ABSENCE PROCEDURE FROM SEPTEMBER 2020 RELATING TO COVID-19

First day absence – Attendance Team contact home

normal

Form Tutor makes wellbeing call at the end of each day of absence

normal

If evidence is not provided, then a home visit should be carried out

normal

Covid

Student self-isolating as someone in household has tested positive – **code X for 10 days starting after the day of the test** – request evidence of email/text message of test date and advising isolation

Student has received a text to self-isolate or needs to quarantine after return from holiday – **code X for 10 days** and request evidence of text/return flight

Student shows symptoms – **code X until test result**. Student tested positive for Covid-19 – **code I for 10 days starting after the day of the test** – request evidence of email/text message confirming test result. Negative result – student can return when well to do so – **Code I**

Student is shielding – **code X** – request evidence

Student fearful about returning to school – **code O**

Covid

Student goes on to contract Covid-19 with a positive test – **code I for 10 days starting after the day of the test** – request evidence of diagnosis

Covid

Student doesn't return after 14 days – Attendance Team contact home and carry out home visit if necessary

Covid

Student does not return after negative test or after 10 days if tested positive – Attendance Team contact home and carry out home visit if necessary. Students can return with a cough/loss of taste/smell after 10 days from positive test. Students must continue to isolate if their temperature is still raised.

Covid

1 Attendance Team to contact home to request attendance.

2 Form Tutor makes phone call at the end of the day if student hasn't arrived.

3 If student is absent the following day, the School Team phone.

4 A home visit is made if the student does not return by the 3rd day.

5 If student still refuses to attend, EWS to visit.

Any absence relating to Covid-19, whereby evidence has been provided, will be given **Code X** (does not affect attendance) and then **code I** (does affect attendance) for 10 days after a positive result. Therefore, the student would not be put on an attendance plan until they have a further 3 days unrelated absence.