



13 January 2022

Dear Parent/Carer

ABSENCE REPORTING AND COVID RESULTS

Please may I remind parents and carers that it is their responsibility to inform school of any absence for their child by 8.30 am on each day of their absence. If you are aware that your child will be absent from school, please leave a message on the academy absence line or contact the school via text message on 07860 095161. Alternatively, you can email Mrs Rollinson, our Attendance Officer, at jrollinson@wgacademy.org.uk

It is imperative that we receive contact from the parent to ensure the safety and well-being of the students. At present there is additional pressure on our office staff because of the COVID-19 outbreak and making calls to parents regarding missing students is an additional burden.

It is necessary for the parent to contact school on every day of the absence, even if the illness is an ongoing symptom.

In the case of a positive covid result, please inform us of the first day of symptoms and there will no need to contact us again during the isolation period, and we would expect the student to return to school 10 days after the symptoms begin or in the case of asymptomatic 10 days from positive result. The Government has recently advised that 'from 11 January it is possible to reduce the self-isolation period for those with a confirmed diagnosis of COVID-19 from 10 days to 7, following two negative lateral flow tests taken on day 6 and day 7 after symptoms start (or, in the case of those who do not have any symptoms, from the date of their first positive test).'

It is important that we are able to evidence illness if possible. From 11 January if your child has a positive lateral flow test result, please send a photo of the lateral plastic bar for our records and then follow Government guidance above.

If you have any concerns in respect of your child's attendance, please contact me via the academy office.

Yours faithfully

Bridget Hill
Attendance Manager