



COVID 19 Emergency Attendance Procedures June to July 2020

School will resume taking the attendance register and continue completing the daily data returns using the DfE portal. The school is also sending this information to the Local Authority & to The Diocese of Ely Multi-Academy Trust (DEMAT) to inform local planning for children. If the school has to close for to all pupils, for any reason, the school will complete the return once as requested by the DfE.

Schools need to complete their usual day-to-day attendance processes for absent pupils who were expected to attend school.

For pupils who have been offered a place, or for whom school is not yet open, the school will continue to contact parents & pupils on a weekly basis, via email, or other online media, or phone calls. In the case of more vulnerable pupils, who are not able to attend school, contact will continue to be made more regularly if necessary.

Due to staffing demands of opening schools more widely, pupils & families may be contacted by members of staff who are not familiar to them. Schools will communicate how continued pupil 'check-ins' will occur with parents and that staff have any information for undertaking the task.

The school and Social Workers will agree with parents/carers whether Children In Need should be attending school. The school will then follow up on any pupil that they were expecting to attend, who does not. It will also follow up with any parent or carer who has arranged care for their child(ren) and the child(ren) subsequently do not attend. In all circumstances where a vulnerable child does not take up their place at school, or discontinues, the school will notify their Social Worker.

To support the above, the school will, when communicating with parents/carers and carers, confirm emergency contact numbers are correct and ask for any additional emergency contact numbers where they are available.

Awaiting Governing Body Approval
Prepared by Clare Claxton
Headteacher May 2020