	The Tiffin Girls' School
	Addendum to Attendance Policy
	Remote learning and attendance recording
	Reviewed September 2021

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.

Full guidance for monitoring engagement during remote learning can be found in appendix A.

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.

Rationale:

To ensure consistency in communication and the passing on of academic, safeguarding and pastoral information, it is important that we have standard procedures for communicating with students who are not completing work and/or not attending google meets when remote learning is in place. This procedure highlights the steps that should be taken by class teachers, HOD, HOY and pastoral staff to support students with engagement with remote learning.

PROCEDURE:

Unless a student is ill or there are other serious reasons for them not to be engaging with remote learning, we expect that they should be completing work that is set remotely.

To assist with checking their engagement teaching staff might like to set up the following:

- Set an assignment for the start of the google meet/remote learning material entitled 'register'.
- Ask students to press 'mark as done'
- There is also a google extension that can be used to check the attendance of students during a meet.

If however, a teacher identifies that a student is not engaging with remote work, or attending google meets, the teacher may depending on the work /the student, wait until a second piece of work/meet isn't handed in or attended and then initiate contact using the following steps:

For the purposes of tracking communications with students and when concerns need to be escalated there is a central google doc for staff to input their concerns - **'Student engagement with remote learning'.**

Step 1 - Class teacher emails the student

Dear ///

I am contacting you to check that you are okay, and whether you have been able to access the work I set on…. If you were able to access it and complete it, please submit the work. I understand we are all facing a range of challenges at the moment, and if there are circumstances that mean you were unable to access it, or you cannot complete schoolwork at the moment, please let me know.

OR

Dear ///

I am contacting you to check that you are okay, as you did not join our google meet on ////. If there are issues with access, IT etc, we can think about other ways to ensure you can engage with these lessons. I understand we are all facing a range of challenges at the moment, and if you cannot complete schoolwork at the moment, please let me know.

- Add in student details and work missed into the central google document. Please click that this is resolved on the escalation log if you hear back from the student and they fulfil the work expectations.
- If you get any information re. issues for the student, please pass add this into the central document. HOY and Pastoral Administrators will be monitoring this document regularly.
- If there is a safeguarding or pressing pastoral concern please follow this with a communication to the DSL/HOY/Pastoral Administrator as appropriate, who will then communicate with other teachers.

Step 2 - Student does not reply to class teacher email

You may want to send a follow up email, depending on the student / department, before you pass this on. HODs may want to direct their depts re. this.

Step 3- Class teacher emails Head of Department, who emails the student

Dear ///

I am contacting you [as Head of ///] because /// let me know you had not completed work set and had not replied to his/her email. Can you please let me know if you were able to access the work set and complete it, and if so, you will need to submit it to your teacher. If you were unable to access the work, or cannot complete schoolwork at the moment, please let me know. I understand we are all facing a range of challenges at the moment.

OR

Dear ///

I am contacting you [as Head of ///] because /// let me know you did not attend a recent google meet and had not replied to his/her email. If there are issues with access, IT etc, we can think about other ways to ensure you can engage with these lessons. If you cannot complete schoolwork at the moment, please let me know. I understand we are all facing a range of challenges at the moment.

- Add in details of communication sent into the central google document. Please click that this is resolved on the escalation log if you hear back from the student and they fulfil the work expectations.
- If you get any information re. issues for the student, please pass add this into the central document. HOY and Pastoral Administrators will be monitoring this document regularly.
- If there is a safeguarding or pressing pastoral concern please follow this with a communication to the DSL/HOY/Pastoral Administrator as appropriate, who will then communicate with other teachers.

Step 4 - Student does not reply to Head of Department

HOD to update central log.

Step 5 – Pastoral Administrator/HOY/AHT
Once HOD have indicated that they have been unable to resolve the situation, then Kathy/Diana Y7-11 or Carys for Y12-13 will attempt to make further contact. This will involve calls home, further emails or even passing this on to HOY/AHT for further action.

Students of concern for non-engagement and lack of communication with the school are regularly discussed in AHT/HOY link meetings and following this it may be determined that a home visit is required or pastoral/safeguarding support. Feedback to Head of Department / class teacher / other teachers of the student will be provided if necessary.