

## ATTENDANCE CODING GUIDANCE

### 8<sup>th</sup> MARCH 2021 – FULL RE-OPENING

Following the Government’s announcement that schools should re-open fully for all year groups and for all children of statutory school age on school roll, school attendance will be **mandatory** from 8<sup>th</sup> March 2021. The usual rules on school attendance apply, including:

- parents’ duty to secure their child’s regular attendance at school (where the child is a registered pupil at school, and they are of compulsory school age)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct

**Schools should record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.**

#### New Sub Codes from the DFE – March 2021

The DFE have released a new set of sub-codes and advise: *“These have been introduced into management information systems (MIS) to help you:*

- *extract attendance data to complete the daily educational settings status form*
- *consistently record non-attendance related to coronavirus (COVID-19)*
- *monitor non-attendance related to coronavirus (COVID-19) for your own purposes*

*If you have an existing system for recording and monitoring non-attendance related to coronavirus you can continue to use this if you wish. The use of these sub-codes is not compulsory. For more information about how to use code X, see the [recording attendance in relation to coronavirus \(COVID-19\) attendance addendum](#).”* ([How to complete the educational setting status form - GOV.UK \(www.gov.uk\)](#))

The set of sub codes to record non-attendance related to coronavirus are:

<b>Description</b>	<b>Code</b>
<u>Non-compulsory</u> school age pupil not required to be in school. This code is used to record sessions that <u>non-compulsory</u> school age children are not expected to attend	<b>X01</b>
Pupil self-isolating with coronavirus (COVID-19) <u>symptoms</u> . This code is used for pupils who are self-isolating because they have symptoms of coronavirus (COVID-19) but they have <u>not yet had a positive test</u>	<b>X02</b>
Pupil self-isolating due to <u>potential contact with a confirmed case</u> of coronavirus (COVID-19) <u>inside the school setting</u> . This code is used for pupils who are self-isolating because of contact with a case of coronavirus (Covid-19) inside the school setting (for example, individuals, classes, year groups or bubbles who have been sent home because of potential contact with a confirmed case of coronavirus (COVID19) within the school setting). <u>Includes test and trace where it applies</u>	<b>X03</b>

<p>Pupil self-isolating due to <u>potential contact with a confirmed case</u> of coronavirus (COVID-19) <u>outside the school setting</u> This code is used for pupils who are self-isolating because of contact with a case of coronavirus (Covid-19) OUTSIDE the school setting (for example, a household member with symptoms or a confirmed positive test, or a social contact or a contact with someone from the local community with a confirmed positive test). Includes pupils advised to self-isolate through <u>test and trace where appropriate</u>.</p>	<p><b>X04</b></p>
<p>Pupils required to self-isolate as part of <u>quarantine</u> requirement (after arriving in the UK from a non-exempt country or territory). This code is used for pupils who are required to be in quarantine on arrival in, or return to, the UK. Department of Health &amp; Social Care guidance <a href="#">Coronavirus (COVID-19): how to self-isolate when you travel to the UK</a></p>	<p><b>X05</b></p>
<p>Pupil not in school because they have been <u>advised specifically</u> by their <u>Doctor or public health authority</u> that they are <u>clinically extremely vulnerable</u> and should not attend. This code is used for the small number of pupils who have been specifically identified as clinically extremely vulnerable and advised that they should not attend school. Department of Health &amp; Social 2 Care / Public Health England <a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</a></p>	<p><b>X06</b></p>
<p>Pupil advised specifically not to attend school as <u>part of restrictions to education set out in Government advice</u>. This is for pupils who as part of local or national restrictions to education settings, (including set out in the Contingency Framework and related guidance <a href="#">Contingency Framework and related guidance</a> ) are specifically advised not to attend school for public health reasons</p>	<p><b>X07</b></p>
<p>Illness This code is used for pupils who are <u>absent because of non-coronavirus (COVID-19) related illness or sickness</u></p>	<p><b>I01</b></p>
<p>Illness <u>Confirmed</u> case of coronavirus (COVID-19) This code is used for pupils who are absent because they have <u>tested positive</u> for coronavirus (COVID-19)</p>	<p><b>I02</b></p>
<p>Where schools are using these sub-codes, they will still need to <u>consider on an individual basis whether Code X is the appropriate code for a given non-attendance</u>.</p> <p>They will need to ensure that Code X is <u>only used where a pupil does not attend school because their travel to, or attendance at, school would be:</u></p> <ul style="list-style-type: none"> <li>• Contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from either Public Health England (PHE) or the Department for Health and Social Care (DHSC)</li> </ul>	

- Prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

Where a pupil's non-attendance **does not** meet these requirements, it **should not** be recorded as Code X and schools should consider whether another code can be used.

The full guidance can be found here: [Recording non-attendance related to coronavirus \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

### Secondary Schools Asymptomatic Testing Programme

During the week commencing 8 March secondary school pupils will be offered asymptomatic testing on site. Schools should use code Y for secondary pupils not expected to be attending school for lessons during this week due to the asymptomatic testing programme.

Description	Code
Secondary students absent and not expected to attend school due to asymmetric testing programmes	Y