



Managing absence due to Covid-19

Recording absences

Student absence from the academy due to Covid-19 circumstances will be recorded with a code X in the register in accordance with the DfE guidance Addendum: recording attendance in relation to coronavirus (Covid-19) during the 2020 to 2021 academic year and Manchester's Test and Trace procedures. Code X is an additional code in use for the academic year 2020/21. It is not a statistical absence from the academy and will not affect a student's overall attendance percentage.

X codes will be recorded in the register in advance to ensure that all staff are aware of the required period of absence and details of these students are sent to Year Teams on a daily basis. This is to ensure the safety of students and staff within the academy. If a student returns to school within an identified period of isolation, the student will be isolated immediately and Student Services will contact home to establish if there has been a change in circumstances. In most cases, students returning earlier than the expected date will be required to return home immediately. In the event that a student cannot leave without being accompanied, he or she will be kept isolated from other students until collected. Appropriate personal protective equipment will be worn by staff and students.

Notification of absence due to Covid-19 circumstances

Parents/carers are required to notify the academy of a positive Covid-19 test or other circumstances which require their child to be absent from the academy due to isolation. In line with current legislation and current guidance from Public Health England and the Department of Health and Social Care, evidence of a positive Covid-19 test is not required.

The East Manchester Academy will notify Manchester's Test and Trace team of any positive cases of Covid-19 in accordance with local procedures and where a student tests positive, he or she will be required to isolate for 10 days.

Where a member of the family tests positive, a student identifies as being in close contact with somebody who has tested positive or has been contacted by Test and Trace, a period of 14 days isolation is required. Contact will be made with home and a return to the academy date will be agreed.

Suspected cases

Students, staff and other adults should not attend the academy if they have any Coronavirus symptoms (see COVID-19: guidance for households with possible or confirmed coronavirus



**Transforming Attendance at The East Manchester
Academy
Attendance and Punctuality Procedures
November 2020 Addendum**



infection). Anybody who develops symptoms during the academy day will be isolated immediately and will be required to return home. If a member of the household is required to isolate because they have been in contact with a person with a confirmed case, the student is not required to isolate unless they, or a member of their household, develops symptoms. If symptoms develop, a test for Covid-19 is required.

Confirmed cases

Students, staff and other adults should not attend the academy if they have had a positive test for coronavirus in the last 10 days. Once the academy is notified that a student has had a positive test, measures will be taken immediately to identify staff and students who may have been exposed to the virus following Manchester's Test and Trace guidance. A phone call will be made to the families of all students who are required to isolate and notification will be sent to the Local Authority.

Quarantine

If a student is required to quarantine following arrival into the country, contact will be made with the family and a period of 14 days from the date of return will be agreed.

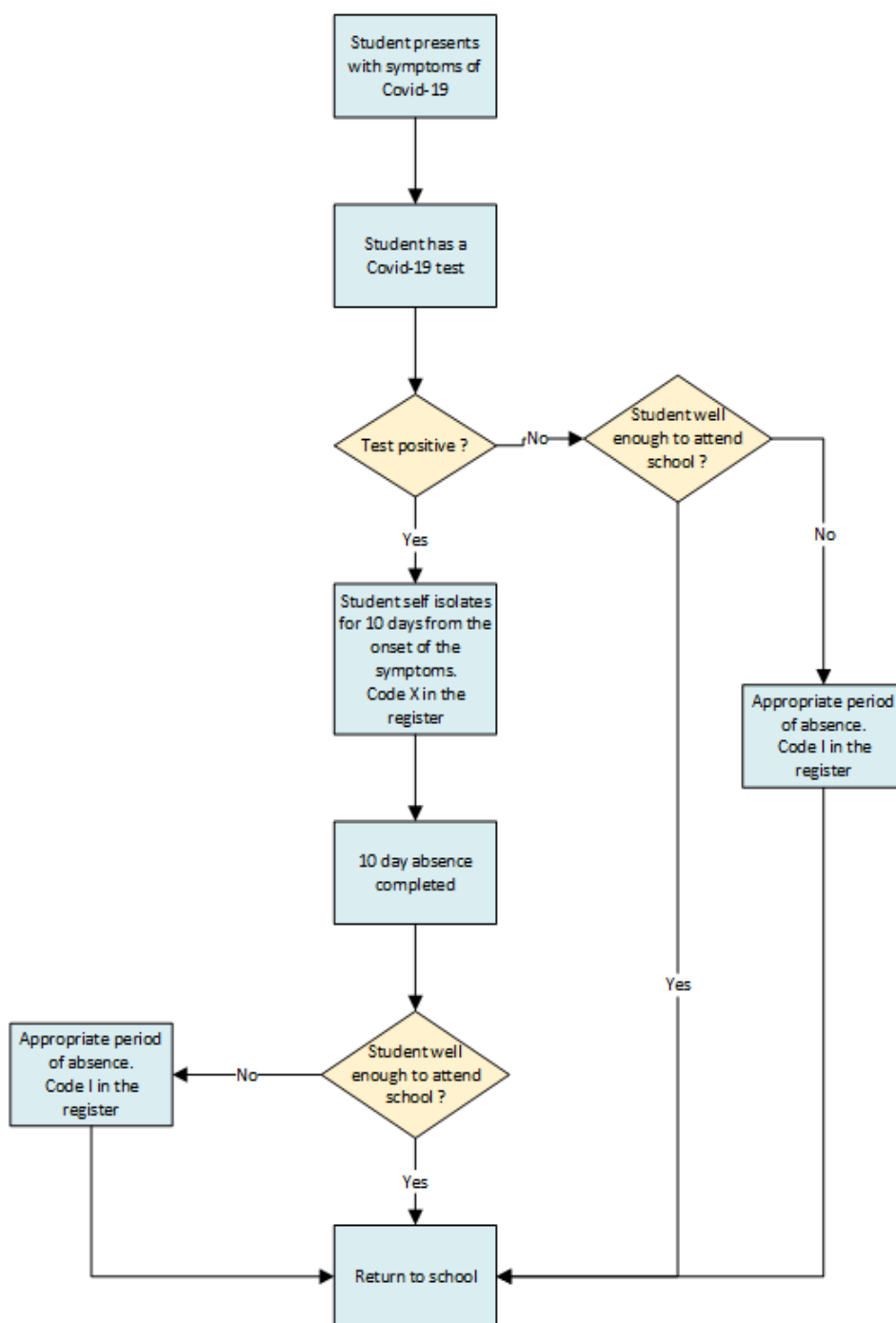
Support for students and families

Student Services will contact home to offer support, confirm arrangements for home learning and a return to school date will be agreed. This will follow either 10 or 14 days of self-isolation in accordance with government guidance. Provision will be made for free school meals entitlement.

Parents/carers are reminded that regular and punctual attendance is critical if students are to benefit from the opportunities available to them and enjoy successful and fulfilling school experience and the academy strongly advises against any unnecessary absence. Families are encouraged to contact Student Services at any time for help and support.



Student Presents with Symptoms of Covid-19





Student's Household Member Presents with Symptoms of Covid-19

