



# Holcombe Grammar School

## Attendance Policy – Covid-19 Addendum

September 2020

Last update 14<sup>th</sup> September 2020

Subject to change to ensure compliance with Government guidance

Government Guidance states that all pupils in all year groups will return to school full time at the beginning of the autumn term.

This addendum to the Attendance Policy is for use by all TSAT schools during the arrangements of pupils returning to school. It is to be used in conjunction with, and read alongside, the school's Attendance Policy.

We will continue to promote good attendance; thus enabling and encouraging all pupils to achieve excellence. Attendance has a direct relationship with the attainment of individuals and groups of pupils and the standards thereby achieved by the school. Securing good attendance is a fundamental responsibility within our duty to safeguard and promote the welfare of the children in our school.

Absence from school remains detrimental to a child's education. Any unexplained absence from school will be followed up in the normal manner as per the existing policy. This is in line with our safeguarding policy and practices.

Our aim is to support all students to attend every day. Where there are concerns with attendance, usual support mechanisms will be offered by the school. It is important that parents/carers discuss any concerns fully with staff at the school so that plans can be made to improve attendance for the child.

### School day adjustments

	Entrance	8:30-8:45	8:45-9:00	9:00-9:20	9:20-9:40	9:40-10:00	10:00-10:20	10:20-10:40	10:40-11:00
Year 7	Top playground	students arrive at p1 room	Reg						Break (shack)
Year 8	Top playground	students arrive at p1 room	Reg					Break	
Year 9	Maidstone Rd	students arrive at p1 room	Reg				Break		
Year 10	Maidstone Rd	students arrive at p1 room	Reg			Break			
Year 11	Main entrance	students arrive at p1 room	Reg						Break
Year 12	Main entrance	students arrive at p1 room	Reg						Break
Year 13	Main entrance	students arrive at p1 room	Reg						Break

**LESSON 1 & BREAK**

11:00-11:20	11:20-11:40	11:40-12:00	12:00-12:20	12:20-12:40	12:40-1:00	1:00-1:20
					Top playground	lunch
				lunch	Field	
			lunch	Field		
		lunch	3G			
					lunch	3G
					lunch	lunch
					lunch	lunch
<b>LESSON 2 &amp; LUNCH</b>						

1:20-1:40	1:40-2:00	2:00-2:20	2:20-2:40	2:40-3:00	3:00 Students depart
Lesson 3					Top playground
Lesson 3					Top playground
Lesson 3					Maidstone Rd
Lesson 3					Maidstone Rd
Lesson 3					Main entrance
Lesson 3					Main entrance
Lesson 3					Main entrance
<b>LESSON 3</b>					

## Exemption and Guidance

- If you or your child are *clinically extremely vulnerable*, you should have received a letter confirming this or have been told directly by your GP or hospital clinician. The Academy will require a copy of the letter.
- For the most up to date guidance on clinically extremely vulnerable and shielding, please visit [www.gov.uk/coronavirus](https://www.gov.uk/coronavirus).

Further guidance;

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/coronavirus/education-and-childcare>

## Coronavirus related absences – Quick Reference Guide

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