

Local authorities and education settings do not need to complete their usual day-to-day attendance processes to follow up on non-attendance.

If the school has any children in school (e.g. because they are vulnerable, or their parent(s) / carers are critical workers) they will submit the daily attendance sheet to the DfE by 12 noon - <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

If the school has closed, they will complete the return once as requested by the DfE.

Schools should also complete the daily return to the Trust through Adrienne Laing on [a.laing@priestley.ac.uk](mailto:a.laing@priestley.ac.uk) as well as complete the daily request survey to the Local Authority.

Schools and social workers will agree with parents/carers whether children in need should be attending school. They will then follow up on any pupil that they were expecting to attend, who does not arrive at the school. Schools will also follow up with any other parent or carer who has arranged care for their child(ren) who subsequently do not attend.

Schools will follow up any absences with a phone call/email. This will be completed by DSL Team/SLT if the attendance team are not in school.

To support the above, schools 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.

In all circumstances where a vulnerable child does not take up their place at school or discontinues, the social worker will be notified.

All contact and welfare checks made with learners where there are concerns raised will be recorded on CPOMS and passed onto the schools safeguarding teams.

Schools should continue to follow the DfE guidance on welfare and support. The link is below:

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-youngpeople/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>

### **Attendance of students working from home**

Attendance will be tracked via remote platforms where possible. This can be used to provide stakeholders with information regarding students engagement to learning. In circumstances where there has been no engagement, schools will inform parents/guardians to provide support as necessary.

### **Coronavirus (COVID-19): attendance recording for educational settings**

**From 28 May 2020 the DfE has released new guidance on recording attendance. The link below explains the new procedure:**

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form>

### **Key Contacts**

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Debbie Parlane Warrington Attendance Team Manager [dparlane@warrington.gov.uk](mailto:dparlane@warrington.gov.uk)

Warrington MASH TEAM (Social Services) 01925 443440 (ask for the Children's MASH team)