's unexplained absence from live lessons and low engagement with home learning tasks completed could mean that they are at risk from harm. Any absence to live sessions, and persistent failure to complete home learning tasks affects the child's learning, and the more they miss the harder it will be for them to catch up.

For the purposes of tracking individual student attendance percentages to online live sessions, the school will use present and absence codes on GO4SCHOOLS throughout this period of home learning for lesson sessions.

All pupils who are not eligible to be in school will be marked as Code X. These codes will be rectified in the AM and PM column retrospectively at the end of this home learning period. Students are not attending school because they are following public health advice and therefore, student attendance percentages can not be penalised for this period.

Student attendance to live lessons and completion of home learning tasks will be monitored and tracked, and could be taken into consideration for the purposes of assessment of grades if relevant.

RESPONSIBILITIES OF STAFF

Attendance registers for live sessions
- A register of attendance **MUST** be taken within the first five minutes of the live session. At the end of the lesson, staff must be certain the class register reflects an accurate indication of all students who were present in the live lesson.

- For safeguarding purposes, both the **STAFF MEMBER** and **ALL STUDENTS** must have their **WEBCAM SWITCHED ON** while the register is taken.

- Where a student's device does not have a webcam, or the webcam is non-functional, staff **MUST** use their discretion in ascertaining the true identity of the participant.

- When the attendance register has been completed, students **MAY** turn their webcams off (this is at the teacher's discretion) and **MUST** put their microphones on **MUTE** (except when called upon by the staff member to respond).

- Teachers **MUST** follow up on non-attendance by making contact with parents/carers after the live session has concluded.

- If a student is 'X' coded for your lesson period, a follow up phone call is not required. An 'X' code indicates the parents/carers have provided a valid reason for non attendance.

- When required, teachers **MUST** email attendance@lister.newham.sch.uk with any information they feel should be shared with the attendance team regarding a students' absence to live lessons. Teachers are asked not to enter notes directly onto G4S. For example, this may be relevant if parents/carers report the child is unwell, or, if there has been a bereavement in the family.

SCHOOL PROCEDURES

Attendance follow up

All teaching staff are required to make contact with the student and parent/carers of any child who is absent from their live lesson, at the end of their session. This may take the form of a phone call or email.

The attendance team, consisting of an attendance officer and business support officer for each house, are required to follow up on all persistent absences to live lessons. This includes making daily phone calls to parents/carers regarding attendance, as below.

P1-2	Attendance phone calls for vulnerable young people expected to attend the on site school provisions, who have not yet arrived. Attendance phone calls for vulnerable young people who are not expected on site, but who have not attended AM online live sessions. For each of the above calls, please update the Student Tracking Document with notes.
P4 Onwards	Follow up phone calls for students who have persistently failed to attend AM lesson sessions (P1-4)
P6 Onwards	Follow up phone calls for students who have persistently failed to attend PM lesson sessions (P4-6)

Attendance coding

X	Attendance Officer to code 'X' for class teacher's registers who are not running live lessons due to a planned or unplanned absence Attendance Officer to code 'X' for all specialist curriculum classes each week Business Support Officers to code 'X' for students who are not expected to attend live lessons due to a bereavement OR any other valid reason. Add notes on G4S to provide detail.
O	No reason provided despite active efforts to obtain one or, an invalid reason stated

	which does not meet the criteria required for authorised absence for the purposes of tracking attendance to live lessons
N	Did not attend live session
Codes below must be used to track attendance on-site for students categorised as 'vulnerable'	
C	Authorised absence mark for young people categorised as vulnerable
X	Authorised absence mark if they are shielding, self-isolating or quarantining
/	Present on-site

Working together

Should parents/carers or a student report any of the following issues below, please provide the following contact details and/or email the below:

- If it is suggested the child does not have access to a computer or the internet at home, then please contact **jyoti.careswell@lister.newham.sch.uk** and copy in the HOH/PM
- If it is suggested there was a technical issues accessing live lessons via Google Meet or home learning activities via Go4Schools and Google Classroom, then please contact **simon.beck@lister.newham.sch.uk**.
- If there has been a bereavement in the family, Attendance Officers log a safeguard and email the HOH/PM to inform them of the need for a welfare check. The logging of a safeguard is mainly for information purposes. The follow up action will be required from the HOH/PM.

Role of the Tutor

Tutors play an important role in monitoring the engagement of their tutees and following up with parents/carers accordingly working with their house team, to address any concerns.

Below are a few tips for how to use Go4Schools during tutor time to support conversations about engagement. It is important that students are both attending their live lessons and completing the work that has been set by their teachers.

1. Live Lessons
You can use your registers to check student attendance to all of their lessons. You can use your timetable to check other days of the week.

Attendance: K11/Tp   Record group behav

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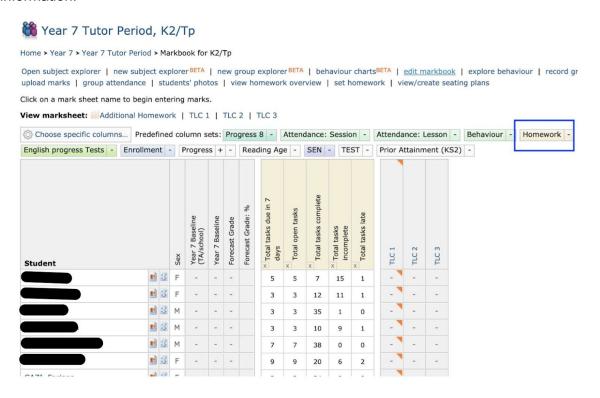| Name (20)				Mon 11th Jan												
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2. Post-Lesson Work

You can also use Go4Schools to check how many completed and incomplete tasks have been logged. Just go to your markbook and select the 'homework' button to open up the information.

👥 Year 7 Tutor Period, K2/Tp

Home > Year 7 > Year 7 Tutor Period > Markbook for K2/Tp

Open subject explorer | new subject explorer ᴮᴱᵀᴬ | new group explorer ᴮᴱᵀᴬ | behaviour charts ᴮᴱᵀᴬ | edit markbook | explore behaviour | record gr
upload marks | group attendance | students' photos | view homework overview | set homework | view/create seating plans

Click on a mark sheet name to begin entering marks.

View marksheet: 📄 Additional Homework | TLC 1 | TLC 2 | TLC 3

| ⚙ Choose specific columns... | Predefined column sets: | Progress 8 | - | Attendance: Session | - | Attendance: Lesson | - | Behaviour | - | Homework | - |

| English progress Tests | - | Enrollment | - | Progress | + | - | Reading Age | - | SEN | - | TEST | - | Prior Attainment (KS2) | - |

Student		Sex	Year 7 Baseline (TA/school)	Year 7 Baseline	Forecast Grade	Forecast Grade: %	Total tasks due in 7 days	Total open tasks	Total tasks complete	Total tasks incomplete	Total tasks late	TLC 1	TLC 2	TLC 3
							x	x	x	x	x			
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3. Tutor Sessions

If a student misses two tutor sessions consecutively, tutors are expected to make follow up contact with parents/carers and the student.

House Panel

We fully recognise our responsibilities for safeguarding and promoting the welfare of all children by ensuring all our students have access to online learning and are engaging with school.

Heads of House have a key responsibility in tracking and monitoring the completion of home learning tasks; our pastoral managers and business support officers have a key role in tracking and monitoring student attendance to live sessions.

Weekly, the following pastoral staff will meet for 1 period to identify support required:
- Head of House
- Pastoral manager
- BSO

AHT behaviour and attendance will join each house meeting fortnightly, 1 period.
The Safeguarding team will join each house meeting once a half term.

The purpose of this meetings will be to:
- monitor the impact of interventions;
- to ensure that all vulnerable and at risk pupils needs are met;
- to escalate support and provision where necessary including safeguarding referrals where appropriate.

In preparation for these meetings, BSOs must ensure the Whole School Attendance/Engagement tracker is fully up to date with the PM.

RESPONSIBILITIES OF PARENTS/CARERS

For children to gain the greatest benefit from their education it is vital that they attend all their online live sessions daily, and complete all their home learning tasks. Ensuring your child's regular attendance to live sessions is essential to enhance their learning experience.

Reporting absences to live lessons
Call in to the school reception line to report any valid reasons for non attendance to live lessons by 09:30am on the day.

Vulnerable children who can access school
Whilst parents/carers of vulnerable children and young people are strongly encouraged to take up a place to attend on-site school provisions; pupils who are self-isolating should not attend school, and, clinically extremely vulnerable pupils are also advised not to attend school.

Critical workers who can access schools
Parents and carers who are critical workers should keep their children at home if they can. Should you wish to apply for a place please contact alice.clay@lister.newham.sch.uk.

Working Together
We will always endeavour to work with parents/carers to support students home learning.

Parents/carers can and are encouraged to closely monitor their students' attendance to live sessions and completion of home learning tasks by downloading the Go4Schools App. Please check the website for further details on how to download this helpful tool.

Related Protocols
- Virtual Learning Protocols (for students) September 2020

APPENDIX 1 Legal Guidance

1. DFE Guidance (Updated 8th January 2021)
   https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people
2. Restricting attendance during the national lockdown: schools Guidance for all schools in England (Updated January 2021)
   https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf