



# WOODHALL SCHOOL



[www.woodhall.herts.sch.uk](http://www.woodhall.herts.sch.uk)

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23<sup>rd</sup> September 2020

Dear Parents and Carers,

In light of the new guidelines put in place around schools this term, we have revised our attendance procedures to ensure our learners are healthy, safe and have access to a broad and balanced curriculum. If your child's attendance falls below 96%, they are missing significant portions of their learning which can have a detrimental and long lasting effects on them. The gov.uk website states: *"Pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school."*

We must work together to ensure our children have every opportunity to learn, socialise and thrive and that starts with good attendance. We understand that sometimes, absence cannot be helped, especially in the light of the global pandemic.

Below is a comprehensive breakdown of different scenarios, what steps you should take and when you should return to school. There are specific examples linked to COVID-19 so please read this letter carefully.

Scenario	Steps to take...	Return to School...
<b>My child is ill with symptoms <u>not linked to COVID-19</u> and not able to attend school.</b>	<b>1. <u>Keep your child at home.</u></b>	If a child vomits or has diarrhoea, parents <u>should keep them off school for a period of 24 hours after the last bout of illness.</u>  Parents should use this time to monitor them carefully. If they think they have been sick for reasons such as over-eating, over-exertion etc. then they should bring them back to school the next day.  If parents have reason to suspect they have been sick or had diarrhoea <u>due to a virus or bug</u> , they should keep the child off for <u>48 hours from the last episode of sickness or diarrhoea.</u>
	<b>2. On <u>each day of absence</u>, notify the School Office <u>via email</u> on: <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></b>  <b>The School Office is very busy and it is not always possible to answer the phone or pick up messages quickly. We advise you contact the School Office on email rather than the phone.</b>	
<b>My child has a medical or dental appointment during school hours.</b>	<b>1. Before the <u>day of the appointment</u>, notify the School Office <u>via email</u> on: <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></b>	If it is during school hours, your child should attend school before and after the appointment.
	<b>2. As soon as possible, provide the school with proof of your appointment. A copy can be emailed or given to a member of the Office Staff.</b>	

Scenario	Steps to take...	Return to School...
<p><b>My child needs a day off school for a non-medical reason (holidays/ family events/ bereavements)</b></p>	<p>1. Before the <b>day of absence</b>, you must <b>notify the School Office via email on: <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></b></p> <p>2. <b>School will call you.</b> We will call you to discuss your circumstances.</p>	<p>As soon as your child is able to, they must return to school.</p> <p>Please be aware that the headteacher can only authorise absence in <u>exceptional circumstances</u> and this will be dealt with on a case by case basis.</p> <p><u>School cannot authorise any absence for holidays. This will go down as unauthorised.</u></p>
<p><b>I cannot get my child to school for personal reasons.</b></p>	<p>1. Before the <b>day of absence</b>, <b>notify the School Office via email on: <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></b></p> <p>2. <b>School will call you.</b> We will call you to discuss your circumstances.</p>	<p>Unless your child is ill or there are exceptional circumstances, it is a <u>legal requirement</u> for your child to have <u>good attendance</u>.</p> <p>Please be aware that the headteacher can only authorise absence in <u>exceptional circumstances</u> and this will be dealt with on a case by case basis.</p> <p>You must make arrangements with family or friends to get your child to school.</p> <p>If you have personal issues and this is affecting your child's attendance, we can try to help you.</p>
<p><b>My child has tested positive for COVID-19.</b></p>	<p>3. <b>Stay at home and Self-Isolate</b> Anyone in your household must stay at home until further advice is given.</p> <p>4. As soon as possible, <b>call the School Office on: 0208 428 3447</b></p> <p>Inform the Office Staff that your child has tested positive for COVID-19. You will need the date of the test at hand.</p> <p>5. <b>School will call you.</b> We will call you to organise a return to school date based on school guidelines and the advice given from 111/119.</p>	<p><b>On the date agreed by school which will be when:</b></p> <p><b>10 days have passed since the date of your Positive COVID-19 test AND the child feels well.</b></p> <p>If on <b>Day 10</b> of self-isolation, if your child <b>still has a high temperature</b> (37.9 degrees and above) they must <b>stay home for a further 48 hours</b>.</p> <p>They may still have a cough or loss of taste/smell after ten days. These symptoms can last for several weeks.</p> <p>If they feel well, after ten days and do not have a fever, they <b>must</b> return to school.</p> <p>If your situation changes and your child cannot return to school on the arranged date <b>notify the School Office</b> via email on: <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p>

Scenario	Steps to take...	Return to School...
<p><b>My child has <u>any</u> one of the symptoms related to COVID-19:</b></p> <ul style="list-style-type: none"> <li>- a new cough (not related to a pre-existing medical condition such as asthma)</li> <li>- a high temperature</li> <li>- a loss of taste or smell</li> </ul> <p><b>Please note, congestion and a runny nose is not a symptom of COVID-19. If your child only has a runny nose, they may attend school as normal.</b></p>	<p><b>1. <u>Stay at home and Self-Isolate</u></b></p> <p><b>Everyone</b> in your household must stay at home until further advice is given.</p> <hr/> <p><b>3. On <u>each day of absence</u>, notify the School Office via email on:</b>  <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p> <p><b>The School Office is very busy and it is not always possible to answer the phone or pick up messages quickly. We advise you contact the School Office on email rather than the phone.</b></p> <hr/> <p><b>2. <u>Ring 111/ 119 for advice immediately.</u></b></p> <p>They will be able to assess your symptoms, advise you on your next steps. You may be asked to self-isolate or get a COVID-19 test.</p> <hr/> <p><b>3. <u>School will call you.</u></b></p> <p>We will call you to organise a return to school date based on school guidelines and the advice given from 111/119.</p>	<p><b><u>On the date agreed by school which will be when:</u></b></p> <p>Your child has received a <b>negative</b> test result.</p> <p><b>OR</b></p> <p><b><u>10 days have passed since symptoms began AND the child feels well.</u></b></p> <p>If on <b>Day 10</b> of self-isolation, if your child <b>still has a high temperature</b> (37.9 degrees and above) they must <b>stay home for a further 48 hours.</b></p> <p>They may still have a cough or loss of taste/smell after ten days. These symptoms can last for several weeks.</p> <p>If they feel well, after ten days and do not have a fever, they <b>must</b> return to school.</p> <p>If your situation changes and your child cannot return to school on the arranged date <b>notify the School Office</b> via email on:  <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p>
<p><b><u>Anyone</u> in my child's household has tested positive for COVID-19.</b></p>	<p><b>1. <u>Stay at home and Self Isolate</u></b></p> <p>Anyone in your household must stay at home until further advice is given.</p> <hr/> <p><b>2. As soon as possible, <u>notify the School Office</u> that someone in your household has symptoms of COVID-19 via email on:</b>  <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p> <p><b>We can no longer accept phone messages to record absence. Please do not ring the School Office and leave a voicemail about attendance unless there is an emergency.</b></p> <hr/> <p><b>3. <u>School will call you.</u></b></p> <p>We will call you to organise a return to school date based on school guidelines and the advice given from 111/119.</p>	<p><b><u>On the date agreed by school which will be when:</u></b></p> <p><b><u>14 days have passed since the Positive COVID-19 test and your child has not developed any symptoms in the meantime.</u></b></p> <p>If at any point in the 14 days, your child develops symptoms of COVID-19, they must follow the procedures above (from the date the symptoms appeared and must isolate for a further 10 Days).</p> <p>If your situation changes and your child cannot return to school on the arranged date <b>notify the School Office</b> via email on:  <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p>

Scenario	Steps to take...	Return to School...
<p><b>Anyone in my child's household has <u>any one of the symptoms related to COVID-19:</u></b></p> <ul style="list-style-type: none"> <li>- a new cough (not related to a pre-existing medical condition such as asthma)</li> <li>- a high temperature</li> <li>- a loss of taste or smell</li> </ul>	<p><b>1. <u>Stay at home and Self Isolate</u></b></p> <p><b>Everyone</b> in your household must stay at home until further advice is given.</p> <hr/> <p><b>4. On <u>each day of absence</u>, notify the School Office via email on:</b>  <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p> <p><b>The School Office is very busy and it is not always possible to answer the phone or pick up messages quickly. We advise you contact the School Office on email rather than the phone.</b></p> <hr/> <p><b>2. <u>Ring 111/ 119 for advice immediately.</u></b></p> <p>They will be able to assess your symptoms, advise you on your next steps. You may be asked to self-isolate or get a COVID-19 test.</p> <hr/> <p><b>3. <u>School will call you.</u></b></p> <p>We will call you to organise a return to school date based on school guidelines and the advice given from 111/119.</p>	<p><b><u>On the date agreed by school which will be when:</u></b></p> <p>The member of your household with symptoms has received a <b>negative</b> test result.</p> <p><b>OR</b></p> <p><b><u>14 days have passed since the member of your household's symptoms have developed and your child has not developed any symptoms in the meantime</u></b></p> <p>If at any point in the 14 days, your child develops symptoms of COVID-19, they must follow the procedures above (from the date the symptoms appeared and must isolate for a further 10 Days).</p> <p>If your situation changes and your child cannot return to school on the arranged date <b>notify the School Office</b> via email on:  <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p>
<p><b>NHS test and trace has identified my child (who attends Woodhall) as a close contact of somebody with confirmed COVID-19.</b></p>	<p><b>1. <u>Only the child who has had direct contact must stay at home and Self Isolate.</u> Any <u>other children in your household</u>, who have <u>not</u> had <u>direct contact</u>, should go to school.</b></p> <hr/> <p><b>2. As soon as possible, <u>notify the School Office</u> that your child has been in close contact with somebody with a confirmed case of COVID-19:</b>  <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p> <p><b>We can no longer accept phone messages to record absence. Please do not ring the School Office and leave a voicemail about attendance unless there is an emergency.</b></p> <hr/> <p><b>3. <u>School will call you.</u></b></p> <p>We will call you to organise a return to school date based on school guidelines and the advice given from 111/119.</p>	<p><b><u>On the date agreed by school which will be when:</u></b></p> <p><b><u>14 days have passed since the date of close contact with somebody with a confirmed case of COVID-19 and your child has not developed any symptoms in the meantime.</u></b></p> <p>If at any point in the 14 days, your child or anyone in your household develops symptoms of COVID-19, they must follow the procedures above (from the date the symptoms appeared and must isolate for a further 10 Days).</p> <p>If your situation changes and your child cannot return to school on the arranged date <b>notify the School Office</b> via email on:  <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p>

Scenario	Steps to take...	Return to School...
<p>NHS test and trace has identified a member of my household (other than my child who attends Woodhall) as a close contact of somebody with confirmed COVID-19.</p>	<ol style="list-style-type: none"> <li data-bbox="400 181 1043 405"> <p><b><u>Only the household member who has had direct contact must stay at home and Self Isolate.</u></b> Any other children in your household, who have not had <u>direct contact</u>, should go to school.</p> </li> <li data-bbox="400 405 1043 611"> <p>As soon as possible, <b><u>notify the School Office</u></b> that someone in your household is self-isolating via email on: <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p> </li> </ol>	<p>Your child should continue to attend school as normal.</p>
<p>My child's sibling who attends another school has been sent home to self-isolate due to there being a positive case in their school.</p>	<ol style="list-style-type: none"> <li data-bbox="400 660 1043 835"> <p><b><u>Only the child from the other school must stay at home and Self Isolate.</u></b> Any other children in your household, who have not had <u>direct contact</u>, should go to school.</p> </li> <li data-bbox="400 835 1043 1032"> <p>As soon as possible, <b><u>notify the School Office</u></b> that someone in your household is self-isolating via email on: <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p> </li> </ol>	<p>Your child at Woodhall should continue to attend school as normal.</p>
<p>My child has travelled abroad from a country or territory that is <b><u>NOT</u></b> on the <u>exempt list</u> of countries and they are required by law to quarantine for 14 days.</p>	<ol style="list-style-type: none"> <li data-bbox="400 1077 1043 1301"> <p><b><u>Stay at home and Self-Isolate</u></b>  <b><u>Everyone in your household who travelled from the not-exempt country</u></b> must stay at home until further advice is given.</p> </li> <li data-bbox="400 1301 1043 1520"> <p>As soon as possible, <b><u>notify the School Office</u></b> that you are quarantining after travelling from a not exempt country via email on: <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p> </li> <li data-bbox="400 1520 1043 2098"> <p><b><u>School will call you.</u></b>  We will call you to organise a return to school date based on school guidelines and the advice given from:  <a href="https://www.gov.uk/government/organisations/foreign-commonwealth-development-office">https://www.gov.uk/government/organisations/foreign-commonwealth-development-office</a></p> </li> </ol>	<p><b><u>On the date agreed by school which will be when:</u></b>  <b><u>14 days have passed since the date of travel your child has not developed any symptoms in the meantime.</u></b></p> <p>If at any point in the 14 days, your child or anyone in your household develops symptoms of COVID-19, they must follow the procedures above (from the date the symptoms appeared and must isolate for a further 10 Days).</p> <p>If your situation changes and your child cannot return to school on the arranged date <b><u>notify the School Office</u></b> via email on:  <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p>

Scenario	Steps to take...	Return to School...
<p>My child has travelled abroad from a country or territory that <u>is</u> on the <u>exempt</u> list of countries and they are <u>NOT</u> required by law to quarantine for 14 days.</p>	<p><b>1. BEFORE RETURNING TO SCHOOL:</b></p> <p>Check the current Exempt countries and territories list to confirm the country you have travelled from or through is on the exempt list.</p> <hr/> <p><b>2. As soon as possible, <u>notify the School Office</u></b> that you are returning after travelling from an exempt country via email on:  <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p> <hr/> <p><b>3. <u>School will call you.</u></b></p> <p>We will call you to organise a return to school date based on school guidelines and the advice given from:</p> <p><a href="https://www.gov.uk/government/organisations/foreign-commonwealth-development-office">https://www.gov.uk/government/organisations/foreign-commonwealth-development-office</a></p>	<p><b><u>On the date agreed by school</u></b></p>
<p>A member of my household has travelled abroad from a country or territory that <u>is NOT</u> on the <u>exempt</u> list of countries and they are <u>required by law</u> to quarantine for 14 days.</p>	<p><b><u>Only the person who has travelled must stay at home and Self Isolate for 14 days.</u></b></p> <p>Any <u>other children in your household</u>, who have <u>not</u> travelled, <u>should go to school.</u></p> <p>The person who has travelled <u>MUST NOT</u> leave the house, including to do pick-ups and drop offs.</p>	<p><b><u>Your child at Woodhall should continue to attend school as normal.</u></b></p> <p>If at any point in the 14 days, your child or anyone in your household develops symptoms of COVID-19, they must follow the procedures above (from the date the symptoms appeared and must isolate for a further 10 Days).</p> <p>If your situation changes and your child cannot return to school on the arranged date <b><u>notify the School Office</u></b> via email on:  <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p>

Scenario	Steps to take...	Return to School...
<p>I have a letter from the doctor that requires my child to shield for medical reasons.</p>	<p>6. <b><u>Only your child must stay and home and shield</u></b></p> <p><b><u>Everyone</u></b> else in your household can return to school.</p> <hr/> <p>7. As soon as possible, <b><u>notify the School Office</u></b> that someone in your household is shielding via:  <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a></p> <hr/> <p>8. As soon as possible, provide the school with <b><u>medical proof from a doctor.</u></b></p> <p>This must be in the form of a written letter from a doctor or the government.</p> <p>A copy can be emailed or given to a member of the Office Staff.</p> <hr/> <p>9. <b><u>School will call you.</u></b></p> <p>We will call you to organise a return to school date based on school guidelines and the advice given from 111/119.</p>	<p><b><u>On the date agreed by school</u></b></p>
<p>I have a letter from the doctor that requires a member of my household to shield for medical reasons (but not a child at Woodhall)</p>	<p><b><u>Only the person who has been asked to shield must stay home.</u></b></p> <p>Any <u>children in your household</u>, who have <u>not</u> been asked to shield, <u>should go to school.</u></p> <p>The person who is shielding <b><u>MUST NOT</u></b> leave the house, including to do pick-ups and drop offs.</p>	<p><b><u>Your child at Woodhall should continue to attend school as normal.</u></b></p>

Scenario	Steps to take...	Return to School...
<p><b>My child's 'bubble' at school is closed due to COVID-19.</b></p>	<p><b>1. <u>Only your children from the 'closed bubble' must stay and home and self-isolate</u></b></p> <p><b>Everyone</b> else in your household who is not part of the closed bubble can return to school.</p>	<p><b><u>On the date agreed by school</u></b></p> <p><b>14 days have passed since the bubble has closed and your child has not developed any symptoms in the meantime.</b></p> <p>If at any point in the 14 days, your child or anyone in your household develops symptoms of COVID-19, they must follow the procedures above (from the date the symptoms appeared and must isolate for a further 10 Days).</p>
	<p><b>2. <u>School will call you.</u></b></p> <p>We will call you to organise a return to school date 14 days after the bubble was closed.</p>	
<p><b>My child has a pre-existing medical condition and I am worried about them attending school.</b></p>	<p><b>1. <u>Send your child to school</u></b></p> <p>Current guidelines state that all children who are not self-isolating for any of the above reasons should be in school.</p>	<p><b><u>Your child at Woodhall should continue to attend school as normal.</u></b></p> <p>We cannot authorise absence if your child is being kept at home and they are not self-isolating or</p>
	<p><b>2. <u>Keep up to date with current advice on school attendance:</u></b></p> <p><a href="https://woodhall.herts.sch.uk/">https://woodhall.herts.sch.uk/</a></p> <p><a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a></p> <p>There are also regular updates on the Woodhall School Facebook Page.</p>	
	<p><b>3. <u>Contact your GP or 111</u></b></p> <p>If you have concerns about your child's medical condition, please contact your doctor or the NHS telephone service for further advice.</p>	



<b>What will happen if...</b>	
<p><b>My child has large periods of absence related to COVID-19?</b></p>	<p>We understand that children may have large periods of absence due to COVID-19. The government has asked us to record this information differently in the register and will not count towards your child's attendance percentage.</p> <p>Please follow all of the procedures as outlined above.</p> <p>If your child is self-isolating, they must complete the assigned work as if they were at school. This will be monitored and if they do not complete their tasks, there will be consequences on their return to school.</p> <p>If your child is <u>unwell</u>, they will not be expected to complete work at home.</p>
<p><b>My child's attendance has not been authorised?</b></p>	<p>Authorisation is at the School's Discretion in consultation with the LEA. Authorisation is not automatically given because you have informed the school of absence.</p>
<p><b>I do not inform the school of my child's absence?</b></p>	<p>If we cannot reach you, we will have to ask the Police to visit your home for a Welfare Check.</p>
<p><b>If my child's attendance is less than 96%?</b></p>	<p>If your child has poor attendance you will be notified in the following steps:</p> <ol style="list-style-type: none"> <li>1. You will receive a warning email to alert you of your child's attendance. Early on in the term, even one or two absences can affect the attendance percentage. Please do not worry at this point, accept this as a 'heads up' and ensure your child's attendance improves in the coming weeks.</li> <li>2. If your child's attendance does not improve, you will be sent a final warning email. This indicates we have serious concerns about your child's attendance. You must make every effort to improve your child's attendance after this email.</li> <li>3. Should your child's attendance still not improve, we will organise a meeting with you. You may be called to a meeting earlier if there are specific issues we wish to discuss with you.</li> <li>4. If your child's attendance still does not improve, we are required by law to notify the Local Authority (LA). We will send you an email to warn you that we are contacting the LA.</li> <li>5. The LA will send you a Fixed Penalty Notice for £60. This will increase to £120 if it is not paid within 28 days. If your child's</li> </ol>

	<p>parents live at separate addresses, each adult with a parental responsibility will be sent a Fixed Penalty Notice.</p>
<p><b>My child has a high level of absence during the half term?</b></p>	<p>We are required by law to notify the Local Education Authority (LEA). We will send you an email to warn you that we are contacting the LEA.</p> <p>The LEA will send you a Fixed Penalty Notice for £60. This will increase to £120 if it is not paid within 28 days. If your child's parents live at separate addresses, each adult with a parental responsibility will be sent a Fixed Penalty Notice.</p>
<p><b>I am called to an attendance meeting?</b></p>	<p>We want to work with you to improve your child's attendance. If we have concerns, we will arrange a meeting with you. In this meeting, we will develop a plan to improve attendance and can discuss your child's specific situation including any medical, social or emotional barriers to good attendance.</p> <p>Please bring any letters, information or evidence you think will help.</p>
<p><b>I am struggling to get my child into school?</b></p>	<p>Please contact the School Office. We can arrange a meeting to discuss your circumstances and develop a plan to help improve your child's attendance.</p>
<p><b>My child's attendance is excellent?</b></p>	<p>Each week, the class with the best attendance is announced in attendance assembly. The winning class wins a special treat.</p> <p>We award half termly and termly certificates for excellent attendance.</p> <p>Children with excellent termly attendance are invited to a special attendance party.</p>
<p><b>I have spoken to the class teacher, Miss Lake or the Office Staff about attendance.</b></p>	<p>Mrs Nikki Gillibrand or Mrs Cooper Battersby are responsible for school attendance.</p> <p>Life in school is very busy and sometimes you may catch the class teacher, Miss Lake or Sue Fleming to give them information about attendance. Of course you may continue to share information with any member of staff, but from now on, they will ask you to also pass this information on to us directly via the new attendance email address: <a href="mailto:attendance@woodhall.herts.sch.uk">attendance@woodhall.herts.sch.uk</a> (unless the matter is of a confidential nature)</p> <p>This ensures that we have the most up-to-date information and can make effective decisions regarding your child's attendance.</p>

**My child has a chronic illness that affects their attendance?**

Please arrange to meet with Mrs Cooper Battersby, the school Attendance Lead. We can work together to put measures in place to ensure your child has access to school and their education.

I apologise for this exceptionally long email and I thank you for your patience. Please keep it for reference.

If you have any questions or concerns, you can reach us at our new attendance email address:

[attendance@woodhall.herts.sch.uk](mailto:attendance@woodhall.herts.sch.uk).

Kind Regards,

**Mrs Cooper Battersby**  
**Assistant Headteacher,**  
**Woodhall School**