

January 2022

Dear Parent/Carer

Re. Attendance, Punctuality & Coronavirus Related Absences - January 2022

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 further 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.

| Stay at home Government Guidance: Advice for possible or confirmed cases of Covid-19 | | | |
|--|--|---|-------------------|
| 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 Persistent cough</p> <p>NHS Covid-19 symptoms</p> | <ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate • Get a PCR test if they have symptoms • Inform school immediately about test result | <p>...if the PCR test comes back negative</p> <p>...on the 8th day after the positive LFT, following a negative LFT on day 6 and day 7</p> | <p>X</p> <p>I</p> |
| <p>....my child tests positive for coronavirus on a Lateral Flow Test</p> | <ul style="list-style-type: none"> • Do not come to school • Contact the school daily • Self-isolate for at least 7 days • Inform school immediately about test result | <p>...on the 8th day after the positive LFT, following a negative LFT on day 6 and day 7</p> <p>These symptoms can last for several weeks once the infection is gone.</p> | <p>I</p> |
| <p>....somebody in my household has coronavirus symptoms</p> | <ul style="list-style-type: none"> • <u>Student attends school</u> - the requirement to self-isolate has been removed | | |
| <p>....somebody in my household has tested positive for coronavirus</p> | <ul style="list-style-type: none"> • <u>Student attends school</u> and follows Government guidance to Lateral Flow daily for 7 days the requirement to self-isolate has been removed | | |



| | | | |
|---|--|---|---|
|we/my child has travelled and has to a country that has imposed restrictions during our stay and now need to | <ul style="list-style-type: none"> • Do not take unauthorised leave or holidays in term time | ...the quarantine period has been completed | X |
| self-isolate as part of a period of quarantine when we return to the UK - see below for more detail Government Travel Advice | <ul style="list-style-type: none"> • Consider quarantine requirements and FCO advice when booking travel during school holidays • Provide information to school as per attendance policy | | |

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.

We have been incredibly proud of the way our students have returned to school this term. Attendance to school for the vast majority of students has been excellent. The winter months are often the time that students may find the morning routines more difficult, so we have created a short presentation for parents and carers to give some support strategies to ensure your child maintains excellent attendance (at least 96%) in the school year. You can watch the presentation by clicking on the link [here](#).

Punctuality

Good punctuality to school is essential. Period 1 starts at 8.35am for years 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. Please note that we have amended how we deal with poor punctuality to school. Students in year 7, 8, 9 and 10 who arrive after 8.35am will be marked as late and will serve a 20 minute detention at lunchtime the same 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. Students in year 12 and 13 who arrive after 8.35am will receive a same day, 20 minute after school detention. Failure to attend a late detention will result in further sanctions including after school Friday detentions, isolations and potentially suspension from school. Thankfully the vast majority of students attend school on time so will not be affected by these changes.

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

Yours faithfully



Miss S Dyer
Deputy Headteacher