

Ref: Attendance2020-21/HTO/hll

28 August 2020

Dear Parents / Carers,

Attendance in 2020-21

From September 2020, it is vital children return to school to minimise, as far as possible, the long term impact of the pandemic on their education, well-being and wider development. Attendance to school will return to being mandatory from the beginning of the Autumn term. This means that, from September 2020, the usual rules on school attendance will apply. Students who miss out on classroom learning time risk falling behind in their learning and academic achievements. We want to work with all parents/carers to ensure that all students at The Grange Academy are given the opportunity to reach their potential.

Usual rules will apply on attendance;

- It is the parents/carers responsibility to ensure that their child attends school regularly
- It is the school's responsibility to record attendance and follow up on absence
- Sanctions, including fixed penalty notices in line with the local authorities code of conduct, will re-start from September 2020 where appropriate

All students are expected to have at least 97% attendance. This means that students should have no more than 5 days off school during an academic year without a good reason.

To achieve this high level of attendance we would ask parents/carers to;

1. Ensure all doctors/dentist appointments are made outside of school hours where possible
2. Bring students into school before and after appointments (when a medical appointment cannot be made outside school hours)
3. Always inform the school attendance office when a student is going to be absent/late to school by 8:30am on the morning of the absence/late arrival. This will prevent a call from the school checking on attendance
4. Appointment slips/letters from doctors or dentists must be provided prior to appointment to enable staff to authorise absences for medical purposes
5. Do not book any holidays during term time – these holidays will not be authorised absences.

Illness

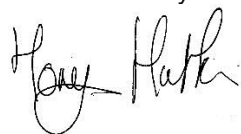
If your child becomes ill in school, we have procedures in place to deal with any situation.

If your child needs to go home due to illness, we will contact parents/carers via the telephone numbers provided by parents/carers. All parents/carers are asked to provide up to date details of contacts in case of emergency.

Covid-19 Information

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

Yours sincerely



Mr T Hutton
Assistant Associate Principal