
















Attendance Quick Guide






Severe Weather and Attendance

Severe weather can be considered as conditions eg snow, ice, fog, high winds, extreme heat, floods and anything else that make the journey to and from school/settings hazardous, or make sites unsafe to open or remain open.

	Schools and settings must be prepared to deal with a local/national emergency, that prevents pupils attending schools/settings, through risk assessments, emergency plans and procedures. See https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings#making-an-emergency-plan and Emergency planning and response - GOV.UK (www.gov.uk)
	Schools and settings should also include emergency procedures for extended services, such as breakfast clubs, after-school clubs and holiday activities.
	During severe weather conditions, eg flooding or snow, schools/ settings should open for as many children as possible. It might be necessary to close temporarily due to inaccessibility of risk of injury. Reopening should happen as soon as safe to do so.
	To prevent loss of learning during extreme weather conditions/school closure, schools should provide remote learning to all students where possible.
	Ensure parent/carers and other emergency contacts are up to date and are accessible by key staff in an emergency (this may need to be done remotely)
	Inform parents/carers of school closure, or decision to remain open/partial opening by the school/setting, by 7 am . Post news on schools/settings' website, send text messages, emails, etc (this may need to be done remotely)
	Schools providing specialist education will confirm any closures by 6:00 am each day.
	Consider opening for "emergency childcare only" with skeleton staff - being mindful of adult: child ratios, and working with children on a suspended curriculum for those sessions because of having just sufficient level of supervision
	Schools/settings are advised to update the Bristol City Council 'School Closure' webpage, which is accessible to the public and used by media organisations to share school closure information, via the remote link to the schools' closure spreadsheet provided to headteachers and business managers.
	Guide escorts and transport providers for children with special needs are informed of any school closures via the Rapide System. Where the transport cannot access the child's address, the Home to School Transport team will attempt to make contact with each family to arrange a suitable pick-up point

	Check that public transport is running, and car/bus journeys are safe Links to the Travelwest website, containing all the latest transport and travel information, are published on the Council's public website.
	Check the condition of the school's site and how safe it is to move around. In cases of snow and ice consider the time it takes to spread grit on the paths and around the site.
	Contact the Incident Alert Team (incident.alert@education.gov.uk) if your school/settings is significantly affected by severe weather emergencies (e.g. flooding).
	Where applicable schools/settings should prepare for possible disruption to exams as part of emergency planning and make staff are aware of these plans.
	During periods of adverse weather, up-to-date weather advice will be available for schools or early years settings to access on BCC website Emergency information - bristol.gov.uk , social media forums, as well as from the Police, the usual news channels and UK weather warnings - Met Office

School Absence Recording

	<p>School Attendance Statistics Where children are unable to get to school due to severe weather conditions, you can mark them in the register using absence one of the most appropriate code 'Ys'- insert it via the 'Exceptional circumstances' routine and dependent on the child and school's individual circumstances:</p> <p>Code Y1: Unable to attend due to transport normally provided not being available Code Y2: Unable to attend due to widespread disruption to travel Code Y3: Unable to attend due to part of the school premises being closed Code Y4: Unable to attend due to the whole school site being unexpectedly closed</p>
	If your school remains open and you believe that a child could have arrived at school, their absence should be recorded as unauthorised using code 'O'.
	Refer to the school attendance: Working together to improve school attendance - GOV.UK

Any queries contact the Education Welfare Service on 0117 352 1438 or email at education.welfare@bristol.gov.uk