

Recording attendance during the coronavirus outbreak Checklist

CODES	ACTION	COMPLETED
X	Mark all years groups not expected to attend school with a X code	
Y	Mark all pupils that are shielding with a Y code	
Y	Mark all pupils that are self-isolating with a Y code	
Y	Mark all pupils that have an education, health and care plan (EHCP) and their risk assessment says that their needs cannot be safely met in school , they should be recorded with a Y code	
I	<p>Mark all pupils who cannot attend school due to illness with the I code. Medical evidence should not be requested in this exceptional period to avoid adding pressure on the NHS</p> <p>I code should be used for illness not where a child is shielding due a pre-existing medical condition (use Y code as above)</p> <p>Where a pupil attends school then develops symptoms school should then Y code for the self-isolation period</p>	
C	<p>Mark all pupils who do not attend for any of the above reasons with a C code</p> <p>If a child is vulnerable and does not attend when expected school should follow the current practice as outlined in the Government guidance: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people</p>	
B	<p>The home school should mark a pupil with a B code when a pupil attends a host school on a temporary basis, once they have received confirmation of the pupil's attendance from the host school.</p> <p>If the pupil does not attend the host school then the home school should mark the pupil using the appropriate coding either C, Y, I or X.</p> <p>The host school does not need to add this pupil to their attendance register but should keep a separate record of their attendance for safeguarding purposes and include the child in their daily totals for the educational setting status form - schools should put in place arrangements whereby the host school notifies the home school of any absences.</p>	
D	The home school should mark a pupil with a D code where a pupil attends another school at which they are registered (for example, a Year 11 pupil accessing a PRU), as would normally be the case, code D (dual registered) should be used to indicate that the pupil was not expected to attend the session in question as they are attending the other school at which they are registered.	