

Monday, 6th September 2021

Dear parent/carer,

Attendance Matters

I felt this was a good opportunity to clarify attendance procedures as well as attendance concerns linked to Covid-19.

As outlined by the government, the usual national rules on school attendance apply, these include:

- Parents' duty to send your child into school regularly and on time
- Schools' have the responsibility to record attendance and follow up any absences
- Staffordshire Local Authority has the availability to use legal sanctions for non or poor attendance these include issuing penalty notices and prosecution in court

What to do if you are worried about your child's attendance?

We aim to work closely with parents and carers to support your child in attending school. If you wish to discuss any concerns regarding attendance you should contact:

- Mrs. J. Smith – Home School Link Worker
- The Wellbeing Hub
- Mrs. A. Lester – Head of years 7 and 8
- Mr. S Peach – Head of years 9, 10 and 11
- Mr. Norton – Head of 6th form
- Or myself as deputy head and safeguarding lead with responsibility for attendance

What to do if your child is ill?

If your child is ill and unable to attend school, phone Mrs. Smith (home school link worker) on 01283 247863. You will be able to leave a voice message on this line. If your child is absent for more than two days, please make sure Mrs. Smith is made aware of the ongoing absence and any medical information necessary.

Can I take my child on holiday during term time?

Holidays during term time will not be authorised unless exceptional circumstances apply, these are at the discretion of the headteacher following national guidance, requests must be in writing. Holidays during term time which are unauthorised could lead to an issuing of a penalty notice.

Attendance linked to Covid-19

Educational settings are no longer expected to undertake contact tracing. Contacts from a school settling will only be traced by the NHS Test and Trace where the positive case and / or their parent/carer identifies the individual as a close contact. Individuals are not required to self-isolate if



they live in the same household as someone with Covid or are a close contact with someone as identified by Trace and Track if they are:

- Fully vaccinated
- Below 18 years and 6 months
- Not able to vaccinate for medical reasons

Instead, if someone is identified as a close contact, they will be contacted by NHS Test and Trace and will be advised to take a PCR test. A student can still attend school (if symptom free) whilst waiting for a PCR test result. It is advisable to inform Mrs. Smith or myself of these details, this can be either by phone or emailing the school on covid@phs.jtmat.co.uk

In line with current legislation a child **must isolate** if they have symptoms of Covid or a confirmed Covid -19 lateral flow and then subsequently PCR result. If your child has symptoms of Covid they must isolate and book a PCR test. If the result of the PCR test is positive the child must remain isolated for the ten days as outlined by NHS track and trace. Please keep the school informed as per attendance procedures. Any child who has a positive lateral flow test should isolate until they have a confirmed result from a PCR test .

Useful Guidance

- [Get a free PCR test to check if you have coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk) (to book a PCR test)
- [When to self-isolate and what to do - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk) (NHS information on isolation)
- [Symptoms of coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](https://www.nhs.uk) (NHS information on symptoms of Covid-19)

What do I do about schoolwork if my child is absent due to Covid-19 and well enough to work?

Not all people who test positive for Covid have symptoms and therefore if well, your child should continue with their schoolwork at home. To access work remotely your child will need to use the web address remotelearning.paulet.co.uk This work will (where possible) be the same work that students are studying in school to enable a student to continue the planned curriculum.

What time can my child arrive at school?

All students need to be ready to enter school for 8.30 am prompt. If your child wishes to arrive a little earlier, breakfast club supported by Burton Youth for Christ, will be starting in the canteen Tuesday 7th September 8.00 – 8.25 am. A limited food service will be available for any student wishing to purchase breakfast before the start of the school day or to have a space to sit and talk with friends.



Mrs. Victoria Deer

Deputy Headteacher