



9th September 2021

Dear Parent/Carer

**Re. Attendance, Punctuality & Coronavirus Related Absences - September 2021**

I want to remind you of the expectations in terms of attendance and punctuality to school and the action you should take in the event of you or someone in your household developing Covid-19 symptoms. In order to support keeping everyone safe in our school community and our school operating normally without restrictions, please continue to ensure your child takes a lateral flow test every Sunday and Wednesday and records the result.

Please see the guidance below which gives you advice on the actions you will need to take.

What to do if...	Action needed	Return to school when...	Attendance code
<p>...my child has coronavirus symptoms</p> <p>Temperature/fever Loss or change in taste or smell</p> <p><a href="#">NHS Covid-19 symptoms</a></p>	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• Self-isolate</li> <li>• Get a PCR test</li> <li>• Inform school immediately about test result</li> </ul>	<p>...the test comes back negative</p>	X
<p>...my child tests positive for coronavirus</p>	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact the school daily</b></li> <li>• Self-isolate for at least 10 days</li> <li>• Inform school immediately about test result</li> </ul>	<p>...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.</p>	I
<p>...somebody in my household has coronavirus symptoms</p>	<ul style="list-style-type: none"> <li>• <b>Student attends school - the requirement to self-isolate has been removed</b></li> </ul>		
<p>...somebody in my household has tested positive for coronavirus</p>	<ul style="list-style-type: none"> <li>• <b>Student attends school - the requirement to self-isolate has been removed</b></li> </ul>		
<p>...we/my child has</p>	<ul style="list-style-type: none"> <li>• <b>Do not take unauthorised</b></li> </ul>	<p>...the quarantine</p>	X



<p>travelled and has to self-isolate as part of a period of quarantine - see below for more detail</p> <p><a href="#">Government Travel Advice</a></p>	<p><b>leave or holidays in term time</b></p> <ul style="list-style-type: none"> <li>• <b>Consider quarantine requirements and FCO advice when booking travel</b></li> <li>• <b>Provide information to school as per Attendance policy</b></li> </ul>	<p>period has been completed</p>	
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In the event of a student or staff member in our school testing positive, we will follow the Government Guidelines as set out by Public Health England. The latest government guidance can be found [here](#).

All other absences not related to Covid-19 will be recorded in the normal way - please see our attendance policy [here](#) for further information on attendance.

**All students are expected to attend full time and aim for 100% attendance. You can expect to hear from us if your child's attendance falls below 96%.** It is important to understand that if your child achieves 96% attendance at the end of an academic year, they will still have missed 8 full days of education. If your child's attendance falls below 90% attendance, they will have missed a whole 19 days of education. We will pursue legal action against families who have poor attendance.

### **Punctuality**

Good punctuality to school is essential. Period 1 starts at 8.35am for Year 7, 8, 9, 10, 12 and 13. Gates will open at 8.30am and students should arrive ready to go straight to period 1. Year 11 students must be on site by 8.55am. Gates will open for them at 8.50am and they will go straight to period 2. Students in Year 7, 8, 9, 10, 12 and 13 who arrive after 8.35am will be marked as late and will serve an afterschool 20-minute detention the same day. This will be a 'no notice' detention. Please expect your child to come out of school at 3.20pm if they did not arrive at school on time that day. Please understand we will be taking a zero-tolerance approach to poor punctuality - traffic issues or transport issues will not be considered extenuating circumstances. For Year 11 the same will apply if they arrive after 9am.

### **Information for schools and parents about international travel**

As part of a safe and cautious reopening to international travel, the [UK government's travel lists](#) have been updated. We wish to remind parents of the following:

- International travel to and from the UK has changed – everyone will need to meet a number of new requirements so [we can all travel safely and securely](#)
- Before considering any international journey, parents should think carefully about the risks to them, their family, and their community, as well as the impact on their child's education.
- To prevent new COVID-19 variants from entering the UK, parents and families should not travel to [red list countries](#)

Everyone who enters England having visited or transited through a red list country in the ten days before arriving in England must quarantine in a [managed quarantine hotel](#). If parents are concerned about their ability to pay for managed quarantine, they may be

offered a [deferred payment plan](#) and should call the Corporate Travel Management (CTM) helpline on +44 (0)20 7429 9983.

Should you have any further questions regarding this or any other attendance issue please do not hesitate to contact Mrs Jeanette Low our Attendance & Welfare Manager on the school number or via email at [jlow@rodingvalley.net](mailto:jlow@rodingvalley.net)

Yours sincerely

A handwritten signature in black ink, appearing to be 'SD', written over a horizontal line.

Sam Dyer  
Deputy Headteacher