

The Castle School

Addendum to Attendance Policy September 2021

Attendance expectations: pupil attendance is 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

In the event of any Covid-19 related symptoms or illness this addendum guides you through the process the school, students and families must follow.

Parents/carers are expected to contact the school absence line on **01823 274073** by **8am** on the first day of absence. All messages left must include: the student's full name, date of birth, tutor group and reason for the absence. In the event of Covid-19 symptoms/illness, this must be made clear with the message, along with any siblings affected.

The Castle School will ensure that remote education is provided for any children who are absent with COVID and staff will monitor engagement with this work. We appreciate that some children may be unwell and therefore unable to take part in remote learning.

Coronavirus-related absence guide – September 2021

<i>What to do if.....</i>	<i>Action Needed</i>	<i>Code</i>	<i>Return to school when...</i>
My child has coronavirus symptoms	<ul style="list-style-type: none">• Do not come to school• Contact school daily• Self-isolate• Get a PCR test• Inform school immediately of the test result	Code X	The test comes back negative.
My child tests positive for coronavirus	<ul style="list-style-type: none">• Do not come to school• Self-isolate in line with Public Health guidance• Inform school immediately of the test result• School will keep in touch with your child and family throughout the absence period	Code X	Student feels better. They can return to school after the isolation period, even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.
Somebody in my household has	<ul style="list-style-type: none">• Get a PCR test as soon as possible	Code X if positive result.	Remain attending school unless the

coronavirus symptoms	<ul style="list-style-type: none"> • Attend school as usual, unless the test result is positive • Inform school immediately of the test result 	Code O for absence waiting for result (unauthorised). Code M for the session the PCR took place.	child's PCR test is positive.
Somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> • Get a PCR test as soon as possible • Attend school as usual, unless the PCR result is positive • 	Code X if positive result. Code O for absence waiting for result (unauthorised). Code M for the session the PCR took place.	Remain attending school unless the child's PCR result is positive.

Children who need to self-isolate following trips overseas that may require a period of quarantine will be X coded in registers.