**LEICESTERSHIRE SECONDARY EDUCATION AND INCLUSION PARTNERSHIPS**

**GUIDANCE ON ATTENDANCE RECORDING DURING COVID 19 CLOSURE**

Registering Attendance

During the closure schools will not be completing attendance registers. The normal official registers should be marked with **#** for each child on each day of closure.

**SEIPS therefore do not need to report absences to schools each day or each week as they would have normally done.**

The DFE does require **schools** to complete an attendance report each day to the DFE web site. This is only for those children who actually attend.

Schools that are not open for any students only need to do this once giving a nil return. Schools that have children attending do it each day. They also give this information to the Local Authority.

The DFE is only interested in numbers and therefore does not require UPN’s or similar pupil identifications. Neither Central nor Local Government is asking you to tell them anything about your work with your students at this stage, other than the numbers who are actually showing up.

SEIPS should

1. Submit the daily attendance spreadsheet to the LA each day, including over Easter and including nil returns
2. You can if you wish - in term time - tell schools\* daily or weekly if any students have attended either “home provision” or APs. Ask them to include them in future returns to the DFE on the days when you are expecting the child to attend in the following week. (SEIPS cannot make a direct return to the DFE because they don’t have a “sign in account”.)

\* This may not be the school where the child is on roll. Schools are sharing arrangements for vulnerable and key worker children. It is the school where the child would attend on the day that they are with you that will include the child on their return.

1. Keep their own records of attendance for future data reports. (See the Guidance on Collecting SEIPS Data during the Covid 19 lock down)

**LEICESTERSHIRE SECONDARY EDUCATION AND INCLUSION PARTNERSHIPS**

**GUIDANCE ON ADDITIONAL INFORMATION THAT WE WILL COLLECT FOR OUR REPORTS TO THE LA AND INTERNAL EVALUATION DURING THE COVID 19 CLOSURE**

We have agreed to collect a small amount of additional information during this period in order to be able to report on our work and evaluate its effectiveness at a time when our students are not able to attend our provisions.

Our goals during this period are as follows – set out in a priority order:

1. To do all we can to ensure that our students are safe and well at home
2. To work to support students and their families in adhering to the rules of social isolation.
3. To sustain and, where we can, strengthen the engagement of our students in the education activities that are provided for them
4. To secure educational progress in English, Maths and other courses.

Each Partnership should therefore ensure that they collect data to

Safe and well checks

1. Record each time a key worker or teacher has successfully made contact with the child’s home
2. Record each time a key worker or teacher has successfully made contact with the child
3. A RAG rating for each contact of the judgement made by the staff member as to whether the child is safe and well
4. A note of any follow up action if the RAG rating is Red.

A weekly RAG rating judgement for each student:

1. Level of engagement with the work set by AP and Partnership
2. Whether the student is making any educational progress

A Spreadsheet is available to use or adapt as Partnerships see fit.