



Mrs Katarina Bingham
Head of Centre

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Dear Parents/Carers,

Nursery School Attendance

Norcot Nursery School is a state run Care & Education Centre and we have the same legal requirements as schools when filling in the attendance register.

It is very important that your child attends regularly as Ofsted require us to show our percentage attendance figures and will criticize us if they are below 96%.

We are required to register reasons for absence including unauthorised absences, when children are late and if they are out on educational visits.

It would help us tremendously if you could put in writing the reason for your child's absence by emailing the school office: admin@norcot.reading.sch.uk and put ABSENCE in the subject line. This information is very important as we need to identify on a daily basis those who are in self-isolation due to the COVID-19 symptoms.

If your child is experiencing any of the COVID-19 symptoms

- New and continuous cough
- High temperature
- Loss or change in sense of taste or smell

they must self isolate for 10 days and arrange for a test.

From 28th September 2020 people in England will be required by law to self-isolate if they test positive or are contacted by NHS Test and Trace.

Please remember that **Berkshire Health Authority guidance** states that to keep your child away from nursery school for 48 hours following the last instance of diarrhea and/or sickness.

I would also appreciate children arriving for nursery as near to session times as possible so that they gain maximum benefit from the learning opportunities provided.

Thank you for your cooperation in these matters.

Yours sincerely,

K. Bingham

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