

Addendum to MST Schools' Attendance and Punctuality Policy in light of COVID-19

Updated on 1st June 2020

This addendum applies to the Attendance and Punctuality Policy of all Mulberry Schools Trust Schools and in line with the current DfE arrangements.

Context

Following the announcement that all educational settings would close from Friday 20 March 2020 for all but those children of critical workers and vulnerable children, the Department for Education developed a process by which schools could report daily on important information that would help understand the impacts of the decision including the number of students, teaching and non-teaching staff in attendance in England. Schools were asked to complete these for each day they remained open.

Attendance Recording

All attendance of students who came to the school who were categorised as vulnerable or had a parent/carer who was a key worker must be recorded on an attendance register. The register is in the form of an electronic excel spreadsheet that has been formulated by the DfE.

Once the register is taken on the spread sheet this must be submitted to the DfE online Educational Setting Status form by the Senior Leader on duty. This must be submitted to the DfE by midday. The intention of this process by the DfE is to minimise the burden on educational settings and ensure that only the most important information is submitted.

Attendance of Students – Wider Opening of Schools

Students with symptoms of COVID-19 should not attend school for any reason. Eligible students – including priority groups - are strongly encouraged to attend school, unless they are self-isolating, or they are clinically vulnerable (in which case they should follow medical advice). If someone in their household is extremely clinically vulnerable, they should only attend if stringent social distancing can be adhered to, and the student is able to understand and follow those instructions.

Families should notify their school as normal if their child is unable to attend so that staff can explore the reason with them and address barriers together. Parents will not be fined for non-attendance at this time, and schools will not be held to account for attendance levels.

Schools should continue to inform social workers where children with a social worker do not attend. This will be managed by the School's Safeguarding team and DSL.



Schools and colleges should resume taking their attendance register and continue to complete the online Educational Setting Status form which gives the DfE daily updates on how many children and staff are attending. This form must be returned by a member of the school's Senior Leadership Team.

The Trust will also monitor the attendance of students in all three schools and this must be returned to the CEO's office by midday via Shanaz Jameson. The Trust will do a weekly analysis of student attendance and will circulate this to Trustees and Governors.