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16 September 2020

Dear Parent/Carer

In the first two weeks of term, we have had a number of queries regarding school attendance. Please find detailed within this letter further clarification regarding attendance guidelines.

Students that have Covid-19 symptoms of a new continuous cough, a high temperature or loss of taste or smell, should not attend school. A test should be arranged as soon as possible. If the test is negative, your child can return to school immediately. If this is part way through the day, your child should sign in at the attendance office. If the test is positive, this result must be forwarded to the school immediately as we have to contact PHE.

If a member of your household has Covid-19 symptoms, the rest of the household should isolate whilst the family member books an urgent test and awaits the outcome. Tests can be booked online at <https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name> by calling 119 or there is a temporary mobile testing unit opposite Plantsbrook School.

For either of the incidences above, it is important that the school is advised that your child's absence is Covid-19 related, as these absences are coded differently to other absences and are exempt from usual attendance procedures.

For all other non-Covid-19 related absences, students should aim for attendance of 97%. Children can attend school with a usual cold, picked up due to being back in circulation with other students.

School attendance procedures around non-Covid-19 related absences remain unchanged and will be in line with the Academy Attendance Policy on our website.

At Fairfax, we are committed to ensuring that students are not disadvantaged by the closure of schools and ask that parents support Fairfax Academy by encouraging excellent attendance to ensure students have access to their learning in the classroom.

Yours sincerely



**MRS D J BUNN**  
**Head of Academy**