**Swakeleys School For Girls**

**Attendance policy Annexe Covid-19**

This annexe is to be read and used in conjunction with the full school attendance policy. It details temporary changes to the attendance policy in response to Covid-19 crisis. The annexe will be updated to reflect changes in government guidelines.

The following codes will be applied to the school register when school reopens for more pupils from 15th June 2020. At the time of writing all absence should be classed as authorised.

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| Code | Reason |
| X | Pupils not required to be in school-not in eligible year group, not among the quota of pupils expected in school on a specific day. |
| Y\* | Pupil is shielding or self-isolating. EHCP plan risk assessment suggests that needs cannot be met in school. \* a note should be kept of the reason e.g. shielding or self-isolation. |
| I\* | This code continues to be used for illness. \*A note must be kept of whether this illness includes coronavirus symptoms. |
| C | This code can be used for pupils not attending school despite being eligible, if no other code is appropriate. E.g. a parent is opting not to send their child to school. |

The DFE return will be completed each day.

The school will work in partnership with the Participation Team to engage any hard to reach families.

The school will contact vulnerable students on a weekly basis. They will be encouraged to attend school.

Truancy call will not be used until it is appropriate to do so. While pupils are attending in groups the school will make manual calls and send text messages to those who do not attend. When larger groups of pupils begin to attend the use of truancy call will resume.

The school will send updated advice from the government on school attendance to all parents and make expectations clear.

Phone calls to families will be supportive. Those making calls should follow up any concerns raised by families involving pastoral concerns or access to work, with the relevant members of the leadership team.