

**Attendance Quick Reference Guide COVID -19**  
**September 2020**

What to do if ...	Action Needed	Code	Return to School
...my child has coronavirus symptoms e.g. new and continuous cough, temperature, loss of taste/smell.	<ul style="list-style-type: none"> <li>• <b>Do not come to school.</b></li> <li>• <b>Contact school immediately and inform them of your child's absence.</b></li> <li>• Arrange for your child to be tested. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a></li> <li>• Inform school immediately of the result.</li> </ul>	X	<ul style="list-style-type: none"> <li>• Test result comes back negative.</li> </ul> <p><i>If child remain off school with illness after negative test code as I.</i></p>
...my child tests positive for coronavirus.	<ul style="list-style-type: none"> <li>• <b>Do not come to school.</b></li> <li>• <b>Contact school immediately and inform them of the test result.</b></li> <li>• Self-isolate for at least 10 days.</li> </ul>	X	<ul style="list-style-type: none"> <li>• They feel better and have completed the self-isolation time.</li> <li>• They can return to school after the self-isolation time, even if they have a cough or loss of taste/smell as these symptoms can last for several weeks once the infection has gone.</li> </ul> <p><i>At the point where the test comes back positive, the child should be coded as I.</i></p>
...somebody in my household has coronavirus symptoms.	<ul style="list-style-type: none"> <li>• <b>Do not come to school.</b></li> <li>• <b>Contact school immediately and inform them.</b></li> <li>• Self-isolate and work will be provided.</li> <li>• Household member to be tested for COVID-19. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a></li> <li>• Inform school immediately of the result.</li> </ul>	X	<ul style="list-style-type: none"> <li>• Test result comes back negative.</li> </ul>
...somebody in my household has tested positive for coronavirus.	<ul style="list-style-type: none"> <li>• <b>Do not come to school.</b></li> <li>• <b>Contact school immediately and inform them.</b></li> <li>• Self-isolate for 14 days and work will be provided. Tutor/pastoral team will also provide remote pastoral support.</li> </ul>	X	<ul style="list-style-type: none"> <li>• The child has completed the 14 days self-isolation and is showing no symptoms.</li> </ul>
...NHS track and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus.	<ul style="list-style-type: none"> <li>• <b>Do not come to school.</b></li> <li>• <b>Contact school immediately and inform them.</b></li> <li>• Self-isolate for 14 days and work will be provided. Tutor/pastoral team will also provide remote pastoral support.</li> </ul>	X	<ul style="list-style-type: none"> <li>• The child has completed the 14 days self-isolation and is showing no symptoms.</li> </ul>
...we/my child has travelled and has to isolate as part of a quarantine.	<ul style="list-style-type: none"> <li>• Do not take unauthorised leave in term time.</li> <li>• Consider quarantine requirements and FCO advice when booking to travel.</li> <li>• Provide information to school as per the attendance policy.</li> </ul> <p><b><u>Returning from a destination where quarantine is needed:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Do not come to school.</b></li> <li>• <b>Contact school.</b></li> <li>• Self-isolate for 14 days.</li> </ul>	X	<ul style="list-style-type: none"> <li>• The quarantine period of 14 days has been completed and is showing no symptoms.</li> </ul>
...We have received medical advice that my child must remain shielding.	<ul style="list-style-type: none"> <li>• <b>Do not come to school.</b></li> <li>• <b>Contact school.</b></li> <li>• Shield until you are informed the restrictions have been lifted.</li> <li>• Work will be provided. Tutor/pastoral team will also provide remote pastoral support.</li> </ul>	X	<ul style="list-style-type: none"> <li>• When restrictions have been lifted.</li> </ul>
Local lockdown	<ul style="list-style-type: none"> <li>• <b>Do not come to school.</b></li> <li>• <b>Contact school.</b></li> <li>• Shield until you are informed the restrictions have been lifted.</li> <li>• Work will be provided. Tutor/pastoral team will also provide remote pastoral support.</li> </ul>	X	<ul style="list-style-type: none"> <li>• When restrictions have been lifted.</li> </ul>
...my child is anxious about coming to school/school refusing or I am anxious about my child returning to school.	<ul style="list-style-type: none"> <li>• Contact pastoral team or attendance and welfare officer to discuss your concerns.</li> <li>• Remind your child of the safety measures which have been put into place.</li> </ul> <p>You may wish to refer your child to Berkshire Youth Hub, Time 2 Talk or the Emotional Health Academy.</p>	O	<ul style="list-style-type: none"> <li>• As soon as possible – please contact the team who will make adjustments for your child.</li> </ul>

**Note: For some of the above scenarios we may as for evidence e.g. confirmation of COVID-19 test result text or email, letter from GP, confirmation of travel etc...**