

1 December 2021

Dear Parents/Carers

**RE: Attendance Matters: Reminders and Updates**

Firstly, we would like to thank parents/carers once again for your patience and support during what has unfortunately been another unprecedented term in regard to attendance expectations and adaptations. Please find below some attendance reminders and updates that may impact your child's attendance records:

**Late arrival procedures**

Please can we remind you that if a student is late for school, even if due to a late bus, they must register at reception; they must not just go to their Period one lesson. If they fail to register in their tutor group or with reception a text message will be sent home.

**Leaving school during the school day procedure**

Students must use reception to contact home if they are feeling unwell or to discuss any concerns with a member of the pastoral team who can then contact home. Students should not contact home directly without discussing first with a member of staff and parents should not collect students without reporting to reception or discussing with an appropriate member of staff first. Parents/carers and visitors will be asked to collect the student in person from reception and sign the student out.

**Reporting an absence**

Please can we ask that parents/carers email [absence@kingsmead-school.com](mailto:absence@kingsmead-school.com), or call if email is not an option, to report their child's absence on every day if they are unwell. The only exception would be a confirmed Covid-19 case, when parents have provided the date their child will be out of isolation and return to school.

**Reporting a Covid-19 related absence**

Please be reminded, in order to assist in recording accurate Covid-19 related absence figures in such demanding circumstances, we would like to ask all parents/carers to use the Kingsmead absence email **only** to report any Covid-19 related absence, if at all possible before 8.30am.

Please follow the below instructions to make sure the information provided is clear:

Please email [absence@kingsmead-school.com](mailto:absence@kingsmead-school.com), with your child's name and tutor group in the subject title. Please give the following information:

1. Date & outcome of lateral flow device test (if relevant):
2. Date & outcome of PCR test (if relevant):
3. Is your child symptomatic or not:
4. Period of isolation - start and expected return to site date (if relevant):

**CARE**

**ASPIRATION**

**RESPECT**

**DETERMINATION**

Wiveliscombe, Taunton, Somerset, TA4 2NE

 [contact@kingsmead-school.com](mailto:contact@kingsmead-school.com)

 01984 623483

[www.kingsmead-school.com](http://www.kingsmead-school.com)

5. If reporting a positive lateral flow device and awaiting the result of a PCR please send a second email when the outcome of the PCR is known as per the instructions above.
6. If the return date alters for any reason, please email this information as per the instructions above.

### **Attendance Covid-19 coding updates**

Please see below detailed attendance changes in regard to absence procedures relating to Covid-19. This may impact your child's attendance records on Firefly. Please follow the link below to the 'Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2021 to 2022 academic year', which was published by the Department for Education and can be read in full by following this link: [Addendum: recording attendance in relation to coronavirus \(COVID-19\) during the 2021 to 2022 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97212/addendum_recording_attendance_in_relation_to_coronavirus_covid-19_during_the_2021_to_2022_academic_year.pdf)

To clarify the use of various attendance codes please can we make you specifically aware of the following.

#### **Positive test result:**

"If a pupil tests positive, they should continue to self-isolate in line with public health guidance. Code X should be used for the period of self-isolation until the test. After the pupil tests positive, they will be recorded as code I (illness) until they are able to return to school."

#### **Negative test result:**

"If a pupil tests negative and if they feel well, they can stop self-isolating and return to school. If the pupil remains unwell following the test (such as with a different illness), then they will be recorded as code I (illness) until they are able to return to school."

#### **Pupils who are a close contact of someone who has symptoms or confirmed COVID-19:**

"Pupils who are a close contact of someone who has tested positive for COVID-19 do not need to self-isolate. They should instead get a PCR test and should only self-isolate if they test positive. If they do test positive, they will be recorded as code I (illness) until they are able to return to school."

#### **Pupils who are required by legislation to self-isolate as part of a period of quarantine:**

"As usual, parents should plan their holidays within school breaks and avoid seeking permission to take their children out of school during term time. Families should also consider that their child may need to self-isolate following trips overseas that require a period of quarantine. If a pupil is required to be in quarantine on arrival in, or return to, the UK, the school will use code X in the register."

#### **Pupils who are clinically extremely vulnerable when shielding is advised:**

"Clinically extremely vulnerable people are no longer advised to shield. All clinically extremely vulnerable pupils should attend their education setting unless they are one of the very small number of children and young people under paediatric or another specialist care who have been advised by their clinician or other specialist not to attend. If shielding is advised nationally or in a local area again, by DHSC, PHE or UKHSA, then pupils who are clinically extremely vulnerable may be advised not to attend school. Non-attendance in accordance with guidance from DHSC, PHE or UKHSA will be recorded as code X."

#### **Pupils who are self-isolating but who have not had a PCR test:**

"In line with public health advice, pupils with symptoms must self-isolate and schools should strongly encourage pupils to take a PCR test. Where the pupil is unable to take a PCR test, the school will record the pupil as code X in the register."

As per our attendance policy and government advice the school has been advised to follow up with families if they are not satisfied with the reason as to why the pupil is not in school. Schools can request supporting evidence from the family. Where the school is not satisfied with the reason given for absence, they may record this using one of the unauthorised absence codes, in line with the school attendance guidance for schools.

Once again thank you in advance for your continued support in monitoring, tracking and upholding our attendance expectations in such challenging circumstances.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A. Cox' with a stylized flourish at the end.

Mrs Anna Cox  
Assistant Head Teacher: Upper School