



Hanson Policy

A Whole School Student Attendance Policy

Approved by the governing body: May 2018, September 2020

Updated: September 2020

To be reviewed: September 2021

Signed on behalf of the governing body:

Student Attendance Policy and Guidance

Parents, carers and staff share the responsibility in ensuring that student attendance at Hanson school is maximised, and that the rates of unauthorised and unexplained absence are kept to a minimum. Every child has a right to access education and attendance plays a vital role in ensuring the positive outcomes possible are ensured for all.

Hanson school will ensure encouragement and rewarding of good attendance. As a School we will recognise external factors which influence attendance and ensure they work in partnership with parents and carers, along with other relevant services to deal with any issues. We will take a proactive approach in promoting good attendance through setting clear expectations with students and parents/carers whilst providing effective and efficient systems for monitoring attendance in line with legal requirements.

Hanson Schools attendance is subject to various education laws and this school attendance policy is written to reflect these laws and the guidance produced by the Department for Education.

It is very important, therefore, that you make sure your child attends regularly and this policy sets out how together we will achieve this. The Department for Education guidance states that schools should:

- Promote good attendance and reduce absence, including persistent absence
- Ensure every child has access to full-time education
- Act early to address patterns of absence

Parents must perform their legal duty by ensuring children of compulsory school age, who are registered to a school, attend regularly. All pupils must be punctual to their lessons.

Statement of intent

This Attendance Strategy will set out Hanson Schools commitment to improving school attendance and punctuality at all phases of learning.

Aims

- To raise standards and ensure every child reaches their full educational potential, through a high level of school attendance and punctuality.
- To ensure the school attendance target is achieved, through rewards and incentives for good attendance and punctuality.
- To ensure that every child is safeguarded and their right to education is protected.
- To ensure all the stakeholders, governors, parents, students and staff receive regular communication, about the importance of good attendance and punctuality.

- To keep accurate, up-to-date records and have a robust and rigorous system for analysing attendance.
- To identify causes of low attendance/punctuality with individuals, classes and groups of students and address them.
- To work with external agencies, in order to address barriers to attendance and overcome them.

Why regular attendance is important

Attainment

- As a parent/carer you want the best for your child. Having a good education is an important factor in opening up more opportunities in adult life.
- A child who is absent one day of school per week misses an equivalent of two years of their school life.
- 90% of young people with absence rates below 85% fail to achieve five or more good grades at GCSE and around one third achieve no GCSEs at all.
- Poor examination results limit young people's options and poor attendance suggests to colleges and employers that these students are unreliable.
- Poor school attendance is closely associated with crime - a quarter of school age offenders have truanted repeatedly.
- Absence at any stage of your child's education leads to gaps in their learning. This in turn can
 - mean that they fall behind in work
 - affect their motivation
 - affect their enjoyment of learning
 - lead to poor behaviour
 - affect their desire to attend school regularly
 - affect their confidence in school
 - mean they miss out on the social life of school and extra-curricular opportunities and experiences
 - affect their ability to have or keep friendships.
- There is a clearly documented link between high attendance and high achievement.
- Of students who miss more than 50% of school, only 3% manage to achieve 5 good passes including English and Maths.
- Of students who miss between 10% and 20% of school, only 35% manage to achieve 5 good passes including English and Maths.
- Of students who miss less than 5% of school, 73% achieve 5 good passes including English and Maths.
- statistics show a direct link between under-achievement and attendance below 95%
- regular attenders make better progress, both socially and academically

- regular attenders find school routines, school work and friendships easier to cope with
- regular attenders find learning more satisfying
- regular attenders are more successful in transferring between primary school, secondary school, and higher education, employment or training.

Legal Framework

Section 7 of the 1996 Education Act states that parents must ensure that children of compulsory school age receive efficient full-time education suitable to their age, ability.

Under the Education Act 1996, the Local Authority has a statutory responsibility to ensure that parents secure education for children of compulsory school age and where necessary, use legal enforcement.

The Education Regulations 2013, require schools to take an attendance register twice a day, once at the start of the morning session and then again during the afternoon session.

The register must record whether the student was: present, absent, present at approved educational activity or unable to attend due to exceptional circumstances.

Safeguarding

Your child may be at risk of harm if they do not attend school regularly. Safeguarding the interests of each student is everyone's responsibility and within the context of this school, promoting the welfare and life opportunities for your child.

Failing to attend this school regularly will be considered a safeguarding matter.

In the first instance staff will attempt to contact parents/carers by telephone or text message via MyEd. If staff are unable to determine the student's whereabouts, then it may be necessary for the attendance team to do an unannounced home visit.

If staff are still unable to determine the student's whereabouts and believe there is a risk to the child's safety or wellbeing, then the child protection team will be notified, and the police may be contacted.

It is vital that parents/carers keep school up to date with contact details – phone numbers, address, email address and additional people to contact – to ensure staff can speak to parents/carers in this situation. Each school will keep at least two contacts on record for each student and attempt to contact both should a child be absent.

If a student has been absent for a significant period of time and the school has been unable to contact parents/carers then the child will be considered a Child Missing in Education. The relevant local authority will be contacted and will undertake their own investigation to determine whether the child is on holiday, away from home or has left the area.

If a student has been absent for 20 school days or more and the school and the local authority have failed, after jointly making reasonable enquires, to ascertain where the student is, then they will be removed from roll and lose their place at the school.

If parents/carers inform the school they are taking their child abroad during term time (see term time holidays and leave of absence section for more details) the school may ask for proof of travel for safeguarding purposes. The Law relating to safeguarding Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State with regard to safeguarding and promoting the welfare of children and students under the age of 18.

Categorising Absence

Every half-day absence from school has to be classified by the school (not by the parents), as either AUTHORISED or UNAUTHORISED.

Where students of compulsory school age are recorded as absent, the register must show whether the absence is authorised or unauthorised.

An absence can only be authorised by the Headteacher and cannot be authorised by parents/carers. All absences will be treated as unauthorised unless a suitable and satisfactory explanation for the absence is received.

Examples of unsatisfactory explanations for absence- This list is not inclusive.

- Parents/carers keeping children off school unnecessarily
- Truancy before or during the school day
- A student's/family member's birthday
- Shopping for uniforms
- Hair appointments
- Couldn't get up
- Student's refusal to attend school
- Family holidays
- Illness where the student is considered well enough to attend school
- Staying at home to care for siblings/parents
- Attendance appointments which are not for the student

Categories for absence:

Illness- Parents will be asked to provide medical evidence to allow the Headteacher to authorise absence where attendance falls below 95%. If an illness absence exceeds 3 days, medical evidence will be required.

Medical/Dental appointments- Parents/carers are advised where possible to make medical and dental appointments outside of the school day. Where this is not possible, students must attend school for part of the day. An appointment card must be shown to School, evidencing the medical or dental appointment.

Other authorised circumstances- This relates to where there is a cause for absence due to exceptional circumstances. If the student is persistently absent due to unauthorised circumstances, then the school may seek to obtain further evidence of this.

Exclusions- Exclusion from attending school is counted as an authorised absence. The School will make arrangements for work to be sent home.

Leave of absence during term time- Parents/Carers who need to take their child out of school during term time must apply using the school's Leave of Absence Application. Retrospective requests will not be considered and therefore will result in the absence being categorised as unauthorised. In line with government guidance, Hanson School do not authorise leave of absence during term time unless there are exceptional circumstances.

Religious Observance- Hanson School acknowledges the multi-faith nature of our British society and therefore recognises that on some occasions, religious festivals may fall outside school holiday periods and this necessitates a consideration by written request by the parent/carer of authorised absence. Local Authority guidance will also be taken into consideration on this matter.

Traveller Absence- The aim for attendance of children with travelling families, in common with all other children, is to attend school regularly and on time. Written requests will be required for any traveller absence.

Study Leave- Study leave may be granted in exceptional circumstances for Year 11 students approaching GCSE examinations. Any leave will be decided by the Headteacher only. The school will offer in school study programmes during this period so to reduce absence levels.

Lateness

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and vital information and news for the day. Late arrival students also disrupt lessons, it can be embarrassing for the child and can also encourage absence.

How we manage lateness

COVID 19- following Government and Local Authority guidance we have staggered arrival times

	Arrival
Y7	8.20am Front Door/ West Wing
Y8	8.25am Back Door/ West Wing
Y9	8.45am Front Door/ West Wing
Y10	8.40am Back Door/ West Wing
Y11	8.30am Front Door/ West Wing
Y12	8.40am Community
Y13	8.40am Community

We expect your child to be on site by the identified times for registration in form. Arrival after each specified time will result in a late mark being given by the form tutor.

If your child has a persistent late record you will be asked to meet with a member of the attendance/pastoral team at the school to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

It is important to be on time at the start of the morning and afternoon school sessions and to all lessons. The start of school/form time is used to give out instructions or organise work. All lateness is recorded daily. This information will be required by the courts, should a prosecution for nonattendance or lateness be necessary.

It is better to be late to school than to not arrive at all. However, we always encourage punctuality at school. Not only is it a good habit to learn from an early age, it will help them when they come to have a job later in life.

Absence Procedures

A child not attending school is considered a safeguarding matter. This is why information about the cause of any absence is always required. If your child is absent you must:

- Contact us as soon as possible on each day of absence, certainly no later than 08.15am.
- Hanson School has a free school app www.myedschoolapp.com/get please download for: reporting absence, access to information about your child's attendance, timetable, behaviour and achievements. Messages sent through the app are free.
- Or, you can phone the Attendance Office on 01274 776200 and follow option 1
- Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you;
- Medical evidence is requested for all medical appointments, please provide one of the following: 1) Appointment card. 2) Appointment letter. 3) Prescription. 4) Labelled and dated medicine bottle/packet. 5) Doctors note/letter.

If your child is absent we will:

- send an absence text to your child's first contact as soon as your child is marked absent on the class register and no reason for absence has been reported to school. If no response is received to this initial text, a second text will be sent requesting that you contact us immediately with a reason for your child's absence. If we do not receive a response to this second text we will ring all the contacts we have on file for your child until we are able to ascertain a reason for absence. If we are unable to contact anyone, we will alert the headteacher and designated safeguarding lead who will decide whether a home visit or other agency involvement is required.
- Visit your home address if there are safeguarding concerns (see appendix 5).
- Invite you in to discuss the situation with our Home School Liaison Officer and Strategic Attendance Lead
- The attendance team will also place students that are identified as being below 90% attendance (Persistent Absenteeism) on an attendance challenge and hold weekly meetings with them (See appendix 6).

In cases of minor illness or ailment (cold, headache, period pains etc.), schools expect the student to attend. If parents feel unsure about a student's ability to attend, they should be sent with a note in their planner to show to relevant staff within the school. Staff with responsibility for assessing whether a student is well enough to be in school will see students if they become unwell during the day, and if they are unfit to stay in school, a member of staff will contact parents/carers to collect them. Students will not be allowed to go home unless they have made contact with a parent/carer or other person listed as a contact on the student's record.

Students should not, under any circumstance, contact parents/carers or others to say they wish to go home. If this is the case parents are advised to contact the school to check that medical advice has been sought. If a parent/carer arrives at school without school being aware, the student will not be sent with them until an assessment has been made in school.

Persistent Absenteeism (PA)

A student becomes a 'persistent absentee' when they miss 10% or more schooling across the school year for whatever reason. Absence at this level is causing considerable damage to any child's educational prospects and we need parents/carers fullest support and co-operation to tackle this. We monitor all absence thoroughly. PA students are tracked and monitored carefully through our pastoral system and we also combine this with academic mentoring where absence affects attainment.

Promoting regular attendance

Roles and Responsibilities

The Governing Body will:

- Ensure that the importance and value of good attendance is promoted to students and their parents.
- Annually review the school's Attendance Policy and ensure the required resources are available to fully implement the policy.
- Identify a member of the governing body to lead on attendance matters and attend Headteacher/Governor Panel Meetings.
- Ensure that regulations and legislation are adhered to.
- Ensure that there is a named Senior Leader to lead on attendance.

The Senior Leadership Team will:

- Agree school attendance targets and submit these to the governing body.
- Lead on attendance matters and attend Headteacher/Governor Panel Meetings
- Actively promote the importance and value of good attendance.
- Proactively form positive relationships with students and parents.
- Ensure that there is a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and achieve.
- Monitor the implementation of the Attendance Policy.
- Ensure that all staff are aware of the Attendance Policy.
- Ensure that there is a named Senior Leader to lead on Attendance.
- Report School attendance and related issues through termly reporting to the Governing body.
- Ensure that attendance is consistently on the Senior Leadership Agenda.
- Develop a multi-agency response to improve attendance and support both students and families.

Directors/Curriculum Leaders/Pastoral Leaders/Form Tutors will:

- Actively promote the importance and value of good attendance to students and their parents/carers.
- Form positive relationships with students and parents/carers.

- Form Tutors are the first point of call for parents to raise any concerns. The use of the planner is essential in maintaining open contact with parents/carers
- Proactively contribute to a whole school approach on reinforcing good attendance.
- Implement systems to report, record and monitor the attendance of all students, including those who are educated off-site.
- Contribute to the evaluation of school strategies and interventions.
- Document interventions used to improve and support attendance.

The Attendance Team/Pastoral team will:

- Actively promote the importance and value of good attendance to students and their parents/carers.
- Lead on and coordinate any intervention strategies necessary to support and improve a student's attendance. This will be approved by the Lead Senior Leader in charge of attendance. Intervention strategies are progressive and evolve with the needs of the school.
- Keep accurate records of contact and interventions used.
- Contact the parents/carers of students who are absent daily. This will include telephone calls and/or home visits on days of absence. Weekly home visits will be made by HSLO/PSCO/KS Teams/ELT/SLT for the safeguarding of children.
- Request to see your child if a home visit is undertaken. If your child is not seen, this will be passed on the Safeguarding team on the onsite Police Liaison Officer.
- Hold attendance and punctuality panels for students who are causing concern.
- Implement 'Fast Track Penalty Notice and Cause for Concern Prosecution Attendance Challenges' raising attendance initiatives whereby parents/carers will be invited in to school to discuss concerns. This will result in prosecution if no significant improvement in attendance is evident.
- Send letters to those parents/carers whose child's attendance has fallen below 97%.
- Provide weekly attendance data to appropriate staff members so as to initiative support plans.
- Hold weekly meetings in relation to each Year Group's attendance and concerns.
- Hanson School do not condone the unauthorised absence of students and will not provide work during periods of unauthorised absence (in accordance with LA guidance).

A request that Parents/Carers will

- Talk to their child about school and what goes on there.
- Take a positive interest in their child's work and educational progress.
- Instil a value for education and regular school attendance within the home environment.
- Encourage their child to have aspirations.
- Contact the school if their child is absent. This contact is required each day of their absence.
- Provide appropriate detail for an absence.
- Inform the school of any change in circumstances that may impact on their child's attendance and education.
- Try to avoid any unnecessary absences. For example, make appointments outside of school hours.

- Take every opportunity to get involved in their child's education and form positive relationships with school.
- Encourage routine at home, for example, bed times, homework, preparing for school.
- Avoid taking their child out of school during term time. Where this is unavoidable and only in exceptional circumstances send a written leave request to the Headteacher.
- Provide evidence of their child's illness if attendance is below 95%.

Hanson School has a free school app www.myedschoolapp.com/get please download for access to information about your child's attendance, timetable, behaviour and achievements. Messages sent through the app are free.

Using Attendance Data

- Student's attendance will be monitored and may be shared with the Local Authority and other agencies if a student's attendance is a cause for concern.
- Each Half-Term, the Strategic Lead Attendance will provide the Senior Leadership Team with a detailed attendance breakdown for the school.
- The Attendance team will provide weekly attendance data for Pastoral Leaders and Form Tutors to act upon any issues arising.

Clarity of Concerns

Green **Student attendance is between 100% and 97%**

Amber **Student attendance is between 96.9% and 91%**

Red **Student attendance is below 90.9%**

- Actions will be implemented when a student's attendance falls below 97%. Refer to Hanson School Support Systems within this Attendance Policy.
- Hanson School will share attendance data with the Department for Education and the Local Authority as required.
- All information shared will be done so in accordance with the Data Protection Action 1998.

Leave of Absence in Term Time

You should **NOT** expect your child to be allowed leave of absence in term time. Parents do **NOT** have a legal right to take children out of school. School terms are designed to offer opportunities for holidays to be taken throughout the academic year without disrupting the education of students.

Leave of absence is something Hanson School strongly disapproves of during term-time as it can have serious detrimental impact on educational outcomes. Absence from school clearly correlates with lower attainment and progress, with every day missed possibly affecting chances of strong educational outcomes.

It is not true that students can 'catch up'. Research shows that by missing lessons, students fall behind, and lessons are NOT repeated at a later date; The Department of Education regulations state that headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Parents who take their children out of school during the school term without the headteacher's authorisation or beyond an agreed date risk being issued a penalty notice or taken to court.

The penalty notice is £60, for each parent of each child, if paid within 21 days, and £120 if paid after this date but within 28 days. Non-payment of a penalty notice will normally trigger a prosecution (under the provisions of section 444 of the Education Act 1996 or under the provisions of S103 (3) of the Education and Inspections Act 2006). The prosecution can only be for the original offence and NOT for the non-payment of the penalty notice.

Where parents/carers continue to take unauthorised leave of absences in term time, Hanson School will implement the following strategies:

Fast Track Penalty Notice (Appendix 4)
Cause for Concern (Appendix 5)

Where the school and the local authority will consider a prosecution under Section 444(1)(a) of the Education Act 1996. If the local authority decide to prosecute parents/carers based on the evidence that the school provides then parents/carers would be expected to attend court and may face a fine of up to a maximum of £2500. There is also a chance that a community order could be put in place and the possibility of a three month's jail sentence. Parents/carers could receive a criminal record.

In 'exceptional' circumstances, headteachers can allow a small amount of time out of school.

Special or exceptional circumstances do **NOT** include (this is not an exhaustive list):

- Availability of cheaper flights
- Availability of desired/cheaper accommodation
- Poor weather in school holidays
- Overlap with the beginning or the end of term
- Trips abroad
- Seeing relatives
- Weddings
- Funerals

As a guide, any unauthorised absence in excess of 4 consecutive days, parents/carers are likely to receive a penalty notice. The school will notify parents/carers in advance if taking this course of action and then parents/carers will hear in due course from the relevant local authority once they have processed the penalty notice.

If you still feel that you wish to apply to take your child out of school during term time due to exceptional circumstances, please request a 'leave of absence request form' from the attendance office, or print a copy from the school's website. The form should be received by the headteacher FOUR school weeks in advance of the proposed date.

Absence for sporting activities are assessed as above on a case by case basis and may be authorised as an 'approved sporting activity'. A decision of whether or not to approve these requests will be made based on the student's attendance and behaviour, and as a result, may mean that the same sporting absence may be authorised for one child and not another

Rewards

Students who meet and exceed the school's attendance targets will be rewarded for this through various types of reward within their school.

Rewards may include:

- Credits in planner for weekly 100% attendance
- Form Tutor Rewards in planner
- Certificates on a Half-Termly basis
- Text messages home
- Phone calls home
- End of Term rewards
- Attendance recognition meals with parents/carers and the school
- Gift vouchers to a chosen outlet

Appendix 1

EXPECTATIONS – ATTENDANCE

In order to make progress at school you need to ensure over 98% attendance as the minimum

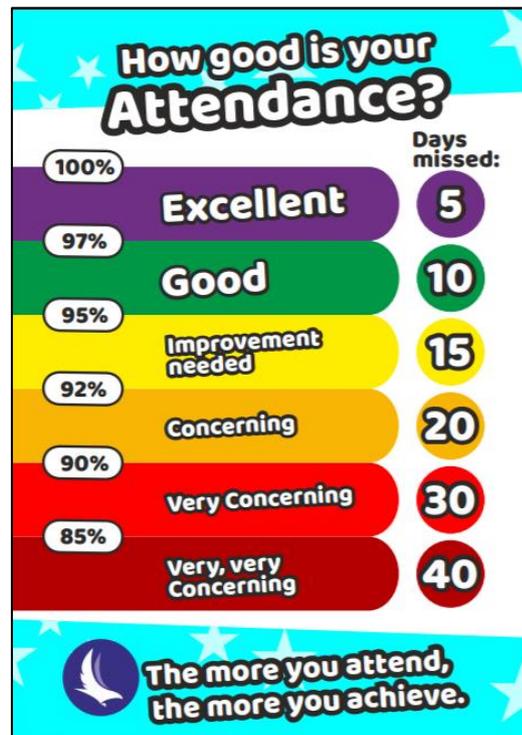
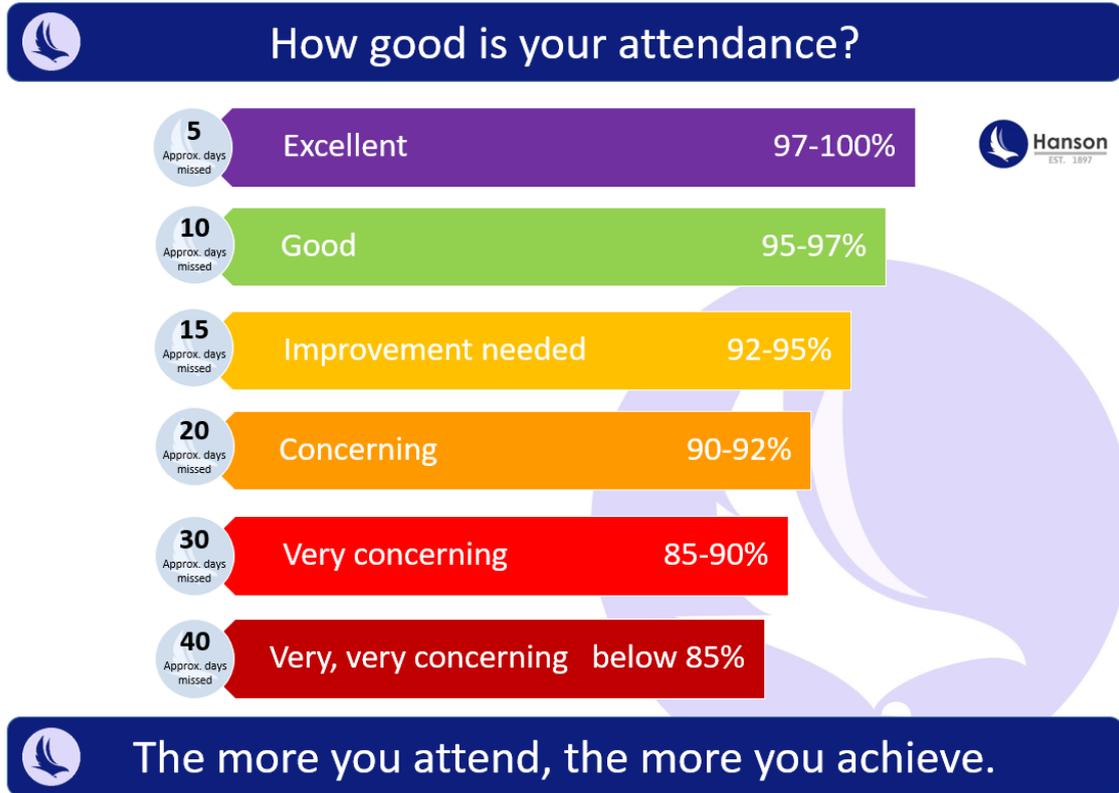
What does my attendance percentage mean?

100% Attendance over the year	0 days absence
99%	2 days absence
98%	4 days absence
95%	10 days absence = 2 weeks missed
93%	17 days absence = 3.5 weeks missed
90%	20 days absence = 4 weeks missed
85%	30 days absence = 6 weeks missed
80%	40 days absence = 8 weeks missed

Would you employ someone with 98% or less absence?

Every week	100% Attendance	= 5 full days in school
	90%	= 4.5 days in school
	80%	= 4 days in school
	70%	= 3.5 days in school
	60%	= 3 days in school

Appendix 2 – Attendance Posters



Appendix 3

Attendance codes

Present at School

Students must not be marked present if they were not in school during registration. If a student were to leave the school premises after registration they would still be counted as present for statistical purposes.

Registration Code / \: Present in school / = am \ = pm

Present in school during registration.

Code L: Late arrival before the register has closed

A student arriving after the register has closed should be marked absent with code U, or with another absence code if that is more appropriate.

Present (authorised absence – not affecting student’s attendance)

Code B: Off-site educational activity

Code D: Dual Registered - at another educational establishment

Code J: At an interview with prospective employers, or another educational establishment

Code P: Participating in a supervised sporting activity

Code V: Educational visit or trip

Code W: Work experience

Absent (authorised – but still absent statistically)

Code C: Leave of absence authorised by the school

Code E: Excluded but no alternative provision made

Code H: Holiday authorised by the school

Code I: Illness (not medical or dental appointments)

Code M: Medical or dental appointments

Code R: Religious observance

Code S: Study leave

Code T: Gypsy, Roma and Traveller absence

Absent (unauthorised)

Code G: Holiday not authorised by the school or in excess of agreed period determined by the Headteacher

Code N: Reason for absence not yet provided

Code O: Absent from school without authorisation

Code U: Arrived in school after registration closed

Attendance policy: Appendix 2

Administrative codes (not included in school census)

Code X: Not required to be in school

Code Y: Unable to attend due to exceptional circumstances

Code Z: Student not on admission register

Code #: Planned whole or partial school closure

Appendix 4

Prosecution FT Route

School monitoring period 6 weeks – FT letter sent



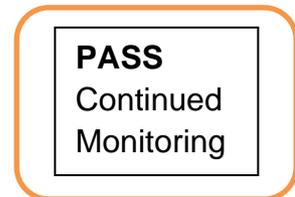
Attendance Panel Meeting Held



Final Warning Letter Sent With covering letter



LEA monitor 4 weeks



Plead Guilty £60- £120



Plead not guilty Court



Supply Statement of Witness/ Head teachers Certificate



Fine range **Band A £220**
 Band B £440
 Band C £660 Or above

Appendix 5

Prosecution CFC Route

School monitoring period 6 weeks – CFC letter sent



Attendance Panel Meeting Held



FAIL



PASS
Continued
Monitoring

Final Warning Letter Sent (Extract monitoring attendance paragraph) With covering letter



****Can monitor for 4 weeks depending of attendance****



PACE meeting arranged by Lindsey Fallon
Decision made immediately if to prosecute

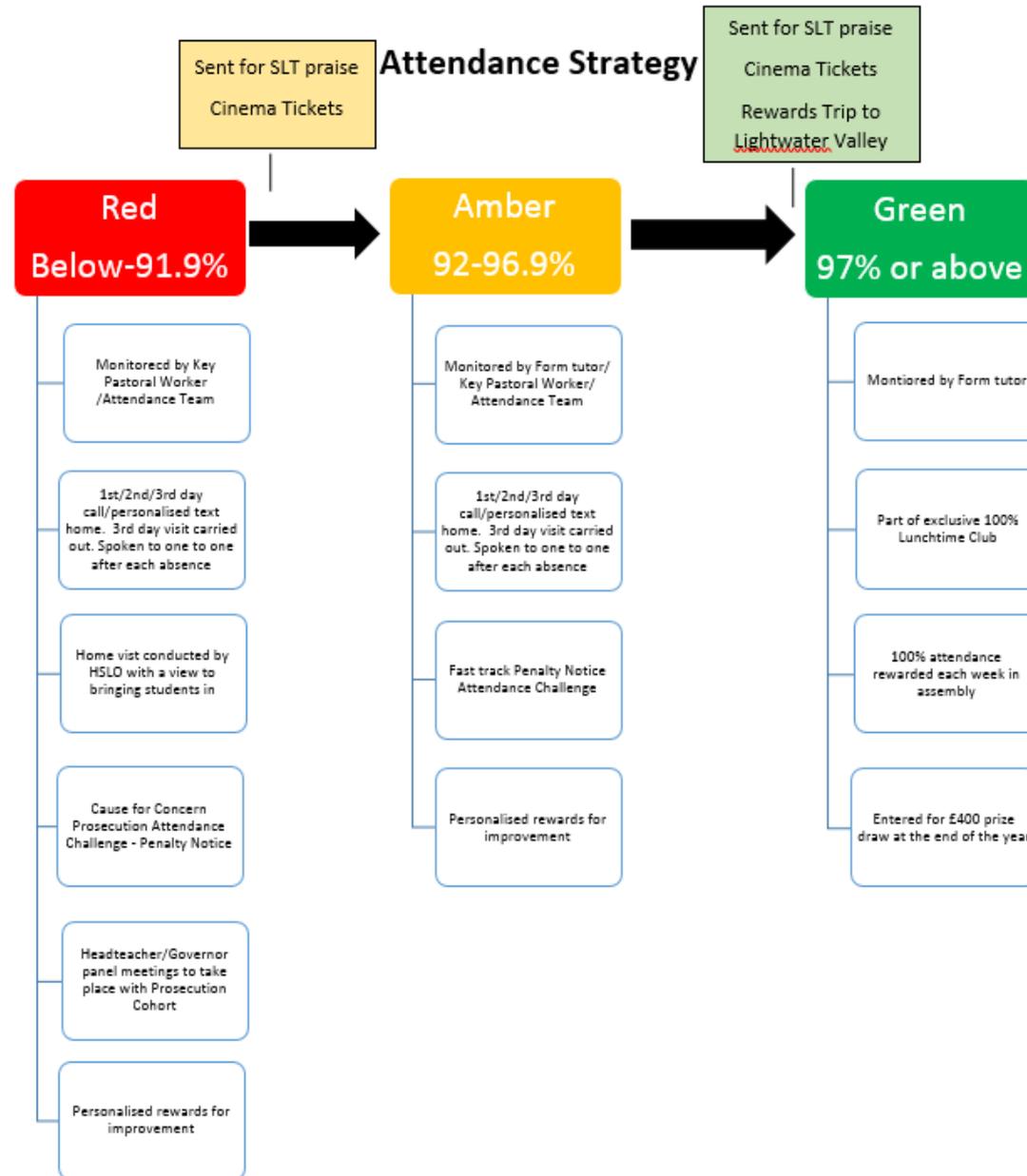


Supply Statement of Witness/ Head teachers Certificate

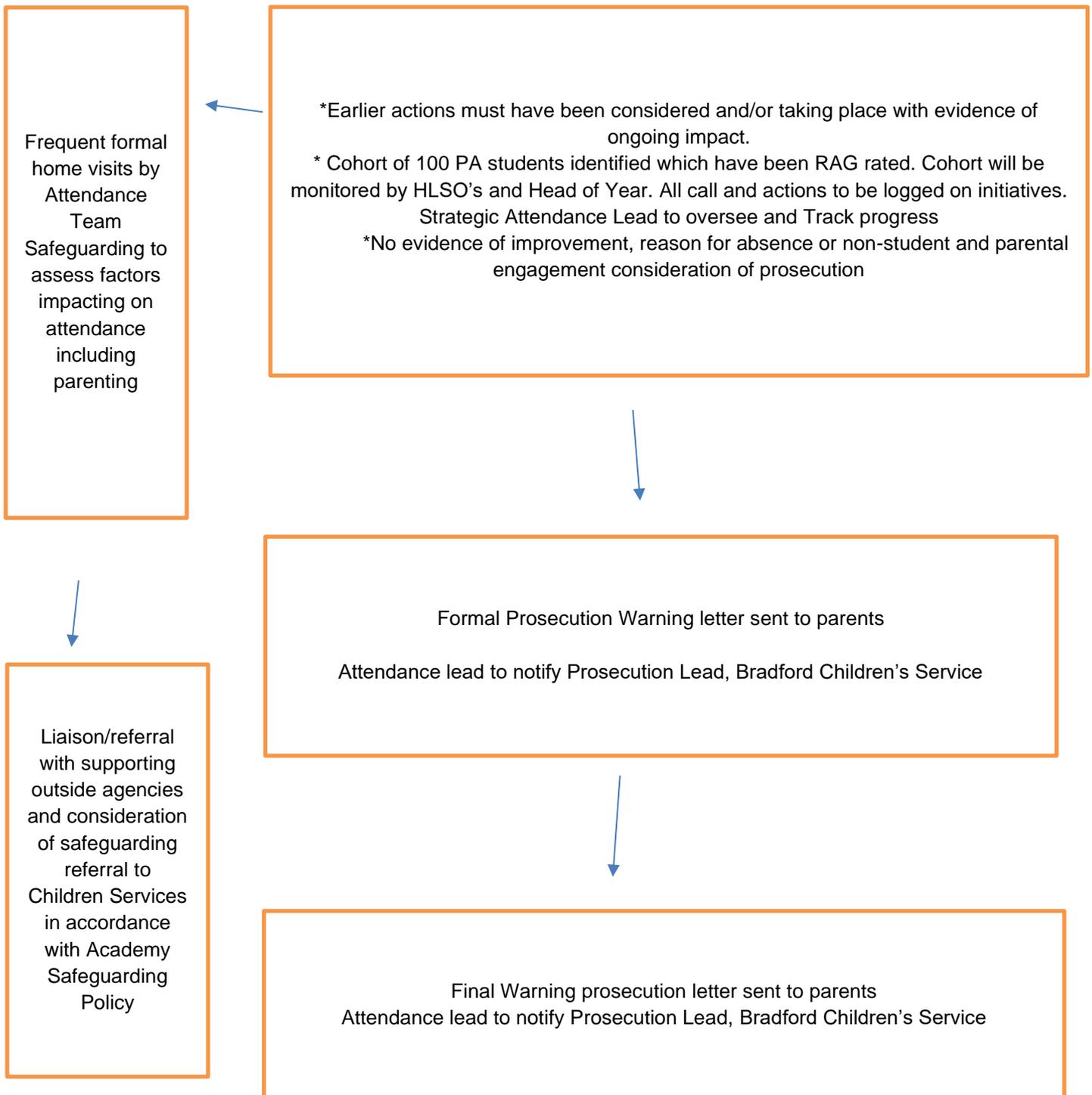


Fine range up to £2500/possible custodial sentence

Appendix 6



Appendix 7 Persistent Absence

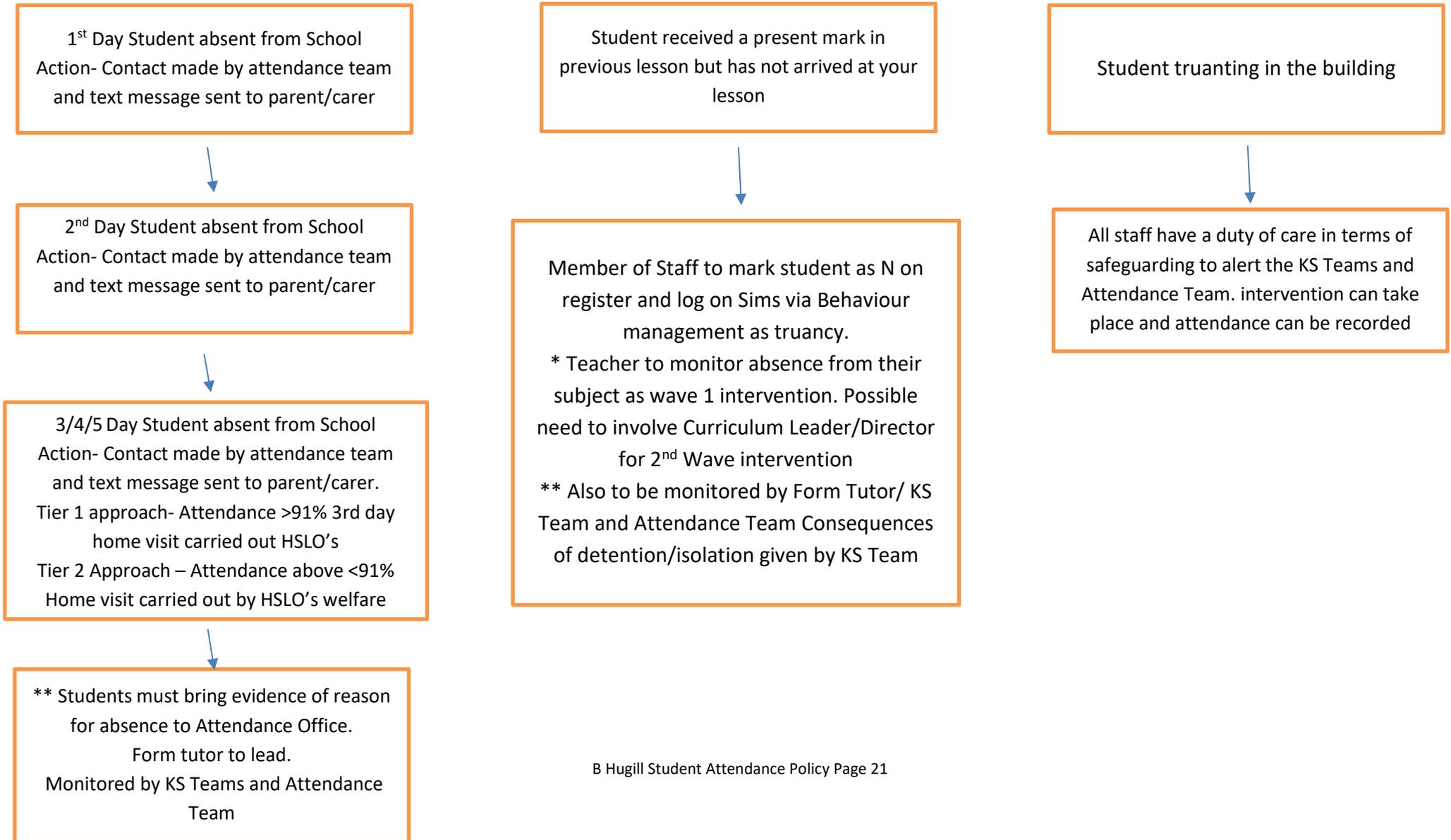


*All actions/strategies taken in supporting improved attendance are in accordance with Local Authority and legal guidelines.

*Parents may be contacted via phone at any time to discuss attendance concerns and support offered, actions are taken after careful consideration of the individual circumstances. Each intervention at every stage is monitored by the attendance team as an ongoing process. Therefore, parents should expect letters/interventions to occur. The senior leadership team will monitor the impact of the interventions and overall policy.

Appendix 8

Daily Monitoring



Appendix 9

Covid- 19 infection protection and control guidance for education

Bradford District v2 (3RD September 2020)

Key messages

People with symptoms

Key symptoms:

- Fever (temperature of 37.8 °C or higher) *and/or*
- new, continuous cough *and/or*
- loss or change in normal sense of smell or taste (anosmia)
- NHS Online symptom checker: 111.nhs.uk/covid-19/
- If a child is unwell, it is essential that they access appropriate healthcare and clinical assessment, through 111, the local GP or hospital if required. NHS services are open and ready to care for patients
- In an emergency, dial 999
- Anyone with symptoms should stay at home and arrange for a test

Contacts are people who have been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic (or 2 days before a test if no symptoms) up to 10 days from onset of symptoms. This can be a person who:

- spends significant time in the same household as a person who has tested positive
- has had face-to-face contact (within 1m) with someone who has tested positive (including being coughed on, having a face-to-face conversation within 1m, a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes)
- has travelled in a small vehicle with someone who has tested positive or been in a large vehicle or plane near someone who has tested positive
- is a sexual partner

Responding to cases and outbreaks

[1] Possible cases (without a positive test result) > self-isolation of the case (10 days) & their family contacts (14 days). No self-isolation for school contacts (e.g other children/staff).

[2] Confirmed case (with a positive test result) > self-isolation of case (10 days) and their school and family contacts (14 days).

[3] More than one confirmed case > self-isolation of cases (10 days) and school & family contacts (14 days).

[4] Confirmed cases in parents > self isolation for household contacts (14 days) including their children (i.e identified by test and trace). School contacts of their children need not isolate.

COVID DfE Guidance

Pupils not attending a session who meet the criteria for 'not attending in circumstances related to coronavirus (COVID-19)' will be recorded using code **X**

Examples in which 'not attending in circumstances related to coronavirus (COVID-19)' could apply

1. Pupils who are required to self-isolate as they, or a member of their household, has symptoms or confirmed coronavirus (COVID-19). X coding used until positive test result confirmed then Code I used. Recorded on Sims as Covid Positive Test
2. Pupils who are required to self-isolate because they are a close contact of someone who has symptoms or confirmed coronavirus (COVID-19)
3. Pupils who are required by legislation to self-isolate as part of a period of quarantine – Holiday Taken
4. Pupils who are clinically extremely vulnerable in a future local lockdown scenario only