

- **Absence - Parent / Carer responsibilities – parents/carers must ring the Glossopdale School Absence line on the first morning of their child’s absence by 8:30 am** (school phone number, select ‘report a student absence’). This is for any absence – COVID-19 related or otherwise. The reason for the child’s absence must be clearly explained
- For further information, please refer to the **Attendance Policy Annex COVID-19 September 2020**

What to do if...	Action required	Code	Return to school when...
<b>My child has COVID-19 symptoms</b>	<p>- <b>Do not send your child to school</b></p> <p>- Immediately contact school on the absence line</p> <p>- Ring school on the absence line each morning (8:00am) of your child’s absence</p> <p>- Get a test  <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a></p> <p>- When the test result is obtained, immediately contact school (absence line or Year Manager) to inform of the negative/positive result</p> <p>- If your child remains unwell following the test (such as with a different illness) keep them at home until they have recovered</p>	<p><b>X</b> up until the negative test result</p> <p><b>I</b> whilst the child remains ill</p> <p><b>I</b></p>	<p>-The COVID-19 test comes back negative (if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school</p> <p>-Your child has recovered from their period of illness</p>
<b>My child tests positive for COVID-19</b>	<p>-Do not send your child to school</p> <p>-Immediately contact school on the absence line to inform us of the positive test result</p> <p>-Your child must <b>self-isolate for 10 days</b> from the onset of their first symptoms</p>	<p><b>X</b> up until the positive test result</p> <p><b>I</b> whilst the child self-isolates and recovers</p>	<p>-Your child feels better (at the end of the 10 days). They can return to school after 10 days even if they have a mild cough or loss of taste and/or smell, as they will not be able to transmit the virus. These symptoms can last for several weeks after the transmittable infection has gone</p>
<b>Someone in my household (other than my child) has COVID-19 symptoms</b>	<p>-Do not send your child to school</p> <p>-Immediately contact school on the absence line</p> <p>-Self-isolate</p> <p>-Member(s) of household with symptoms get a COVID-19 test</p> <p>-Inform school immediately of the result</p>	<b>X</b>	-The test result comes back negative
<b>Someone in my household (other than my child) has tested positive for COVID-19</b>	<p>-Do not send your child to school</p> <p>-Immediately contact school on the absence line</p> <p><b>-Self-isolate for 14 days</b></p>	<b>X</b>	-Your child has completed 14 days of self-isolation (return on day 15)
<b>NHS test and trace have identified my child as a ‘close contact’ of someone with symptoms or a confirmed case of COVID-19</b>	<p>-Do not send your child to school</p> <p>-Immediately contact school on the absence line</p> <p><b>-Self-isolate for 14 days</b></p>	<b>X</b>	-Your child has completed 14 days of self-isolation (return on day 15)
<b>NHS test and trace have identified a member of my child’s household as a ‘close contact’ of</b>	-Other people in the household (including your child without the message) <b>do not need to self-isolate</b> if the person with the NHS test and trace message does not have symptoms	<b>/</b> <b>O</b> (unauthorised if they fail to attend)	-Your child must attend school as normal

<p><b>someone with symptoms or a confirmed case of COVID-19</b></p>	<p>-Do not have visitors in your home, including friends and family – except for essential care -The person with the NHS test and trace message must avoid contact with everyone that they live with as much as possible</p>		
<p><b>We/my child have travelled to an area of the world where a mandatory quarantine of 14 days is in place on our return</b></p>	<p><b>-Returning from a destination where quarantine is needed (full list click below)</b> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-requirement-on-arrival-in-england">https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors#countries-and-territories-with-no-self-isolation-requirement-on-arrival-in-england</a> -Do not send your child to school -Immediately contact school on the absence line <b>-Self-isolate for 14 days</b></p> <p><b>-Do not book holidays in term time</b> -Consider quarantine requirements and FCO advice when booking any future holidays abroad -To request 'leave of absence' follow the procedures on our website. Fill in and return the request form to school as instructed <a href="https://www.glossopdale.derbyshire.sch.uk/-Parents/Attendance-and-Absence/">https://www.glossopdale.derbyshire.sch.uk/-Parents/Attendance-and-Absence/</a></p>	<p><b>X</b></p>	<p>-Your child has completed 14 days of self-isolation (return on day 15)</p>
<p><b>We have received medical advice that my child must resume shielding (students who are clinically extremely vulnerable in a future local / national lockdown scenario only)</b></p>	<p>-Do not send your child to school -Contact your child's Year Manager immediately -Your child needs to shield until restrictions are lifted</p> <p>-If a family member (within the household) has been advised to resume shielding (as a result of a future local lockdown scenario)</p>	<p><b>X</b></p> <p><b>X</b></p>	<p>-Medical advice has been given to instruct that your child may return to school (contact Year Manager) as <u>restrictions have been lifted</u></p> <p>-Medical advice has been given to the family member to advise that the period of shielding has ceased, your child must return to school as normal</p>
<p><b>There is a local / national lockdown which forces a partial or full school closure</b></p>	<p>-Immediately refer to information supplied by school – texts/emails/letters and website</p>	<p><b>X</b> for students unable to attend</p>	<p>-School has communicated full details about your child's return date and time</p>

• **Explanation of attendance codes 2020-21**

Code	Meaning
/	Student is present
L	Student is present but arrived late
X	Student has met the criteria for ' <b>not attending in circumstances related to coronavirus (COVID-19)</b> ' DfE August 2020. This new category of non-attendance <b>will not</b> count as an absence (authorised or unauthorised) for statistical purposes and <b>will not</b> impact the student's overall attendance for academic year 2020-21
I	Student is ill
C	Student has exceptional circumstances to explain their absence e.g. attending funeral
O	Student has an unauthorised absence

- **Remote learning** - If a student is not attending school due to circumstances related to coronavirus (COVID-19), they will be immediately offered access to remote education
- If you have any questions related to this information, please contact your child's **Year Manager**