

### The Law

You need to make sure your child attends school regularly and on time. You will be **breaking the law** if you do not do this and there are no good reasons for your child missing school.

### Help and Support

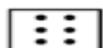
If you need help with attendance you must **talk to the school about it as soon as possible.**

Sometimes, school may need to involve other services to help. The School and Local Authority **want to help you if you have a problem.** If attendance does not get better or you do not accept help and support offered, the Council may have to begin enforcement action.

**Please ask us if you would like this document summarised in another language or format.**

العربية (Arabic)	(中文 (繁體字)) (Chinese)	اردو (Urdu)
polski (Polish)	ਪੰਜਾਬੀ (Punjabi)	Español (Spanish)
বাংলা (Bengali)	हिन्दी (Hindi)	Deutsch (German)
Français (French)	Türkçe (Turkish)	Melayu (Malay)

**03000 261 381**



Braille



Audio



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# Attendance Policy

Essential information for parents  
2021/22

Walworth Primary School



## Attending school is very important

Your child must attend school every day. Children who are regularly absent from school miss out on opportunities which can affect their life-long chances. If you have any concerns about your child's attendance contact school, so we can work together to improve the situation.

### Lateness

School starts at 8:50 am.

Your child will receive a late mark if they arrive after this time. The register closes at 9:10 am. If your child arrives after this time, they will receive an unauthorised absence mark.



Exceptions may be made where a DCC transport issue beyond Parental control causes lateness or where local Parents/Carers have multiple school 'drop offs' to do.

### If Your Child Is Absent You Must:

- Contact school on each day of absence and provide reasons for absence.
- Keep school informed on a regular basis if your child is absent for a long period.
- Follow Coronavirus procedures – to ensure students, staff and our school community can stay safe.

**Failure to do these things may result in your child's absences being unauthorised**

Unauthorised absences can be recorded on the register when there is no valid reason given for absences, a holiday not approved by the school, lateness after the register closes or illness without medical evidence.

## **Medical Appointments**



If it is possible, any appointment should be made out of school time. If this is not possible, your child should miss the minimum amount of school time necessary. **If your child is well enough to go back to school following the appointment they should do so.**

### Holidays / Leave of Absence

Please request an **application form** from school. Consider quarantine requirements and FCO advice when booking travel. Unauthorised leave may result in a Fixed Penalty Notice (fine) or court prosecution.

### Medical Evidence

If you are asked for medical evidence you will need to provide copies of G.P appointment cards or letters, medication details or other relevant information.

### **Persistent Absence**

If your child's attendance falls to 90% or below, this is considered, by Government to be persistent absence.

Where attendance falls below 90% and there are unauthorised absences, they may result in a referral to the Local Authority for enforcement Action



**Please remember to contact us if your address or contact or emergency contact details change!**  
**01325 300194**

Coronavirus – What do parents need to do?		
What to do if...	Action needed	Return to school when...
My child has coronavirus symptoms	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school daily</li> <li>• Self-isolate</li> <li>• Get a PCR test and inform school about results</li> </ul>	If the test comes back negative and the child is well enough to attend.
My child tests positive for coronavirus	<ul style="list-style-type: none"> <li>• Do not come to school</li> <li>• Contact school daily</li> <li>• Child to self-isolate for 10 days</li> <li>• Inform school immediately about test result</li> </ul>	After 10 days if: - you don't have any symptoms - you just have a cough or changes to your sense of smell or taste – these symptoms can last for weeks after the infection has gone. <b>Keep self-isolating if you feel unwell;</b> - a high temperature or feeling hot and shivery - runny nose or sneezing - feeling or being sick or diarrhoea. After sickness or diarrhoea, stay at home until 48 hours after they've stopped.
Somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> <li>• Person to isolate and request a PCR test immediately</li> <li>• Fully vaccinated individuals do not need to isolate unless they themselves have symptoms</li> <li>• Child can attend school as long as symptom free</li> </ul>	Child can attend school even if a close contact of a positive person within the household as long as the child remains symptom free.

What to do if...	Action needed	Return to school when...
Somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> <li>• Person to self isolate for 10 days</li> <li>• Household members advised to take part in the daily Lateral Flow testing programme</li> </ul>	The child can attend school as normal as long as they remain symptom free and Lateral flow test (if taking part – although it is not mandatory for children to do lateral flow tests) remains negative
We/my child travelled and has to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> <li>• Do not take unauthorised leave in term time. If you do, this could result in a Fixed Penalty Notice (fine) or court prosecution. <u>where quarantine is needed:</u></li> <li>• Check current guidelines for self isolation rules.</li> </ul>	The quarantine period that is current at the time is completed.

## Coronavirus (COVID-19) Symptoms

**Symptoms:** Most people with coronavirus have at least 1 of these symptoms but some people can be infectious and not have any symptoms.

**a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

**a new continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

**a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

You must stay at home (self-isolate) again and ask for a PCR test if you get symptoms of coronavirus (COVID-19) more than once.

For further information about self-isolating:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/what-to-do-if-you-get-symptoms-again/>

Support is available from Durham County Council for those people who are self-isolating and are extremely vulnerable or may need extra help. Visit <http://www.durham.gov.uk/covid19help> for details.

## If you need medical advice about your symptoms

Get help at: [NHS 111 online coronavirus service](#)

Call 999 if you feel very unwell or think there's something seriously wrong.

## How to Book a Test

If you have coronavirus symptoms, you need to get a PCR test done as soon as possible and within 8 days of symptoms appearing.

Book a visit to a test site to have the test today. Or order a home PCR test kit if you cannot get to a test site.

## Tests can be booked online at:

<https://www.gov.uk/get-coronavirus-test>

If you have problems using the online service, call 119

Lines are open 7am to 11pm.

## What the test involves

The test involves taking a swab of the inside of your nose and the back of your throat, using a long cotton bud.

You can do the swab yourself (if you are aged 12 or over) or someone can do it for you. Parents or guardians have to swab test children aged 11 or under.