

Monday 24th August 2020

Dear Parent/Carer,

Attendance from September 2020

As the start of term draws near I thought this was apposite time to inform you of attendance procedures as outlined by the Department for Education (DFE). The DFE has stated that their expectation is that all students should return to school in September. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- Parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age.
- Schools' responsibilities to record attendance and follow up absence
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct



The DFE has outlined no changes to the procedure for requesting leave of absence. All requests for leave of absence should be sent in writing to either myself or Ian McArthur Headteacher. Requests for leave of absence should include as much information as possible and evidence where necessary, to ensure an appropriate decision is reached. Each request will continue to be assessed on a case by case basis considering any exceptional circumstances.



There is specific advice outlined for parents / carers with relation to COVID. I have provided a summary of these below:



What to do if...	What actions do I need to take?	When does my child return to school
...my child has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate • Take a COVID test • Inform school immediately about the test result 	...when the test comes back negative and your child is well to return
...my child tests positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Keep the school informed • Self-isolate for at least 10 days • Inform school immediately about the test result • Keep in touch with school and check your child's school email for home learning 	...if 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 several weeks once the infection is gone. They must not return to school if they still have a temperature.
... somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Keep the school informed • Household member to get a test • Inform school immediately about the test result 	... the household member test is negative
... somebody in my	<ul style="list-style-type: none"> • Do not come to school 	...the child has completed 14 days of



household has tested positive for coronavirus	<ul style="list-style-type: none"> • Self-isolate for 14 days • Keep in touch with school and check your child's school email for home learning 	self-isolation unless they begin to show symptoms to which they must stay at home for at least 10 days from when their symptoms appear.
...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 • Self-isolate for 14 days • Keep in touch with school and check your child's school email address for home learning 	...the child has completed 14 days of self-isolation
... we/ my child has travelled and has to self-isolate due to quarantine	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time • Provide school with information as per above • Do not come into school if returning from a destination where quarantine is needed • Keep in touch with school and check your child's school email address for home learning 	... 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 the school as required • Shield until information that restrictions are lifted and shielding is paused again 	...when you have been informed that restrictions are lifted and your child can return to school again.

As always we will endeavour to work in partnership with all our families to support attendance at school. We appreciate that some parents / carers and students may have concerns about returning to school after lockdown and I wish to reassure you that we have implemented many changes to ensure, as much as we can, that we are COVID secure. If you are worried or wish to discuss your child's return to school in September please contact me via email on office@paulet.co.uk

I look forward to seeing everyone in September,

Kind Regards,



Mrs. Victoria Deer
Deputy Headteacher