

# Attendance Policy Addendum (COVID-19)

Students must **sign in at Reception** if they miss AM tutor registration for any reason.

If a student who has been registered in school does not arrive at their lesson, the class teacher will send an **email to Walkabout** and the Reception team will take the necessary action.

Students must sign out at Reception before leaving the school site to attend an appointment and sign back in at Reception when they return.

If a student is unwell a parent/carer must telephone the absence line (Option 1) by 9am and leave a message. They should state whether the absence is caused by the Coronavirus.

If a student or household member is suffering from Coronavirus symptoms, they **will be required to comply with the NHS Test and Trace process**, and keep the school informed.

Parents must send a note/text of explanation on the **first day** that a student returns to school which they can show to their tutor, or make a note for their tutor in the student record book (Year 7 students).

Students who arrive late to AM tutor registration on 3 occasions in one term, will be required to sit a **30 minute after school detention the following Monday**. They will be required to have a conversation with their Tutor who will make a phone call to their parent/carers

Students who arrive after AM registration will be required to sign in at the lates desk outside the staff room.

If a student has an appointment during school time, parents/carers are requested to send an email to the student's tutor, (or for year 7 students write a note in their child's record book) with the reason for any planned absence, the time they need to leave and if/when they are expected to get back to school.