

Addendum: attendance expectations in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year (published: Sep. 20)



Attendance expectations

From the start of the autumn term 2020 student attendance will be mandatory and the usual rules on attendance will apply, i.e. parents'/carers' duty to ensure that their child of compulsory school age attends college; student's duty to attend college.

New for 2020 to 2021 – not attending in circumstances related to coronavirus (COVID-19)

Although college attendance is mandatory from the start of the autumn term, there are some circumstances where students cannot attend the College due to coronavirus (COVID-19).

To make sure the College records this accurately and consistently, we are following the changes made by the government to the regulations² governing school and college attendance registers to add a new category of non-attendance – 'not attending in circumstances related to coronavirus (COVID-19)'. The mark will be the existing 'O' – absent, but with the addition of an individual student note saying the word: 'COVID' – meaning: absent for COVID 19 related reasons. If students are able to work from home, the mark will be 'A' with the addition of an individual student note: 'COVID' – unable to attend due to COVID but engaging with online learning and/or with work set. The addition of the word 'COVID' with the 'O' or 'A' mark will allow the College to measure the impact of COVID-19 on attendance.

These categories must only be used to record sessions where a student does not attend because their travel to, or attendance at, the College would be:

- contrary to guidance relating to the incidence or transmission of coronavirus (COVID-19) from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)³
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus (COVID-19)

For students who are asked to attend lessons remotely due to the class size exceeding the room capacity imposed by the 1 m+ rule (students spaced at list one metre apart and wearing a face covering), tutors will mark students who are engaging as 'V' – attending class remotely (this differs from 'A – COVID' as the student is not absent from college due to COVID).

Students who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19)

View [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

Students who have symptoms should self-isolate and get a test.

If a student tests negative and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to college. If the student remains unwell following the test (such as with a different illness), then they will be marked as O – absent as would usually be the case. 'O COVID' will only be used up until the time of the negative test result. The College will not retrospectively change the attendance register due to a negative test result.

If a student tests positive, they should continue to self-isolate for at least 10 days from the onset of their symptoms. They should only return to college if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia). This is because a cough or

Source : <<https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2020-to-2021-academic-year>>

anosmia can last for several weeks once the infection has gone. 'O COVID' will only be used for the period of self-isolation until the test. After the student tests positive they will be marked as 'O' (absent) until they are able to return to college.

If someone in the student's household has symptoms, the household should self-isolate and the member of their household should get a test.

If the member of the household tests negative, the student can stop self-isolating and can return to college. 'O or A - COVID' (see initial guidance) will only be used up until the time of the negative test result when the student can return to college.

If the household member tests positive, the student should continue self-isolating for the full 14 days from when the member of their household first had symptoms. 'O or A COVID' (see initial guidance) will be used during this period.

In all cases of self-isolation, the College will ask parents/carers to inform them immediately about the outcome of a test. The College will not require evidence of negative test results or other medical evidence before admitting students or welcoming them back after a period of self-isolation.

Students who are required by legislation to self-isolate as part of a period of quarantine

View guidance on [how to self-isolate when you travel to the UK](#).

As usual, parents/carers should plan their holidays within college breaks and avoid seeking permission to take their children out of college during term time. Families/carers should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine⁵. If a student is required to be in quarantine on arrival in, or return to, the UK, code 'O – COVID' will be used in the register.

Local lockdown

If rates of the disease rise locally, colleges may need to prevent some students from attending. The College will follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown. Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus (COVID-19)' - code 'O or A COVID' (see initial guidance) - will be used for students who are asked not to attend.

Remote education

If a student is not attending the College due to circumstances related to coronavirus (COVID-19), the College will endeavour immediately to offer access to remote education. The College will keep a record of, and monitor engagement with this activity using 'A COVID' mark.

Students who are clinically extremely vulnerable in a future local lockdown scenario only

View [guidance on shielding and protecting extremely vulnerable persons from Covid-19](#).

Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of students who will remain on the shielded patient list can return to college, as can those who have family members who are shielding.

If in future, rates of the disease rise in local areas, children still on the shielding list (or family members still on the shielding list) from that area, and that area only, may be contacted by the government and advised to stay at home and shield during the period where rates remain high. Families will receive a letter if they are required to shield again that parents/carers will be able to share with the College. Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code 'O or A COVID' (depending if able to engage or not).

The College will contact parents/carers of students who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to college. Mark 'O or A – COVID' will not be used for sessions after the student has been advised to return to college.

Attendance types

Register Marks	Description	Positive for Attendance
/	Present	Yes
V*	For students who are asked to attend lessons remotely due to the class size exceeding the room capacity imposed by the 1 m+ rule and who are engaging with lessons.	Yes
O	Absent	No
O + student note: COVID*	For students absent due to COVID and unable to engage with online learning and/or work set due to illness (if engaging see A – COVID) (see initial guidance)	Neutral
E	Explained Absence (see guidance below)	Neutral
L	Late	Yes
Q	Left Lesson Early	Yes
A	Student working from home due to ongoing medical issues (see guidance below)	Neutral
A + student note: COVID*	For students, absent due to COVID (self-isolating...) but who are engaging with online learning and/or work set and keep in contact with their tutors (see initial guidance)	Yes
P	Work Experience/Work Placement or significant curricular activity (see guidance below)	Yes
T	Student Transferred to course/group (see guidance below)	Neutral
F	Completed, NOT attending that particular class (see guidance below)	Yes
W	Withdrawn from the Course (see guidance below)	Neutral
C	Lesson Cancelled (state reason)	Neutral

*these marks are added during the COVID-19 pandemic restrictions, once these are lifted these marks will be removed.