

## IKB Primary School

### Addendum to Attendance Policy September 2020

**Attendance expectations:** 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

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

Parents/ carers are expected to contact the school by **8am** on the first day of absence. All messages left must include: the child's full name, date of birth, class teacher 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.

IKB will ensure that remote education is provided for any children during any self-isolation and staff will monitor engagement with this work.

### Coronavirus-related absence guide – September 2020

<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"> <li>• <b>Do not</b> come to school</li> <li>• Contact school daily</li> <li>• Self-isolate</li> <li>• Get a test</li> <li>• Inform school immediately of the test result</li> </ul>	Code X	The test comes back negative.
My child tests positive for coronavirus	<ul style="list-style-type: none"> <li>• <b>Do not</b> come to school</li> <li>• Contact school daily</li> <li>• Self-isolate for at least 10 days</li> <li>• Inform school immediately of the test result</li> </ul>	Code I	Student feels 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.
Somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> <li>• <b>Do not</b> come to school</li> <li>• Contact school daily</li> <li>• Self-isolate</li> </ul>	Code X	The household member's test is negative.

	<ul style="list-style-type: none"> <li>Household member to get a test</li> <li>Inform school immediately of the test result</li> </ul>		
Somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> <li><b>Do not</b> come to school</li> <li>Contact school daily</li> <li>Self-isolate for 14 days</li> </ul>	Code X	The student has completed 14 days of self-isolation and is symptom-free.
NHS track 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</b> come to school</li> <li>Contact school daily</li> <li>Self-isolate for 14 days</li> </ul>	Code X	The student has completed 14 days of self-isolation.
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</b> take unauthorised leave in term time</li> <li>Consider quarantine requirements and <b>FCO</b> advice when booking travel</li> <li>Provide information to school as per the attendance policy</li> </ul> <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> <li><b>Do not</b> come to school</li> <li>Contact school daily</li> <li>Self-Isolate for 14 days</li> </ul>	Code X	The quarantine period of 14 days has been completed.
We have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> <li><b>Do not</b> come to school</li> <li>Contact the school as required to discuss support with the pastoral team</li> <li>Shield until you are informed that restrictions are lifted and shielding is paused again.</li> </ul>	Code X	The school or medical professionals inform you that restrictions have been lifted and the student can return to school again.