

August 2020

Dear Parents and Carers

### **Attendance for 2020/2021**

As the school opens next week for all pupils, we look forward to seeing our pupils in the classrooms again. It is vital we help our children back into education, to attend regularly and on time, to enable them to take full advantage of their educational opportunities and to give them the best possible future prospects. I am therefore writing to outline our expectations for attendance and to give you guidance on reporting your child's absence from school, in particular due to COVID-19.

From the start of the autumn term 2020, pupil attendance will be mandatory and the usual rules on attendance will apply, including:

- parents' duty to ensure that their child of compulsory school age attends regularly at the school where the child is a registered pupil
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct

However, although school attendance is mandatory from the start of the autumn term, there are some circumstances where pupils cannot and must not attend school due to coronavirus (COVID-19). In these situations, you must report your child's absence from school in the normal way and indicate the reason why, so that we can record this correctly on your child's attendance record and apply the correct period of time your child should be absent. Please use the table below as a reference for when you should not send your child to school due to COVID-19

<b>What to do if....</b>	<b>Action needed</b>	<b>Return to school when.....</b>
...my child has coronavirus symptoms	<ul style="list-style-type: none"><li>• <b>DO NOT come to school</b></li><li>• Contact school to report absence</li><li>• Self-isolate</li><li>• Get a test</li><li>• Inform school immediately about the test result</li></ul>	...the test results come back negative
...my child tests positive for coronavirus	<ul style="list-style-type: none"><li>• <b>DO NOT come to school</b></li><li>• Contact school to report absence</li><li>• Inform school immediately about the test result</li><li>• Self-isolate for at least 10 days</li></ul>	...they feel better. 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. However, please ensure they have not had a temperature for at least 48 hours before their return.
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"><li>• <b>DO NOT come to school</b></li><li>• Contact school to report absence</li><li>• Self-isolate</li><li>• Household member to get a test</li></ul>	...the household member's test is negative.

	<ul style="list-style-type: none"> <li>• Inform school immediately about the test result</li> </ul>	
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> <li>• <b>DO NOT come to school</b></li> <li>• Contact school to report absence</li> <li>• Self-isolate for 14 days</li> </ul>	...the child has completed 14 days of self-isolation
...NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> <li>• <b>DO NOT come to school</b></li> <li>• Contact school to report absence</li> <li>• Self-isolate for 14 days</li> </ul>	...the child has completed 14 days of self-isolation
...we/my child has travelled and has to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> <li>• <b>DO NOT take unauthorised leave in term time</b></li> <li>• <b>Consider quarantine requirements and FCO advice when booking travel</b></li> </ul> <p><b><u>Returning from a destination where quarantine is needed:</u></b></p> <ul style="list-style-type: none"> <li>• <b>DO NOT come to school</b></li> <li>• Contact school to report absence</li> <li>• Self-isolate for 14 days</li> </ul>	...the quarantine period of 14 days has been completed
...we have received medical advice that my child should resume shielding ( <i>please see below current guidance on shielding</i> )	<ul style="list-style-type: none"> <li>• <b>DO NOT come to school</b></li> <li>• Contact your child's year team to discuss shielding and work for your child.</li> <li>• Shield until you are informed that restrictions are lifted and shielding is paused again.</li> </ul>	...school inform you that restrictions have been lifted and your child can return to school again.

### **Current guidance on shielding**

Shielding advice for all adults and children paused on 1 August 2020. This means that even the small number of pupils who will remain on the shielded patient list can return to school, as can those who have family members who are shielding. It is expected that these children will return to school and currently absences cannot be authorised following the current legislation, and current guidance from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)

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 will be able to share with the school so absences can be authorised.

If your child is absence from school related to COVID-19, as outline above, then this will be recorded by the school and the absence will not be counted against your child's attendance record, in line with the Secretary of State's expectation that no parent will be penalised for following official public health advice for their child not to attend a given session. Therefore, we request that you report all absences to the school daily and are willing to provide evidence when requested for COVID-19 related absences to be recorded in this way.

To report your child's absence, please email [thecollege@cambournevc.org](mailto:thecollege@cambournevc.org) ideally before 8:30am, on each morning of absence. Please clearly indicate whether the absence is Covid-19 related or not. If it is, please let

us know for what reason, as outlined in the table above. Your child's year team may contact you if we need further information.

### **Remote Learning**

If a pupil is not attending school due to circumstances related to coronavirus (COVID-19), we will offer access to remote education so that they can maintain their learning. If your child has a confirmed case of COVID-19, then they will be marked as ill and work will not be expected on a daily basis. However, if your child is requested to self-isolate due to close contact with a suspected or confirmed case of COVID-19, or due to quarantine measures, then they will be expected to continue with their learning at home. As a school we will be monitoring engagement with this activity and will be following up under our normal absence procedures pupils who do not access the remote education provided.

If you have any concerns or questions, please contact either your child's Year team, or myself [vpopplewell@cambournevc.org](mailto:vpopplewell@cambournevc.org)

Yours sincerely

Vanessa Popplewell

Admissions and Attendance Officer