



ST BERNARD'S PREPARATORY SCHOOL

**ATTENDANCE AND REGISTRATION
POLICY**

LENT 2018

St Bernard's Preparatory School

Attendance and Registration Policy

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

1. Aim

The aim of this policy is to enable St Bernard's Preparatory School to provide a consistent practice that encourages and facilitates the regular attendance of all pupils. Regular attendance at school is key to steady pupil progress and enjoyment of learning, and for this reason the school is dedicated to ensuring its attendance policy is adhered to as much as is possible.

We take a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, pupils and all staff members to ensure that pupils are attending school as they should be. We endeavour to work with our families to make sure that any problems or circumstances which may lead to poor attendance are given the right attention and appropriate support.

This document is supported by our policies on safeguarding, bullying and behaviour.

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

2. Legal framework

The Education Act 1996 states that:

The parent of every pupil of compulsory school age shall cause him to receive efficient full-time education suitable —

- (a) to his age, ability and aptitude, and
- (b) to any special educational needs he may have,

either by regular attendance at school or otherwise.

A person begins to be of compulsory school age —

- (a) when he attains the age of five, if he attains that age on a prescribed day, and
- (b) otherwise at the beginning of the prescribed day next following his attaining that age.

Prescribed days are 31 August, 31 December and 31 March

A person ceases to be of compulsory school age at the end of the day which is the school leaving date for any calendar year (the last Friday in June) —

- (a) if he attains the age of 16 after that day but before the beginning of the school year next following,
- (b) if he attains that age on that day, or
- (c) (unless paragraph (a) applies) if that day is the school leaving date next following his attaining that age.

St Bernard's Preparatory School is dedicated to complying with attendance laws set out by the legal framework and has set out this document accordingly.

We report attendance every term. Our definitions are:

- Excellent = 100%
- Good = 99-95%
- Less than 95% = inconsistent

For more information, please refer to:

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https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/564599/school_attendance.pdf

<http://www.slough.gov.uk/schools-and-learning/school-attendance.aspx>

3. Roles and responsibilities

Governing body

As part of our whole-school approach to maintaining excellent attendance, the governing body will:

- ensure that the importance of attendance is made clear by promoting the relevant school policies and guidance directed at parents and staff
- regularly review the school's attendance policy and ensure that all provisions are in place to allow school staff, parents and pupils to implement the policy effectively
- ensure that all legislation regarding attendance is complied with and that up-to-date guidelines are communicated to parents, pupils and staff
- ensure that senior leaders make the necessary referrals to the local authority and other relevant agencies in individual cases of non-attendance

School leadership team

As part of our whole-school approach to maintaining excellent attendance, the school leadership team will:

- be active in their approach to promoting excellent attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own progression and achievement
- ensure that all staff are up to date with the school's attendance process, legislation and government guidance, and that staff are fully trained to recognise and deal with attendance issues
- ensure that legislation and government guidance on attendance is complied with and that they (the leadership team) are up to date with any legislative changes and how to implement them
- report any attendance concerns to the DSL or deputy
- report any concerns to the Chair of the governing body
- ensure that systems to record and report attendance data are in place and working effectively
- develop and engage with multi-agency relationships to help with poor attendance and support families who are having difficulties getting their child to attend
- document any specific interventions or steps taken to work with families to improve their pupil's attendance

Teachers and support staff

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

As part of our whole-school approach to maintaining excellent attendance, the school's teachers and support staff will:

- be active in their approach to promoting excellent attendance to pupils and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that pupils are taught the value of high attendance for their own personal progression and achievement
- ensure that they are fully aware and up to date with the school's attendance process, legislation and government guidance, and that they will speak to another member of staff or seek support if they are unsure how to deal with an attendance issue
- ensure that they are following the correct systems for recording attendance and that attendance is taken twice daily
- contribute to strategy meetings and interventions where they are needed
- work with external agencies to support pupils and their families who are struggling with regular attendance.

Parents and carers

As part of our whole-school approach to maintaining excellent attendance, we request that parents:

- engage with their children's education – support their learning and take an interest in what they have been doing at school
- promote the value of good education and the importance of regular school attendance
- encourage and support their children's aspirations
- follow the set school procedure for reporting the absence of their pupil from school (**see section 4**), and include an expected date for return
- do everything they can to prevent unnecessary school absences, such as making medical and dental appointments outside school hours
- use the school as a support when they or their child are having difficulties, and work to form a positive relationship with the school so that there is easy communication when a problem arises
- keep the school informed of any circumstances which may affect their child's attendance
- promote a regular routine at home in terms of homework, bedtime, etc. so that children are used to consistency and the school day becomes part of that routine. It is vital that the pupil receives the same message at home as they do at school about the importance of attendance
- do not take their children out of school for holidays during term time. If parents would like to make a special request for this, they may do so to the Headmaster (*see section 4.5*)
- sign our Home–School Agreement (**see Appendix 1**)

Pupils

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

As part of our whole-school approach to maintaining excellent attendance, we request that pupils:

- be aware of the St Bernard's attendance policy and when and what they are required to attend. This will be communicated to them through the school staff, parents and the school timetable
- speak to their teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance
- attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class. Lesson times will be made clear through their school timetable
- bring a note of explanation from their parents or carers to explain an absence that has happened
- sign our Home–School Agreement (*see Appendix 1*)

4. Categories of absence and procedure for reporting absences

Absences will be treated as unauthorised unless an explanation for the pupil's absence is given to the school. Parents cannot authorise absences.

Staff should make it clear on the school register when taking attendance whether a pupil's absence is authorised or unauthorised. Staff should report any concerns regarding absences to the DSL or deputy.

When a pupil is to be absent from school without prior permission, parents should telephone or email St Bernard's on the first day and every subsequent day of absence. Absences should be followed up with a written note from the parent/carer of the pupil.

4.1 Illness

Most cases of absence due to illness are short term, but parents will need to make a phone call to alert the school on the first day and each day of absence. When the pupil returns to school they should bring a note from their parent explaining the absence – this is for the school records.

For prolonged absence due to illness, parents may be asked to provide the school with medical evidence such as a note from the pupil's doctor.

4.2 Medical or dental appointments

Parents should make every effort to ensure these appointments are made outside school hours. Where it cannot be avoided, pupils should attend school for as much of that day as possible.

4.3 Authorised absences

There may be some instances where St Bernard's Preparatory School will authorise absence when a leave of absence form has been completed with appropriate notice. Only the Headmaster or Assistant Headteacher can authorise the absence.

4.4 Exclusion

Exclusion is treated as an authorised absence.

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4.5 Family holidays and extended leave

Parents should make every effort to ensure that family holidays and extended leave are arranged outside of school term time. Parents may request a leave of absence during term time. Requests for leave of this type must be made in writing to the Headmaster with as much advance notice as possible. Individual unforeseen circumstances, such as a family bereavement, will be taken into consideration.

Retrospective applications will not be considered unless it is an exceptional circumstance. The Headmaster's decision is final on whether the request is approved and the length of absence approved.

All requests for authorised absence will be responded to in writing, and will outline the details of when the pupil is expected to return to school. Parents should contact the school immediately if there is any cause for delay from the stated date of return and may be asked for evidence to support such a claim.

If permission is not granted, but the pupil is still absent, the absence is classed as unauthorised and parents may be subject to further action by the local authority.

4.6 Religious observance

St Bernard's Preparatory School recognises that there may be times where children of different faiths observe religious festivals that fall outside of school holidays and weekends, and will allow authorised absence. Parents will be aware of these dates and should always give the school written notification in advance.

It remains the Headmaster's decision whether to authorise any request for absence during term time.

4.7 Late arrival

Registration begins at 8:25 am. Pupils who arrive after this time but within the registration period will be marked as late. The registration period ends at 8:30 am.

Parents must sign in their children in the late book if they arrive after the registration period has ended. Signing in takes place outside the Registrar's office and is to ensure that appropriate health and safety regulations are followed and that all pupils are accounted for.

5. School action: following up absences

Class registers are passed to the school office at the end of the registration period. Where there are unexplained or unauthorised absences, the school will contact the parents or carers. Patterns of absences causing concern will be reported to the DSL.

Where pupils have been away for any absence, the school will support that pupil when they re-enter school to help them catch up on any work that they have missed.

Where a pupil has been absent from any school for a period of more than 20 school days, and where the absence was unauthorised and both the school and LA have been unable to contact the parents, the school may remove the pupil from the school roll. The school will notify the local authority when such action is taken.

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Applies to

Whole School including Early Years Foundation Stage (EYFS), all staff, peripatetics, clubs and extra-curricular activity providers, volunteers, Trustees, Governors.

Related Documents

Safeguarding Portfolio

Availability

This procedure is made available to parents, staff and pupils on the St Bernard's Preparatory School website: www.stbernardsprep.org, and in the School Prospectus. It is also made available to parents or guardians of pupils on request to the school office, during the school day, or by e-mail: info@stbernardsprep.org

Monitoring and Review

This policy will be subject to continuous monitoring, refinement and audit by the Headmaster.

The Trustees will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by: _____

Headmaster _____

Date _____

Chair of Governors _____

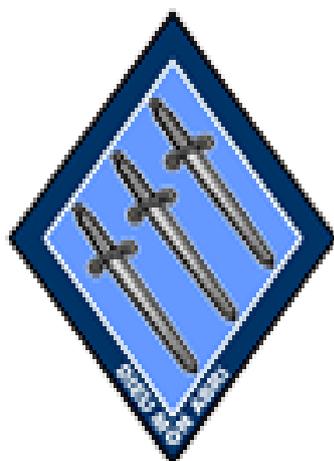
Date _____

This document will be reviewed annually

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Appendix 1: Home School agreement

St Bernard's Preparatory School



Home School Agreement

Name of pupil _____

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Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad and balanced curriculum, we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

This agreement has been drawn up in consultation through the Governing Body and the Leadership Team.

Our school's principal aims are:

- To initiate worship, celebration and prayer within the curriculum as a natural part of school life
- To value everyone as unique and individual and made in the likeness of God, happy with the person they have become
- To nurture a love of learning and to develop, as fully as possible, each child's academic potential and talents
- To generate an understanding of the need for care and consideration for others within our community and wider world
- To provide a broad, balanced and challenging curriculum, enriched with extra – curricular experiences and opportunities for learning. These will be appropriated to the needs of the individual pupil to enable each to achieve his or her full potential academically, spiritually, morally, socially and physically

We can achieve these aims by working in partnership with all parents, in support of their own child. Our aim with this agreement is to state clearly our commitments as a school to both parents and pupils. In sharing with you our expectations of our pupil, we seek your support.

Please sign and return **one** copy of this agreement which will then be kept on file in the school.

Pupils- I will:

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- Partake in school Masses or acts of worship to my full potential
- Show respect for God, for others and self-respect
- Be polite, caring and helpful
- Have respect for the environment
- Do all my work to the best of my ability
- Keep to the school policy and code of conduct
- Ensure my homework is completed to a high standard
- Wear my full school uniform with pride and be tidy in appearance
- Bring all the equipment I need for lessons and activities
- Ensure that all letters (either from home or school) are given to the person that they are intended for
- Use my best effort, energy and sportsmanship in all competitive activities, including physical education and games, both as an individual and as part of a team

Name of pupil _____

Signature _____

Date _____

Parents/ Carers - We will:

- Support the school by promoting the ethos of the Catholic School
- See that our child attends school regularly and punctually, in the correct uniform and is properly equipped
- Make the school aware of anything that might affect our child's learning or behaviour
- Support the teaching of Religious Education by teaching basic prayers as provided by you and by encouraging our pupil in daily prayer
- Support the teaching of Literacy and Numeracy by listening to our child read and encouraging good reading habits, by talking to them about their writing and by taking opportunities to show them how numbers work
- Support the School's Homework Policy and the learning of times tables, number bonds and spellings
- Notify the school promptly of any reason for absence
- Notify the school with change of address and contact numbers
- Keep the school informed of the medical needs of our child
- Attend meetings/ discussions about our child's progress
- Support recommendations for code of conduct in the school car park and on school premises

Parent's Name _____

Signature _____

Date _____

School Car Park Code of Conduct

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- At all times, please consider carefully the safety of our pupils when parking or driving in the car park or the vicinity of our school
- At all times, please be courteous and consider the needs of other road users in the car park or the vicinity of our school. Please do not cause unnecessary obstruction to other users
- Please whenever possible use the available parking at *Sainsbury's*, which helps to relieve the pressure during afternoon collection
- Please observe the road traffic regulations in the vicinity of our school:
 1. Comply with the 5mph speed limit
 2. Ensure all children are supervised in and around the car park at all times
 3. Put pedestrians first when manoeuvring in the car park
 4. Give way to school minibuses
 5. Report any accidents to the school office immediately
- Please park within the clearly marked bays within the confines of our school car park. If the bays are full please find alternative parking outside the school gates
- Please do not obstruct access to disabled parking bays or prevent emergency vehicles access to the school
- Supervise your children closely at the front of the school
- Leave the car park promptly once you have collected your children

Do not park within the confines of the clearly marked access areas

The school will aim to:

- Foster in your pupil a love of God, others and themselves
- Achieve high standards of learning and behaviour
- Care for your child's safety, security and happiness
- Ensure that your child achieves his/ her potential as a unique individual and as a valued member of the school community
- Arrange opportunities for you to discuss your child's progress or any concerns or problems that affect your child's behaviour or work
- Set, mark and monitor homework appropriate to your child's needs
- Keep you informed about school life
- Provide written reports on your child's progress and development
- Provide a broad and balanced curriculum

Signature _____ Headmaster Date _____

Appendix 2: Request for leave of absence

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

This form should be used to apply for leave of absence for your child. This includes medical and educational appointments.

Holidays

Please note that following changes to the school attendance regulations in 2013 Head Teachers may not grant any leave of absence during term time unless there are exceptional circumstances. This means that for most holidays during term time a pupil’s absence will be unauthorised. Holidays should coincide with the school’s generous set annual holidays. We are duty bound to point out to you that taking your child out of school during term time will be disruptive to his/her education and there will undoubtedly be lessons that he/she will miss that he/she will not be able to catch up with on return to school. In addition to the interruption to your pupil’s academic education, he/she will also miss out on the invaluable social interaction with friends and the school community as a whole.

Having read the above notes, should it still be necessary to request leave of absence for your pupil then please complete the cut-off slip below and return to the School Office, giving as much advance notice as possible.

.....

APPLICATION FOR LEAVE OF ABSENCE

Pupil’s Name..... **Form**.....

I request that my pupil be granted leave of absence from school

From..... **To**.....

Reason.....

.....

.....

Signed.....**(Parent /Guardian) Date**.....

FOR Office Use Only

Absence Authorised Unauthorised Absence

Signed..... Date.....

Mr N S Cheesman – Headmaster

cc Parent/File/Form Teacher

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