



Information for Parents and Carers on Reporting Absences

September 2020

Thank you to parents/carers for working with us and communicating timely and effectively about your child. Those able to return have, and are enjoying learning once more with their teachers in their classrooms.

We hope to continue to work together with families to secure regular school attendance

Please contact school if you would like further support or wish to discuss individual attendance concerns.

<i>What to do if...</i>	<i>Action needed</i>	<i>Register code*</i>	<i>Return to school when...</i>
<p>...my child has coronavirus symptoms</p> <ul style="list-style-type: none"> • <i>a high temperature</i> • <i>a new, continuous cough</i> • <i>loss or a change in the normal sense of smell or taste (also known as anosmia)</i> 	<ul style="list-style-type: none"> • Do not come to school • Contact school immediately • Self-isolate • Follow government guidance on staying at home • Obtain a test for Covid 19 as soon as possible and within the first 5 days of the onset of symptoms • Inform school immediately about result • Switch to home learning resources 	Code X	<p>...the test comes back negative and they feel well enough to return.</p> <p><i>If the child's test is inconclusive... this should be treated as a positive test result</i></p>
<p>...my child tests positive for coronavirus</p>	<ul style="list-style-type: none"> • Do not come to school • Contact school immediately with test result • Self-isolate for at least 10 days • Follow government guidance on staying at home • Switch to home learning resources 	Code I	<p>...they feel better at the end of the isolation period. They can return to school after 10 days even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.</p>
<p>...somebody in my household has coronavirus symptoms</p>	<ul style="list-style-type: none"> • Do not come to school • Contact school immediately • Self-isolate • Follow government guidance on staying at home • Household member to get a test and as soon as possible and within the first 5 days of the onset of the symptoms • Inform school immediately about test result • Switch to home learning resources 	Code X	<p>...the household member's test is negative.</p>
<p>...somebody in my household has tested positive for coronavirus</p>	<ul style="list-style-type: none"> • Do not come to school • Contact school immediately • Self-isolate for 14 days • Follow government guidance on staying at home 	Code X	<p>...the child has completed 14 days of self-isolation</p>

	<ul style="list-style-type: none"> • Switch to home learning resources 		
... NHS Test and Trace have identified my child as a 'close contact' of somebody with a case of confirmed coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school immediately • Self-isolate for 14 days • Follow government guidance on staying at home • Switch to home learning resources 	Code X	...the child has completed 14 days of self-isolation
... NHS Test and Trace have identified a member of my household (not my child) as a 'close contact' of somebody with a case of confirmed coronavirus	<ul style="list-style-type: none"> • No self-isolation required unless the child develops symptoms 		
...we/my child travelled and has to self-isolate a part of a period of quarantine	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time • Consider quarantine requirements and FCO advice when booking travel • Provide information and evidence to school as per attendance policy <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days • Complete home learning resources 	Code X	<p>...the quarantine period of 14 days has been completed</p> <p>From 8th June you must self-isolate (quarantine) for 14 days when returning from abroad with these exceptions where travel corridors have been agreed</p>
...we have received medical advice that my child must resume shielding	<p>All children are expected back in school as per Government guidance. Some children may be asked to shield as part of a local lockdown</p> <p>In these circumstances</p> <ul style="list-style-type: none"> • Do not come to school • Contact school • Shield until you are informed that restrictions are lifted • Complete home learning lesson resources 	Code X	...local restrictions have been lifted and your child can return to school again
... my child is unwell due to reasons other than coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily 	Code I	... as soon as symptoms are manageable, and they feel well enough. Medication can be stored with school in the office

* The national register codes enable schools to record and monitor attendance and absence in a consistent way which complies with the regulations. Code 'I' refers to 'illness'. Code 'X' refers to students that are not attending in circumstances related to coronavirus (COVID- 19). This code is not counted in your child's attendance percentage attendance. Students with a code 'X' in the register will be expected to complete the home learning resources so they do not miss vital education.