



**Five  
Rivers®**

**FIVE RIVERS  
CHILD CARE LTD**

**Attendance  
Policy &  
Procedure –  
Park House  
Covid 19  
Addendum**

*'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'*

Policy Owner	Headteacher
Authoriser	Head Of Education
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## 1. Attendance Policy addendum for covid 19

### 1.1 Policy Statement

- Poor attendance disadvantages children. We aim to ensure that the children in our school attend regularly and on time, and where this is not the case, staff follow a staged procedure to encourage consistent attendance.
- While 100% attendance is clearly the ideal, in many cases legitimate illness or other factors can prevent it. Such attendance where it occurs, is clearly excellent. On the other hand, attendance, which falls below 90%, where a child is known to be in reasonable health and there are no extenuating circumstances, is poor and should give cause for concern. In order to ascertain the levels of individual children's attendance we have a set of procedures, outlined below, and where there is cause for concern, appropriate action will be taken.
- Pupils are expected to attend school for 190 days a year. Pupils must be ready to start their lessons at the time set on their individual timetable before registration at 10.30am. Social workers and carers are expected to request permission in advance for any absence other than illness and the school has every right to refuse it. Each request will be assessed on an individual basis.
- We are obliged to make our attendance figures known to legitimate agencies by completing appropriate returns.
- This addendum addresses the legal requirements for attendance during covid 19 as set out in government guidance

### 1.2 Terms and Definitions

The below table sets out a number of terms and definitions used within this document:

Term	Definition
Nil.	

### 1.3 Data Protection

- Five Rivers supports the objectives of the General Data Protection Regulation (GDPR) & Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the GDPR & Data Protection Act, 2018<sup>1</sup>.
- Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the principles of the GDPR & Data Protection Act, 2018 and the Five Rivers Data Protection Policy.

## 1.4 Disclosure of Information

- Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will comply with the requirements of the GDPR & Data Protection Act, 2018.

## 1.5 Further Information

# 2. Attendance Procedure during covid 19 from 01/06/2020

## 2.1 Responsibility of the headteacher

- Park House will resume taking an attendance register and record expected attendance on the Arbor system .
- Park House school will use the codes suggested by the department of education to record attendance and absence in the attendance register.
- Park House will submit daily attendance figures using the educational setting status form to the department for education by midday every day.

## 2.2 Registers

As a legal document, a register is kept on the Arbor system and completed each morning and afternoon. We will close the register after at 10.30 in the morning and after the 1.45 in the afternoon. Due to the nature of the school, and 1 Ace service the whereabouts of the young people are known at all times that they are timetabled to be with school staff in the school or on their base and attendance is confirmed at partner provisions . There is a log book in every residential home which records this detail for an integrated package student.

During Covid 19 the following codes will be used

### Pupils who are not eligible to attend a session

- This includes any pupil who is not in an eligible year group or priority group (children of critical workers and vulnerable children). This may also include children who are in an eligible year group but are not required in school for a specific session, i.e., year 10 and year 12 pupils who are not among the quarter of pupils expected in school at a given time.
- They should be recorded as code X (not required to be in school). (Temporarily, code X can be used for compulsory school age children – usually it is only used where non-compulsory school age children are not expected to attend.)
- All children attending park house School are deemed to be `vulnerable`. Reasonable endeavours' will be made to ensure that their safety and EHC needs are met. All will be assessed for attendance in a home learning risk assessment and will attend by virtual means or face to face. Welfare calls will continue to be made throughout.

### Pupils who are eligible to attend a session but do not

This includes children in eligible year groups, children of critical workers and vulnerable children, such as:

- where a pupil is shielding, self-isolating, or the pupil has an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school, they should be recorded as code Y (unable to attend due to exceptional circumstances). (Temporarily, code Y can be used where a pupil is prevented from attending school due to following government guidance on coronavirus). To help you to complete the educational setting status form, you should note whether the absence is due to shielding or isolation
- where a pupil cannot attend school due to illness, as would normally be the case, the pupil should be recorded as code I (illness). To help you to complete the educational setting status form, you should note whether the illness involves coronavirus symptoms
- where a pupil does not attend school - despite being eligible and is not shielding, self-isolating, unable to attend due to illness, nor has an EHCP risk assessment saying their needs cannot be safely met at school, the pupil should be recorded as code C (leave of absence authorised by the school) where no other authorised absence code is appropriate

### Authorised Absence

These activities are treated as equivalent to present for statistical purposes

- Educational off-site (Not dual registration)
- Attending interview with prospective employers, or another school or
- Approved sports activities
- Educational visit/school journey
- A part time induction timetable
- A part time placement of a day or hours a week

All other elements of the Park House School Attendance policy remain in place .