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Attendance Policy Addendum

Date: 04/01/2022

Due to changes in the guidelines from DfE in relation to attendance coding on SIMS, the following changes have been applied:

Student Isolating with Covid Symptoms

Where a student is isolating due to Covid 19 symptoms, and parents have been in contact with school to notify us. The student will be coded on SIMS with an X code (authorised absence – not required to be in school).

A sub-code will be applied to record the child's absence from school (quarantine – Covid 19 symptoms). As the child has symptoms, they will be asked to book a PCR test. If the PCR test results are positive, the student will be recorded using an I code (Authorised absence – Illness) and a sub-code (confirmed positive for Covid 19). The student will need to isolate for 10 days.

The student can take a lateral flow test on day 6 and day 7 – if these tests are negative, and the student is well enough, they can return to school.

Student Isolating due to positive Lateral Flow test

Where a student has no symptoms and has tested positive on a lateral flow test, we are asking that parents contact school on the day of the positive test. The student will be recorded using an I code (Authorised absence – illness) with a sub-code (Confirmed positive for Covid 19). This mark will be applied for 10 days from the test date.

The student can take further lateral flow tests on day 6 and day 7 – if the test is negative, the student will then be able to return to school.

Isolating for any other reason

Where a student is isolating due to any other reason (Travel restrictions, due to medical reasons, or requested to isolate by Track and Trace), and parents have contacted school, the student will be recorded with an X code on school registers, and the relevant sub-code.

Sub-Codes

All of the sub-codes are applied to allow school to breakdown the reasons for absence, and report data to the DfE.