

## **Marking Student Attendance from 1<sup>st</sup> of June 2020**

You should continue to use the # code until your school reopens to eligible year groups. Once the school reopens to any of those year groups the following codes should be used as described.

**/ - present** - Should be used for pupils attending a session (standard use).

**9 code for 'COVID - shielding'** - Should be used for those who are shielding in relation to Covid-19. This includes those pupils who are shielding or pupils with EHCP plan and the school cannot safely meet their needs.

**8 code for 'COVID - isolating'** - Should be used for those who are self-isolating in relation to Covid-19.

**7 code for 'Illness - COVID'** - Should be used for a pupil who is absent due to Covid-19 illness.

**I code for non-covid illness** - Should be used where a pupil cannot attend due to non-Covid related illness.

**C code** - Should be used where a pupil does not attend but is eligible and is not shielding or self isolating or ill. This should be used for students 5 and over as those under 5 an X code would be used.

**X code** - Should be used for pupils who are not eligible for a session - this includes children under school age (standard use) but also those not expected to be in for this particular session e.g. year 5 whose sessions are only Monday and Wednesday.

**Other codes** - Codes such as L and M should be used as normal and where appropriate.