

ST CHAD'S PATCHWAY CE VC PRIMARY SCHOOL

Headteacher: Mrs. S. Jenkins
Tel: 01454 866523
E-Mail: admin@stchadsprimaryschool.co.uk
Website: <http://www.stchadsprimaryschool.co.uk/>
Twitter: @StChadsPrimSch

Cranham Drive
Patchway
South Glos
BS34 6AQ

Friday 26th November

Dear Parent/Carer,

Attendance recording

I am writing to you to explain recent changes to the school's statutory obligations in relation to recording Covid related absence to ensure that attendance at school is correctly recorded. Schools are required to follow several guidance documents which contain actions that schools are required to undertake when recording attendance.

There has been a change in the Department for Education's (DfE) guidance in respect of recording attendance during the Covid pandemic and we would like to explain the impact of this change as this will now impact on your child's attendance percentage. Previously, when a child was absent from school due to a confirmed Covid infection, schools were required to use an 'X' code on the register. This code was used from the time a child was absent with symptoms pending the outcome of a PCR test, until their period of mandated isolation (usually 10 days) ended. Additional time beyond the period of isolation was recorded using the 'I' code which stands for illness. The 'X' code had no impact on a child's attendance.

The change within statutory guidance from the DfE now states the following: If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X should be used for the period of self-isolation until the test (LFT or PCR). After the pupil tests positive, they should be recorded as code I (illness) until they are able to return to school.

Whilst we understand that this will cause your child's attendance figure to be reported as lower than was previously the case, as the guidance is statutory, the school are obliged to complete attendance registers in line with the direction.





We understand that this may cause frustrations about having a period of mandated absence, which is out of your control, impacting on your child's attendance but we are required to record Covid related absences in this way.

We have been recording Covid related absence in line with the Department for Education's guidance from September and are required to do so until we are advised of change.

We have also reinstated our attendance procedures this academic year. We understand the vast majority of absences are due to genuine illness, medical appointments etc. but there are some students who need support to improve their attendance and our attendance procedures aid us to identify these students and ensure the correct intervention is provided.

If you have any concerns about your child's school attendance, please contact the school to discuss.

Kind regards,

Steph Jenkins
Headteacher

