



The Tiffin Girls' School

Addendum to Attendance Policy

Remote learning and attendance recording

September 2020

Rationale:

Should it be necessary to close the school during term time, then the school will move to remote learning. In such situations, it is not possible to record attendance at online lessons. Instead, the school will measure engagement with online material. There may also be occasions where individuals or year groups may need to be educated offsite due to health and quarantine requirements, and in this situation, the school must provide remote educational provision alongside onsite provision. Monitoring of engagement with online learning materials will be in place for those displaced students. This document outlines the processes and procedures we will use to record attendance on site and engagement with online learning moving forward.

REMOTE LEARNING:

There is no statutory responsibility to record engagement with online learning platforms. As a school, we feel that it is our moral duty to monitor this informally and so have set the following in place:

- Staff will monitor student engagement with their learning through attendance at google meets, students logging in to the google lesson platform and online submissions of work.
- If a staff member identifies that a student is not engaging with the learning material in their subject, then this will be logged on a central document and an email query will be sent.
- If there is no reply, this will be followed up by an email from the Head of Department (HOD).
- Further lack of response will result in this being made known to a Pastoral Administrator and Head of Year (HOY) who will also attempt to contact the student and parents. At this point we are mindful that this could be an indicator of a pastoral or safeguarding concern.
- All correspondence in such situations is logged by staff in a central shared document and this is reviewed regularly by HODS/HOYS and Pastoral Administrative staff.
- Further support and guidance will be offered to students who are experiencing wellbeing or IT issues on an individual basis.
- For the purposes of formal attendance reporting whilst the school is closed or when individuals are not allowed to be in school due to public health/clinical advice or quarantine regulations, then code X (not required to be in school) will be used. This means that absence in these circumstances will not be penalised.

ON SITE ATTENDANCE:

Where there is mixed educational provision between onsite and remote learning, normal attendance procedures apply for those attending the school site as per the school's Attendance Policy.