

Alder Grange School: Attendance Information (Monday 1st June to Tuesday 30th June): Version 1

We have written this guidance in the form of 'Frequently Asked Questions' and will update it as new information comes to light, changing the version each time – this then is version 1. (This summary is taken from Department for Education (DFE) guidance 'Recording attendance in the school attendance register during the coronavirus outbreak') (1)

Which year groups should now be attending school?

Eligible pupils and students are those in years 10 and 12.

However, it could be that a pupil/student is timetabled to be in school on a Monday and working from home for the rest of the week.

All Key Worker and all vulnerable pupils in all year groups are eligible to attend school (2).

For pupils/students in years 10 and 12: even if your child falls into the 'clinically vulnerable' group then they should now attend school (4-section 9).

If your child tests 'negative' for the virus then they should return to school.

Following a period of self-isolation, your daughter or son **can return to school after 7 days** if the only symptoms that they have remaining are a cough and the loss of sense of smell/taste.

I am in regular contact with a member of staff from the school about my child who is in the 'vulnerable' category. Do I now need to send my child into school?

Where a vulnerable pupil/student is not attending school then we are in regular contact with Parents/Carers and as such their educational needs are being adequately met through school supported home learning. In addition, we have identified other pupils, not falling into the 'vulnerable group' criterion for which we feel that regular contact is appropriate. We are also in regular contact with these Parents/Carers and as such their educational needs are also being adequately met again through school supported home learning.

What about the other years groups who have not been asked to start attending school?

Pupils/students year groups 7, 8, 9, 11 and 13 must remain at home and for those in years 7, 8 and 9 continue to work from home as they have been doing so far.

When a pupil/student should be in school but does not attend at this time?

If a pupil/student is eligible to attend but their Parents/Carers do not presently want to send their child into school then they should ensure that their child continues to work from home in the way that they have been doing so far.

There are several useful documents on the [Alder Grange website](#) about setting daily routines and there is also the ['Home Learning'](#) suggested daily timetable.

All absences will be classed as authorised and Parents/Carers will not be penalised if their child does not attend school at this time.

When should your child NOT attend school?

This will be due to one of the following reasons:

- Your child is shielding as they have been classed as 'clinically extremely vulnerable' (3).
- If a Parent or Carer is classed as extremely vulnerable, the pupil/student should only attend school if they (the pupil/student) ensure that strict social distancing can be adhered to and if this cannot be ensured then the pupil/student should not attend.

• What are the guidelines about Household isolation?

Household isolation applies to the symptoms below:

- A new continuous cough;
- A high temperature;
- A loss of, or change in, your normal sense of taste or smell (anosmia).

In the event that a member of your household begins to display these symptoms:

- From day 1, all household members should self-isolate for 14 days.
- If your daughter or son were not the person in your household who was displaying the symptoms, but that subsequently they too become ill, displaying these same symptoms, then your daughter or son should now self-isolate for 7 days.
- Your daughter or son **can return to school after 7 days** if the only symptoms that they have remaining are a cough and the loss of sense of smell/taste.

What happens if my child develops symptoms when at school? Do all members of my household now need to also self-isolate for 14 days?

Where the pupil/student or staff member working with the class tests positive for the virus, the rest of the class/group should be sent home and advised to self-isolate for 14 days.

Other household members of that class/group do not need to self-isolate for 14 days unless your daughter/son or staff member, who were part of that class/group sent home, then begin to display symptoms.

What if my child or a member of my household had previously tested positive for the virus but then go on to develop the symptoms again?

If you have previously tested positive for the virus and had gone through the whole self-isolation process but then, at a later date, develop the symptoms again, you must self-isolate for at least 7 days from the onset of the symptoms **and be tested again**.

All other members of your household, this could include your daughter or son, must now self-isolate for 14 days.

When might I be asked to give reasons for my child's absence?

If the absence is due to shielding, household isolation or a required closure of the class/group, e.g. a member of the class/group has tested positive for the virus. All other forms of illness, as you would have normally done prior to the lockdown process.

What are the register codes being used at the current time?

Code	When this will be used?
/\	To indicate that your child is present in school in either the morning (/) or afternoon (\) sessions-dependant on the timetabled days that they are due to be in school.
X	When a pupil/student is not eligible attend. For example, it could a day when this pupil/student is not timetabled due to be in school and is working from home.
#	When the whole school is closed down, i.e. no pupils/students or staff are on site at all.
Y	When the absence is due to shielding, household isolation or a required closure of the class/group, e.g. a member of the class/group has tested positive for the virus. Note that school will ask you as to the specific reason for the absence.
I	When a pupil/student is ill (including the coronavirus).
C	When a pupil/student does not attend and is not shielding, self-isolating, following a risk assessment or is ill. For example, it could be that a Parent, carer does not yet want to send their child into school. All absences will be classed as authorised.
M	Doctor, Dental Hospital appointments (including, due to the current crisis, over the phone doctor consultations).
B	When a pupil is attending an alternative provision, agreed by the school or pupils attending a work experience as part of an alternative curriculum.
E	Excluded from school.
L	Pupils arriving late to school at their timetabled arrival time.

References

- 1 <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings/process-for-recording-attendance-and-using-the-educational-setting-status-form>
- 2 <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- 3 <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/withdrawn-covid-19-guidance-for-young-people-on-shielding-and-protecting-people-most-likely-to-become-unwell-if-they-catch-coronavirus>
- 4 <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>