



# Hexham Middle School

## Attendance Policy: Coronavirus Annex

**Date annex takes  
effect:**

3 September 2020

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### **1. Scope**

This annex applies until further notice.

From the start of the autumn term, 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 student
- schools' responsibilities to record attendance and follow up absence
- the ability to issue sanctions, including fixed penalty notices, in line with the local authorities' codes of conduct

There will, however, be circumstances where a student doesn't attend because their travel to, or attendance at, school would be:

- Against guidance from Public Health England (PHE) and or the Department of Health and Social Care (DHSC) relating to the incidence of coronavirus or its transmission
- Prohibited by any legislation or statutory directions relating to coronavirus

This annex sets out changes and exceptions to our normal attendance policy. Students, parents and staff should continue to follow our normal attendance policy with respect to anything not covered in this annex.

We may need to amend or add to this annex as circumstances or official guidance changes. We will communicate any changes to staff, parents and students.

### **2. Changes to the Policy**

2.1 In addition to the responsibilities outlined in the school's attendance policy the school will:

- Follow PHE and DHSC guidance on whether we need to prevent some students from attending.
- Request to see a doctor's letter or family's shielding letter, in the event that a child is required to shield, or where they live with someone who is required to shield.
- Provide work for those who are not attending due to circumstances relating to coronavirus (COVID 19), where evidence has been provided or where guidance prevents them from attending.
- Use the codes below in addition to the usual attendance codes used before the coronavirus outbreak (see these on page 9 of the attendance guidance).

### **Definitions**

Code X - not attending in circumstances relating to coronavirus (COVID-19)

Code I - illness

**Note:** we will continue to use code X for students of non-compulsory school age who aren't expected to attend a session.

Scenario	Code
Students who have to self-isolate because they have symptoms or live with someone who does, and are waiting for their test results <b>Note:</b> this code will only be used until they get their test results	X
Students who remain unwell following a negative test result (i.e. with a different illness)	I
Students who have to continue to self-isolate because they tested positive <b>Note:</b> they should self-isolate for at least 10 days from the onset of symptoms, and should only return to school if they don't have symptoms other than a cough or a loss of sense of smell or taste	I
Students who have to self-isolate (for 14 days) because someone they live with tested positive	X
Students who have to self-isolate (for 14 days) because they are a close contact of someone who tested positive	X
Students who have to quarantine (for 14 days) after a trip to a non-exempt country	X
Students who are required to shield in the case of a local lockdown, or live with someone who is required to shield <b>Note:</b> We will ask to see the family's shielding letter. This code will be used until shielding is paused and we've contacted the student's parents to set the expectation that the child needs to return to school	X
Students who are asked not to attend in the case of local lockdown <b>Note:</b> We will follow PHE or DHSC guidance on whether we need to prevent some students from attending.	

## 2.2 In addition to responsibilities outlined in the school's attendance policy parents will:

- Inform the school if their child or a member of the household has symptoms of coronavirus.
- Ensure their child follows government guidance on self-isolation and testing where they or a member of the household has symptoms of coronavirus, they are a close contact of someone who tested positive or where they have returned from a non-exempt country.
- Supply evidence of any negative tests results (preferably email confirmation) before a child returns to school
- Supply evidence of any positive test results (preferably email confirmation to [pastoral@qehs.net](mailto:pastoral@qehs.net)).
- Supply evidence of travel where a student is required to self-isolate after travelling to a non-exempt country.
- Supply evidence of requests to self-isolate from NHS test and trace.
- Make arrangements for their child to get home from school at the earliest opportunity in the event that they are experiencing symptoms of coronavirus.

- Ensure their child stays up to date with work if they are unable to attend due to circumstances related to coronavirus where evidence has been provided or where guidance prevents them from attending.

### **2.3 In addition to responsibilities outlined in the school's attendance policy students will:**

- Inform their parents if they are experiencing symptoms of coronavirus while outside of school.
- Inform a member of staff if they are experiencing symptoms of coronavirus while at school.
- Follow instructions of staff to reduce the risk of spreading the infection (please see behaviour annex)
- Follow government guidance on self-isolating and testing where they or a member of their household is experiencing symptoms or has tested positive for coronavirus, where they are a close contact of someone who has tested positive, or where they have returned from a non-exempt country.
- Access work provided on the virtual learning environment (i.e. Moodle), where they are unable to attend school due to circumstances related to coronavirus where evidence has been provided or where guidance prevents them from attending. Complete the work to the deadline set by teachers. Seek help if they need it, by emailing their teacher or learning support assistant using only their school email address. Alert teachers if they are not able to complete work by emailing their teacher using only their school email address.

### **3. Useful links to guidance**

- [School attendance: Main Guidance.](#)
- [Addendum: recording attendance in relation to coronavirus \(COVID 19\) during the 2020 to 2021 academic year.](#)
- [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection.](#)
- [NHS Track and Trace: How it works.](#)
- [How to self-isolate when you travel to the UK.](#)
- [Coronavirus \(COVID-19\): Travel Corridors.](#)

### **4. Monitoring arrangements**

We will review this policy as guidance from the local authority or Department for Education is updated, and as a minimum, twice each half term. At every review, it will be approved by the school.

### **5. Links with other policies**

This policy links to the following policies and procedures:

- [Child protection policy](#)
- [Behaviour policy](#)
- [Health and safety policy](#)

## 6. Coronavirus related absences quick reference guide

The below table provides a useful reference system for reporting and managing coronavirus-related absences.

**ANNEX A: Coronavirus related absences quick reference guide**

What to do if...	Action needed	Code	Return to school when...
...my child has coronavirus symptoms	<ul style="list-style-type: none"> <li>•Do not come to school</li> <li>•Contact school daily</li> <li>•Self-isolate</li> <li>•Get a test</li> <li>•Inform school immediately about test result</li> </ul>	Code X	...the test comes back negative.
...my child tests positive for coronavirus	<ul style="list-style-type: none"> <li>•Do not come to school</li> <li>•Contact school daily</li> <li>•Self-isolate for at least 10 days</li> <li>•Inform school immediately about test result</li> </ul>	Code I	...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.
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> <li>•Do not come to school</li> <li>•Contact school daily</li> <li>•Self-isolate</li> <li>•Household member to get a test</li> <li>•Inform school immediately about test result</li> </ul>	Code X	...the household member test is negative.
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> <li>•Do not come to school</li> <li>•Contact school daily</li> <li>•Self-isolate for 14 days</li> </ul>	Code X	...the child has completed 14 days of self-isolation
... NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> <li>•Do not come to school</li> <li>•Contact school daily</li> <li>•Self-isolate for 14 days</li> </ul>	Code X	...the child has completed 14 days of self-isolation
...we/my child travelled and has to self-isolate a part of a period of quarantine	<ul style="list-style-type: none"> <li>•Do not take unauthorised leave in term time</li> <li>•Consider quarantine requirements and FCO advice when booking travel</li> <li>•Provide information to school as per attendance policy</li> </ul> <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> <li>•Do not 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>•Do not come to school</li> <li>•Contact school as required</li> <li>•Shield until you are informed that restrictions are lifted and shielding is paused again</li> </ul>	Code X	...school inform you that restrictions have been lifted and your child can return to school again.
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