



## RET Coronavirus Attendance Policy

### 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
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices

New category of non-attendance 'not attending in circumstances related to coronavirus'. This category must only be used to record sessions that take place in the 2020 to 2021 academic year where a pupil does not attend because their travel to, or attendance at, school would be:

- contrary to guidance relating to the incidence or transmission of coronavirus from Public Health England (PHE) and/or the Department of Health and Social Care (DHSC)
- prohibited by any legislation (or instruments such as statutory directions) relating to the incidence or transmission of coronavirus

### Codes

From the beginning of the new academic year, schools should return to using the attendance and absence codes in use before the outbreak, in addition to the new category of 'not attending in circumstances related to coronavirus':

- Pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' should be recorded using code X
- schools should continue to use code X for non-compulsory school aged pupils who are not expected to attend a session, as they did before the outbreak

### Examples of code X are:

- Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (covid-19)
  - **If a pupil tests negative** and if they feel well and no longer have symptoms similar to COVID-19:
    - they can stop self-isolating and return to school
    - If the pupil remains unwell following the test (such as with a different illness), then they should be recorded as code I – illness, as would usually be the case. (*Code X should only be used up until the time of the negative test*)



result. Schools should not retrospectively change the attendance register due to a negative test result).

- **If a pupil tests positive:**
  - they should continue to self-isolate for at least 10 days from the onset of their symptoms. *They should only return to school if they do not have symptoms other than a cough or loss of sense of smell or taste (anosmia).* This is because a cough or anosmia can last for several weeks once the infection has gone. **Code X should be used for the period of self-isolation until the test. After the pupil tests positive they should be recorded as code I (illness) until they are able to return to school.**
- If someone in the pupil's household has symptoms, the household should self-isolate and the member of their household should get a test.
  - **If the member of the household tests negative:**
    - the pupil can stop self-isolating and can return to school.
    - Code X should only be used up until the time of the negative test result when the pupil can return to school.
  - **If the household member tests positive:**
    - the pupil should continue self-isolating for the full 14 days from when the member of their household first had symptoms. Code X should be used during this period.
    - in all cases of self-isolation, schools should ask parents to inform them immediately about the outcome of a test. Schools should not require evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.
- Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus
  - Pupils may not have symptoms themselves but may be required to self-isolate if they are a close contact of someone with coronavirus.
  - The NHS test and trace guidance states that a person should self-isolate for 14 days if they have had recent close contact with a person who has tested positive for coronavirus.
  - In the event of a confirmed coronavirus case in the school community, the local health protection team will provide advice on who this applies to, advising them to self-isolate for 14 days since they were last in close contact with the person that has tested positive when they were infectious. Code X should be used for these pupils during this period. Note that in this situation the wider household will NOT need to isolate



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- Pupils who are required by legislation to self-isolate as part of a period of quarantine:
  - As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine.
  - If a pupil is required to be in quarantine on arrival in, or return to, the UK, code X should be used in the register.
  
- Pupils who are clinically extremely vulnerable in a future local lockdown scenario only:
  - Shielding advice for all adults and children paused on 1 August 2020. This means that children can return to school, as can those who have family members who are shielding.
  - 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. Non-attendance in accordance with guidance from PHE or the DHSC should be recorded as code X.
  - Schools should contact parents of pupils who are shielding when measures in the local area are lifted and shielding is paused again, to set out the expectation that they can return to school. *Code X should not be used for sessions after the pupil has been advised to return to school.*

### Local lockdown

If rates of the disease rise locally, schools may need to prevent some pupils from attending. Schools should follow PHE or DHSC guidance on what measures are necessary in the event of local lockdown.

Where attendance is to be limited to certain groups, 'not attending in circumstances related to coronavirus' - code X - should be used for pupils who are asked not to attend.

### Staff Attendance

The above guidance applies to all RET staff. Should a member of staff display symptoms of coronavirus whilst at school they will immediately leave the site and remain at home until they have had a negative coronavirus test or until they have isolated for a period of ten days.

**Please note: should you require a test for covid-19 visit: [nhs.uk/ask-for-a-coronavirus-test](https://nhs.uk/ask-for-a-coronavirus-test)**



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