
Date: 3 September 2020

	For Action	For Information	Meeting
To: Headteachers of all schools	*		
Copies to: Chair of Governors		*	

Dear Colleague

Revised School Attendance Guidance September 2020

We want to take this opportunity to highlight revisions in the Government guidance in regard to school attendance.

The revised guidance in full can be found [Here](#)

In addition, an addendum entitled 'recording attendance in relation to COVID-19 during the 2020 to 2021 academic year' was also published and can be found [Here](#)

Key points:

Attendance expectations

From the start of the autumn term 2020 pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

The addendum gives clear guidance on where not attending in 'COVID-19 related circumstances' would apply.

These are:

- Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed COVID.

- Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed COVID-19.
- Pupils who are required by legislation to self-isolate as part of a period of quarantine.
- Pupils who are clinically extremely vulnerable in any future local lockdown scenario only.

Remote education

If a pupil is not attending school due to circumstances related to COVID-19 as identified above, the DfE expect schools to immediately offer access to remote education. Schools should keep a record of, and monitor engagement with this activity, but this does not need to be tracked in the attendance register.

Attendance codes

From September, schools should return to using the attendance and absence codes in use before the outbreak (set out on page 9 of the [attendance guidance](#)).

An additional category of 'not attending in circumstances related to coronavirus (COVID-19)' has now been added.

- pupils not attending a session who meet the criteria for 'not attending in circumstances related to COVID-19' should be recorded using **code X⁴**
- schools should continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak

Transition and Expected Attendance

We would request that schools are particularly vigilant in regard to children who you were expecting to attend but may not. We are mindful that the normal transition preparations have been somewhat disrupted during the pandemic and therefore first day contact and follow up, as advised in the CME Guidance ([Here](#)) will be crucial to prevent children from falling out of education.

Should you have any further queries regarding school attendance, please contact Pupil Entitlement Investigation on;

Email - PEI@westsussex.gov.uk

Tel - 0330 222 8200

Yours sincerely



Ellie Evans
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Compliance and Pupil Entitlement