

# Trinity School Online School Attendance Policy January 2021

## Contents

1. Procedures for Remote Registration.....	1
2. Procedures for Attendance at Lessons.....	2
3. Staff Procedures: Tutors.....	2
4. Staff Procedures: Teaching Staff.....	2
5. Staff Procedures: Attendance Administration.....	2
5.1 iSAMS Registration Data and Actions for Remote Provision.....	2
5.2 Pupil Missing Online Lessons.....	3
6. Staff Procedures: DFE Reporting.....	3
Registration Data for Key Worker Children / Vulnerable Children Attending School.....	3
Appendices: Information for Parents; Instructions for Staff and Students.....	3
Appendix 1: Information for Parents.....	3
Appendix 2: Instructions to Students.....	4
If you are attending online school from home:.....	4
If you are coming into School during school closure:.....	4
Appendix 3: Daily Tasks for Attendance Administration.....	4
Appendix 4: Instructions for Heads of Year.....	5
Appendix 5: Register codes for Remote Provision.....	5

## 1. Procedures for Remote Registration

Tutors will record student attendance each weekday by taking a register during online tutor time between **8.30 and 8.35am**.

**There will be no online afternoon registration or tutor time when a year group is subject to remote provision**

Tutors should double mark **completing morning and afternoon registration together** as outlined in the table below

Situation	iSAMS mark	Comments
Student present in online session	'X' for morning and afternoon	Both am and pm mark should be recorded in the morning by tutor
Student absent from online session (reason not yet given)	'N' for morning and afternoon	Both am and pm mark should be recorded in the morning by tutor
Student absent from online session (reason supplied by parent)	Appropriate code from table (eg 'I' for illness or 'C' for funeral)	Both am and pm mark should be recorded in the morning by tutor
Student present in online session but absence planned for afternoon	'X' for morning and appropriate absence code for afternoon	Both am and pm mark should be recorded in the morning by tutor For example: 'M' for student who has a medical appointment in the afternoon

For students who are unwell or unable to attend tutor time / lessons due to other circumstances (eg bereavement) their parents should email [absencemailbox@trinity.croydon.sch.uk](mailto:absencemailbox@trinity.croydon.sch.uk) in the normal way.

## 2. Procedures for Attendance at Lessons

Registration (as outlined above) is separate from expected attendance online lessons.

Students who have registered as present with their tutor in the morning should attend all the lessons at which they are required that day. Non-attendance at lessons will be followed up with an email home via Attendance Administration.

If a student has registered that day but is unable to attend a particular lesson, they should email the teacher to explain their absence. This should happen in advance wherever possible.

## 3. Staff Procedures: Tutors

- Tutors should take a register on iSAMS between 8.30 and 8.35am during their online tutorial each morning.
  - Students in attendance at the morning online session should be marked 'X' for am and 'X' for pm
  - Students who are absent from the online session should be marked 'N' for both sessions if no reason has yet been provided for their absence, or given the code that matches their circumstances (eg 'I' for illness).
  - The exception to this is where a student has a reason not to attend for part of the day (eg an afternoon medical appointment) (see table above in Section 1)
  - See Appendix 5 for further details of register codes
- At the end of tutor time, tutors should record attendance at the online tutorial (as outlined in ACC's document 'Checklist for Remote Teaching')

## 4. Staff Procedures: Teaching Staff

- After an online lesson, teachers should inform the attendance administrator by email of the names students who did not attend, along with the time and date of the lesson ([absencemailbox@trinity.croydon.sch.uk](mailto:absencemailbox@trinity.croydon.sch.uk)). This does not have to happen immediately after the lesson.
- Teachers should keep a record of attendance at online lessons using the procedure outlines in the Remote Teaching Checklist provided by ACC.

## 5. Staff Procedures: Attendance Administration

### 5.1 iSAMS Registration Data and Actions for Remote Provision

The data will generate the following categories and actions. See Appendix 3 for more detailed instructions.

Pupil Response	Category	Action
Present at tutor time	'X' in iSAMS	Email parent for any student who misses an online lesson when marked present for that day**. Inform HOY if the parent reports that there are difficult family circumstances or other cause for concern.
Absent at tutor time	<ul style="list-style-type: none"><li>• 'N' in iSAMS</li><li>• Parent has made contact to explain absence</li></ul>	Update iSAMS with reason Contact HOY if this includes cause for concern (eg mental health, bereavement)
Absent at tutor time	<ul style="list-style-type: none"><li>• 'N' in iSAMS</li></ul>	Email home* Update iSAMS when parent supplies reason

	<ul style="list-style-type: none"> <li>• Parent has NOT made contact</li> </ul>	Contact HOY if this includes cause for concern (eg mental health, bereavement)
--	---	--

*\*Dear Parent, This is to inform you that your son/daughter has missed registration at remote school today, so we understand that he/she will not be working today or attending online lessons. Please respond to this email to let us know the reason for this absence.*

Parents have been advised not to phone the school, so the absence phone line does not need to be checked.

## 5.2 Pupil Missing Online Lessons

Once the iSAMS registration data and absence emails from parents have been dealt with, attendance administrator checks the emails from staff about students missing lessons. For anyone who has registered as present but did not attend, attendance administrator emails parent to flag discrepancy.

*\*\*Dear Parent, This is to inform you that despite registering this morning, your child has missed one of his/her online lessons today. There is no need to reply to this email.*

## 6. Staff Procedures: DFE Reporting

### Registration Data for Key Worker Children / Vulnerable Children Attending School

The attendance at school will be recorded using a sign in sheet in reception. This information will be communicated by the member of SMT onsite to the Senior Deputy Head who will complete the DFE online Registration form.

<https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>

**NB** these children should still attend their tutor group registration every day, whether they are onsite or at home.

## Appendices: Information for Parents; Instructions for Staff and Students

### Appendix 1: Information for Parents

Below are the instructions sent to your child about how to register during remote provision or, for those to whom it applies, how to register when they come to Trinity to attend school.

If your child is too unwell to attend remote school, **please do not phone the school**. Instead, please email [absencemailbox@trinity.croydon.sch.uk](mailto:absencemailbox@trinity.croydon.sch.uk)

If your child has a positive test for Covid, please contact the school by emailing [absencemailbox@trinity.croydon.sch.uk](mailto:absencemailbox@trinity.croydon.sch.uk) and putting 'Positive Covid Test' and your child's name and form in the subject line.

You can support your child with registration procedures, as follows:

- Encourage your child to be out of bed, dressed and ready for registration at 8.30am each morning
- If your child has registered as present for that day but cannot, for whatever reason, attend an online lesson that day, please encourage him or her to email the teacher who is expecting them, or email that teacher yourself to let them know that your child will not be present for that lesson.

In these extraordinary times, we want to be able to support your child with the challenges they face. If there is a bereavement or there are other difficult home circumstances, please do let us know by contacting your child's Head of Year or Head of Section. This will allow us to be sensitive around expectations for the submission of work and to provide additional pastoral support too.

## Appendix 2: Instructions to Students

If you are attending online school from home:

### Registration

- You will need to **attend registration each day at 8.30am** by logging on to your Teams tutor session at that time.
- If there is a reason that you will not be in afternoon lessons (eg a medical appointment) please tell your tutor in the morning.
- If you do not attend registration, contact will be made with your parent /carer to find out further information and/or check on your welfare.

### Attendance at lessons

- If you have registered as present that day, you should attend all the lessons at which you are expected (ie any online lesson where you interact with your teacher in real time).
- If you do not attend one or more of your lessons this will generate an email home to your parent/carer.
- If you have registered present at tutor time, but you are unable to attend a particular lesson, you should email the teacher to explain your absence. This should happen in advance of the session, wherever possible.

If you are coming into School during school closure:

*This only applies to certain groups of students. You will already know if this applies to you. If it does not, you **must not** come to school.*

- Enter the building through Reception and ensure that you are signed in on the list at the reception desk.
- If you are expected in school, but do not arrive, we will contact your parents to check on your whereabouts and welfare.
- You should attend online tutor group registration even if you have signed into the building, as described above.

## Appendix 3: Daily Tasks for Attendance Administration

The Attendance Administrator will need to complete the following tasks each day:

1. Check the sign-in log at reception against the children who are expected at school that day (ie Key Worker and Vulnerable Children). Phone the parents of any student expected who has not arrived.
2. Email the 'attendance list' of staff and students who have signed in at reception to TTR at 9.30am
3. Check iSAMS absence at 9am and follow up 'N's by emailing home *Dear Parent, This is to inform you that your son/daughter has missed registration at remote school today, so we understand that he/she will not be working today or attending online lessons. Please respond to this email to let us know the reason for this absence.*
4. Amend iSAMS marks with information from parents, changing codes from N to L or I or M or C as appropriate (it is expected that quite a few Ns will end up being lates, especially during the early days of using this system).
5. Contact the HOYS of any students whose parents mention a cause for concern in their email (eg mental health, bereavement)
6. Teachers will email you with students who are absent from online lessons. Cross reference these names with iSAMS. If a teacher tells you a student has missed their lesson and they are not marked absent email home: *Dear Parent, This is to inform you that despite registering this morning, your child has missed one of his/her online lessons today. There is no need to reply to this email.* [It may be that you don't hear about one of these absences until late in the afternoon or evening, in which case the email should go the following day (with change to wording)]
7. Contact TTR to inform him of any students who have positive Covid test results as notified by parents.

## Appendix 4: Instructions for Heads of Year

Information Received	From	Action Required
Regular lates / absences	iSAMS report provided by member of PA team	Contact parent by email to check wellbeing eg 'Dear xx, [Name] has been late / absent more than we would expect recently. I am just getting in touch to check how things are and to see whether [name] needs additional support' <i>This task can be shared with Heads of Section / Safeguarding Team if there are too many of these to deal with.</i> (Parents will be informed daily of absence from online school by the Attendance Administrator)
Names of pupils where the parent's communication with attendance administration gives any cause for pastoral concern.	Attendance Administrator	Assess level of concern, liaising with Head of Section / Deputy Head of Section / DSL, and agree action. This is likely to be a phone call home.

## Appendix 5: Register codes for Remote Provision

These are the codes you are most likely to need while registering students for remote provision. When unsure, please take advice from HOY / Head of Section or DSL.

Category	Code	Trinity Descriptor (visible on iSAMS)	Most likely user(s)	When to use / permissions needed / other information
Present	<b>X</b>	am / pm present	Tutor	Complete both in the morning
	<b>L</b>	Late	Tutor	
Absent	<b>N</b>	am / pm absent No reason yet provided	Tutor	Complete both in the morning
	<b>C</b>	Leave of absence (eg funeral, interview)	Tutor / HOY/ AA	
	<b>E</b>	Excluded / suspended	Tutor / HOY	
	<b>I</b>	Illness	Tutor / AA	
	<b>M</b>	Medical appointment	Tutor / AA	
	<b>O</b>	Unauthorised absence	Head of Section / DSL	Check with DSL before using