



St Bernard's Preparatory School

Attendance and Registration Policy

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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 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.

Aim

This policy aims to show our commitment to meeting our obligations with regards to school attendance, including those laid out in the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#), through our whole-school culture and ethos that values good attendance, including:

- Setting high expectations for the attendance and punctuality of all children
- Promoting good attendance and the benefits of good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every child has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to make sure children have the support in place to attend school

We will also promote and support punctuality in attending lessons.

We take a whole-school approach to maintaining excellent attendance and it is the joint responsibility of parents, children and all staff members to ensure that children 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, anti-bullying and behaviour.

Legislation and Guidance

This policy is based on the Department for Education's (DfE's) statutory guidance on [working together to improve school attendance \(applies from 19 August 2024\)](#) and [school attendance parental responsibility measures](#). The guidance is based on the following pieces of legislation, which set out the legal powers and duties that govern school attendance:

- o Part 6 of the [Education Act 1996](#)
- o Part 3 of the [Education Act 2002](#)

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 children fulfil their potential.

- Part 7 of the [Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, and 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

It also refers to:

- [School census guidance](#)
- [Keeping Children Safe in Education](#)
- [Mental health issues affecting a pupil's attendance: guidance for schools](#)

DfE guidance Summary table of responsibilities for school attendance. From 19th August 2024

https://assets.publishing.service.gov.uk/media/66bf301e253aee7aafdbdfea/Summary_table_of_responsibilities_for_school_attendance_-_August_2024.pdf

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

Roles and responsibilities

Governing body

The governing board is responsible for:

- Setting high expectations of all school leaders, staff, children and parents
- Making sure school leaders fulfil expectations and statutory duties, including:
 - Making sure the school records attendance accurately in the register, and shares the required information with the DfE and local authority
 - Making sure the school works effectively with local partners to help remove barriers to attendance, and keeps them informed regarding specific children, where appropriate
- Recognising and promoting the importance of school attendance across the school's policies and ethos
- Making sure the school's attendance management processes are delivered effectively, and that consistent support is provided for children who need it most by prioritising staff and resources

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- Making sure the school has high aspirations for all children, but adapts processes and support to children's individual needs
- Regularly reviewing and challenging attendance data and helping school leaders focus improvement efforts on individual children or cohorts who need it most
- Working with school leaders to set goals or areas of focus for attendance and providing support and challenge
- Monitoring attendance figures for the whole school and repeatedly evaluating the effectiveness of the school's processes and improvement efforts to make sure they are meeting children needs
- Where the school is struggling with attendance, working with school leaders to develop a comprehensive action plan to improve attendance
- Making sure all staff receive adequate training on attendance as part of the regular continued professional development offer, so that staff understand:
 - The importance of good attendance
 - That absence is almost always a symptom of wider issues
 - The school's legal requirements for keeping registers
 - The school's strategies and procedures for tracking, following up on and improving attendance, including working with partners and keeping them informed regarding specific children, where appropriate
 - Making sure dedicated training is provided to staff with a specific attendance function in their role, including in interpreting and analysing attendance data
 - The Headteacher is accountable for the implementation of this policy.

The Headteacher

The Headteacher is responsible for:

- The implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual children
- Monitoring the impact of any implemented attendance strategies
- Working with the parents of children with special educational needs and/or disabilities (SEND) to develop specific support approaches for attendance for children with SEND, and where children with SEND face in-school barriers
- Communicating with the local authority when a pupil with an Education, Health and Care (EHC) plan has falling attendance, or where there are barriers to attendance that relate to the pupil's needs
- Communicating the school's high expectations for attendance and punctuality regularly to children and parents through all available channels

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The Designated Senior Leader responsible for attendance

The designated senior leader is responsible for:

- Leading, championing and improving attendance across the school
- Setting a clear vision for improving and maintaining good attendance
- Evaluating and monitoring expectations and processes
- Having a strong grasp of absence data and oversight of absence data analysis
- Regularly monitoring and evaluating progress in attendance
- Establishing and maintaining effective systems for tackling absence, and making sure they are followed by all staff
- Liaising with children, parents/carers and external agencies, where needed
- Building close and productive relationships with parents to discuss and tackle attendance issues
- Creating intervention or reintegration plans in partnership with children and their parents/carers
- Delivering targeted intervention and support to children and families

The designated senior leader responsible for attendance is the Assistant Head - Pastoral and can be contacted via 01753 521821

The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the designated senior leader responsible for attendance, and the headteacher
- Working with education welfare officers to tackle persistent absence

The attendance officer is our Registrar and can be contacted via 01753 521821 / info@stbernardsprep.org

School Leadership Team

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

- be active in promoting excellent attendance to children and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that children 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

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- 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 DSL
- 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 child's attendance

Teachers

Class teachers are responsible for recording attendance for both morning and afternoon sessions on a daily basis, using the correct codes (see Appendix 1), and submitting this information to the school office on the same day.

School office staff

School office staff will:

- Take Studybugs messages/calls/Parentmail messages/ from parents/carers about absence on a day-to-day basis and record it on the school system

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 children and their parents, which includes forming positive relationships with families
- ensure that the school's teaching and learning experiences encourage regular attendance and that children 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 children and their families who are struggling with regular attendance.

Parents

Where this policy refers to a parent, it refers to the adult the school and/or local authority decides is most appropriate to work with, including:

- All natural parents, whether they are married or not
- All those who have parental responsibility for a child or young person
- Those who have day-to-day responsibility for the child (i.e. lives with and looks after them)

Parents are expected to:

- Make sure their child attends every day on time
- Use Studybugs via the school's website, Call the school, use ParentMail to report their child's absence before 8.20am on the day of the absence and each subsequent day of absence, and advise when they are expected to return
- Provide the school with more than one emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

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
- 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 child 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 Headteacher
- sign our Home–School Agreement (**see Appendix 1**)

Children

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

- Attend school every day, on time
- 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
- sign our Home - School Agreement (*see Appendix 1*)

Recording Attendance

Attendance Register

We will keep an electronic attendance register and place all children onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session. It will mark, using the appropriate national attendance and absence codes from the School Attendance (Pupil Registration) (England) Regulations 2024, whether every child is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See Appendix 3 for the DfE attendance codes.

We will also record:

- For children of compulsory school age whether the absence is authorised or not
- The nature of the activity, where a child is attending an approved educational activity
- The nature of circumstances, where a child is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

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The school day starts at 8.20am and ends at 3.30pm.

Children must arrive in school by 8.20am on each school day.

The register for the first session will be taken at 8.20am and will be kept open until 8.25am. The register for the second session will be taken at 1.15pm (Lower School) and will be kept open until 1.20pm and 1.45pm (Upper School) and will be kept open until 1.50pm.

Unplanned Absence

The child's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 8.20am, or as soon as practically possible, by using Studybugs via the school website, calling the school office, or using ParentMail. The School Office can be contacted via 01753 521821.

We will mark absence due to physical or mental illness as authorised, unless the school has a genuine concern about the authenticity of the illness.

Where the absence is longer than 3 days, or there are doubts about the authenticity of the illness, the school will ask for medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the child's parent notifies the school in advance of the appointment.

Parents will need to complete a Leave of Absence Request Form via ParentMail. Please see Appendix 2.

However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the child should be out of school for the minimum amount of time necessary.

The child's parent must also apply for other types of term-time absence as far in advance as possible of the requested absence. Please see below to find out which term-time absences the school can authorise.

Lateness and punctuality

A child who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code
- Parents must send their child to reception if they arrive after the registration period has ended. The child will then be signed in by the reception staff to ensure that appropriate health and safety regulations are followed and that all children are accounted for.
- Lateness and punctuality are reviewed regularly. Class teachers will raise any on-going concerns as and when needed.

Following up unexplained absence

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

Where any child we expect to attend school does not attend, or stops attending, without reason, the school will:

- Call the child's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the child's emergency contacts, the school may contact the police
- Identify whether the absence is approved or not
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the child was absent
- Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving the local authority
- Where appropriate, offer support to the child and/or their parents to improve attendance
- Identify whether the child needs support from wider partners, as quickly as possible, and make the necessary referrals

Reporting to parents

The school will regularly inform parents about their child's attendance and absence levels.

Authorised and Unauthorised Absence

Approval for term-time absence

The Headteacher will allow children to be absent from the school site for certain educational activities, or to attend other schools or settings.

The headteacher will only grant a **leave of absence** to a child during term time if the request meets the specific circumstances set out in the [2024 school attendance regulations](#). These circumstances are:

- Taking part in a regulated performance, or regulated employment abroad
- Attending an interview
- Study Leave
- A temporary, time-limited part-time timetable
- Exceptional circumstances

A leave of absence is granted at the headteacher's discretion, including the length of time the child is authorised to be absent for.

As a leave of absence will only be granted in **exceptional circumstances**, it is unlikely a leave of absence will be granted for the purposes of a family holiday. A family holiday will be considered as an unauthorised absence.

The school considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant background context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least two weeks before the absence, and in accordance with any leave of absence request form, accessible via ParentMail. The Headteacher requires evidence to support any request for leave of absence.

Other valid reasons for **authorised absence** include (but are not limited to):

- Illness (including mental-health illness) and medical/dental appointments (see sections 4.2 and 4.3 for more detail)
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the child's parent(s) belong(s). If necessary, the school will seek advice from the parent's religious body to confirm whether the day is set apart
- Parent(s) travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the school, but it is not known whether the child is attending educational provision

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- If the child is currently suspended or excluded from school (and no alternative provision has been made)

Other reasons the school may allow a child to be absent from the school site, which are not classified as absences, include (but are not limited to):

- Attending an offsite approved educational activity, sporting activity or visit or trip arranged by the school
- Attending another school at which the child is also registered (dual registration)
- Attending provision arranged by the local authority
- If there is any other unavoidable cause for the child not to attend school, such as disruption to travel caused by an emergency, a lack of access arrangements, or because the school premises are closed

Sanctions

Our school will make use of the full range of potential sanctions – including, but not limited to, those listed below – to tackle poor attendance. Decisions will be made on an individual, case-by-case basis.

See below for guidance from the Attendance & CME Lead, Education & Inclusion Slough Borough Council:

Fixed Penalty Notices are issued by:

- Local Authority officers,
- Headteachers or authorised deputies (but acting **through the LA**),
- The police.
- **Independent schools cannot issue FPNs directly.** Instead, they must **refer** a pupil's case—once unauthorised absence meets the threshold—to the LA, which then considers whether to issue an FPN.

Notice to Improve

The “**Notice to Improve**” is the **final written warning** to parents before a referral for an FPN or prosecution is made.

- Required under the statutory guidance “**Working together to improve school attendance**”, which applies to **independent schools**. [\[gov.uk\]](https://www.gov.uk), [\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)
- Used when:
 - A pupil has reached the unauthorised absence threshold,
 - Support has been offered but has not led to improved attendance.
- The notice must detail:
 - The child's attendance levels,
 - Support offered,
 - Expectations and timeframe for improvement,
 - A clear warning about the risk of referral for an FPN or prosecution.

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Summary for Independent Schools

- **Notice to Improve: Yes**, we must issue this to parents as a statutory step—especially when absence reaches 10 sessions (5 days) within a 10 school-week rolling period.
- **Fixed Penalty Notices: No**, we cannot issue them. We must send a **referral to the Local Authority**, who has the authority to issue the notice.

Penalty notices

The local authority or the police can fine parents for the unauthorised absence of their child from school, where the child is of compulsory school age, by issuing a penalty notice.

Before considering a penalty notice, the school will consider the individual case, including:

- Whether the national threshold for considering a penalty notice has been met (10 sessions of unauthorised absence in a rolling period of 10 school weeks)
- Whether a penalty notice is the best available tool to improve attendance for that child
- Whether further support, a notice to improve or another legal intervention would be a more appropriate solution
- Whether any obligations that the school has under the Equality Act 2010 make issuing a penalty notice inappropriate

A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification, during the first 5 days of a suspension or exclusion (where the school has notified the parents that the child must not be present in a public place on that day).

The payment must be made directly to the local authority, regardless of who issues the notice. If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

If issued with a **first** penalty notice, the parent must pay £80 within 21 days, or £160 within 28 days.

If a **second** penalty notice is issued to the same parent in respect of the same child, the parent must pay £160 if paid within 28 days.

A **third** penalty notice cannot be issued to the same parent in respect of the same child within 3 years of the date of the issue of the first penalty notice. In a case where the national threshold is met for a third time within those 3 years, alternative action will be taken instead.

Notices to improve

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If the national threshold has been met and support is appropriate, but parents do not engage with offers of support, the school may offer a notice to improve to give parents a final chance to engage with support.

Notices to improve will be issued in line with processes set out in the local code of conduct for the local authority area in which the child attends school.

They will include:

- Details of the child's attendance record and of the offences
- The benefits of regular attendance and the duty of parents under [section 7 of the Education Act 1996](#)
- Details of the support provided so far
- Opportunities for further support, or to access previously provided support that was not engaged with
- A clear warning that a penalty notice may be issued if attendance doesn't improve within the improvement period, along with details of what sufficient improvement looks like, which will be decided on a case-by-case basis
- A clear timeframe of between 3 and 6 weeks for the improvement period
- The grounds on which a penalty notice may be issued before the end of the improvement period

Strategies for promoting attendance

The School is committed to provide children with the 'tools' they need to confidently attend school. The school will support families through a number of strategies including:

- The most vital part of encouraging good attendance is to ensure that the school is a place to which the children want to come: that the school is a place where the children are treated with respect and feel valued; a place where their needs are recognised and are being addressed; a place where all children can experience success within a rich, relevant and diversified curriculum.
- It is clear that children alone cannot ensure their regular and punctual attendance at school. From the outset, parents are encouraged to take an active interest in the work of the School, and to build and support their children's enthusiasm for attending school.
- All staff make children aware of the importance of good attendance and children are praised.

Each child's attendance record is shared with the parents as part of annual written reports and at Parent Consultations, attendance is discussed. It follows that individual records of attendance are kept and are passed onto subsequent schools

Supporting children who are absent or returning to school

Whilst any child may occasionally have time off school because they are too unwell to attend, sometimes they can be reluctant to attend school. Any barriers preventing regular attendance are best resolved between the school, the parents and the child.

If a parent thinks their child is reluctant to attend school, then we will work with that family to understand the root problem and provide any necessary support. We can use outside agencies to help with this, such as the Mental Health and Emotional Wellbeing support services, a Child and Family Support Worker or the relevant Local Authority team/s. Where outside agencies are supporting the family, we may be invited to attend a Team Around the Family meeting (TAF) to consider what is working well and what needs to improve. An individual support plan will be agreed and subsequently reviewed.

Some children face greater barriers to attendance than their peers. These can include children who suffer from long-term medical conditions or who have special educational needs and disabilities, or other vulnerabilities. High expectations of attendance remain in place for these children; we will work with families and children to support improved attendance whilst being mindful of the additional barriers faced. We can discuss reasonable adjustments and additional support from external partners, where appropriate.

Attendance Monitoring

In line with the most recent DFE Statutory Guidance 'Working Together to Improve School Attendance', the Local Authority invited local independent schools to join their attendance data project which is aimed at improving attendance safeguarding, and welfare of children across Slough.

Slough Attendance Service works with Studybugs, who are able to facilitate the delivery of live pupil attendance information to the education and safeguarding teams at Slough Borough Council. This enables SBC to focus resources where they're most needed, intervene sooner where necessary, and make a positive impact for the benefit of all.

The shared Studybugs platform allows the LA's Attendance Officers to work collaboratively with us when necessary to identify persistent absentees instantly. Daily data driven pupil attendance reports assist us in identifying pupils at risk of poor attendance at the earliest point.

We use the data provided by Studybugs to monitor, identify and support individual children or groups of children when their attendance needs to improve, and schools are required to submit pupil attendance data to the Department for Education on a daily basis Education (Information about Individual Pupils) (England) (Amendment) Regulations 2024. Persistently and severely absent children are tracked and monitored carefully. We also combine this with academic tracking, as increased absence affects attainment. We share information and work

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collaboratively with other schools in the area, local authorities, and other partners, when absence is at risk of becoming persistent or severe.

Monitoring attendance

The school will monitor attendance and absence data (including punctuality) daily, weekly, half-termly, termly and yearly across the school and at an individual child, year group and cohort level.

Specific pupil information will be shared with the DfE on request.

The school will benchmark its attendance data at whole school, year group and cohort level against local, regional, and national levels to identify areas of focus for improvement, and share this with the governing board.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify children, groups or cohorts that need additional support with their attendance, and
- Identify children whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence
- Conduct thorough analysis of half-termly, termly, and full-year data to identify patterns and trends
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

The school will:

- Develop targeted actions to address patterns of absence (of all severities) of individual children, groups or cohorts that it has identified via data analysis
- Provide targeted support to the children it has identified whose absences may be a cause for concern, especially those who demonstrate patterns of persistent or severe absence, and their families (see section below)
- Provide regular attendance reports to class teachers, to facilitate discussions with children and families, and to the governing board and school leaders (including special educational needs co-ordinators, designated safeguarding leads)
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Reducing persistent and severe absence

Persistent absence is where a child misses 10% or more of school, and severe absence is where a child misses 50% or more of school. Reducing persistent and severe absence is central to the school's strategy for improving attendance.

The school will:

- Use attendance data to find patterns and trends of persistent and severe absence
- Consider potential safeguarding issues and, where suspected or present, address them in line with Keeping Children Safe in Education
- Hold regular meetings with the parents of children who the school (and/or local authority) considers to be vulnerable or at risk of persistent or severe absence, or who are persistently or severely absent, to:
 - Discuss attendance and engagement at school
 - Listen, and understand barriers to attendance
 - Explain the help that is available
 - Explain the potential consequences of, and sanctions for, persistent and severe absence
 - Review any existing actions or interventions
- Provide access to wider support services to remove the barriers to attendance, in conjunction with the local authority, where relevant
- Consider alternative support that could be put in place to remove any barriers to attendance and re-engage these children. In doing so, the school will sensitively consider some of the reasons for absence
- Implement sanctions, where necessary

Monitoring arrangements

This policy will be reviewed as guidance from the local authority and/or DfE is updated, and as a minimum annually. At every review, the policy will be approved by the full governing board.

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

- Child Protection and Safeguarding policy
- Behaviour policy

Availability

This procedure is made available to parents, staff and children on the St Bernard's Preparatory School website: www.stbernardsprep.org, and in the School Prospectus. It is also made

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available to parents or guardians of children 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 Headteacher.

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.

Appendix 1: Home School agreement



St Bernard's Preparatory School

Home School Agreement

Name of pupil _____

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 children fulfil their potential.

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 appropriate to the needs of the individual child 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 children. In sharing with you our expectations of our children, we seek your support.

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

Children- I will:

- 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 child _____

Signature _____

Date _____

Parents/ Carers - We will:

- Support the school by promoting the ethos of the Catholic School
- We will ensure 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
- 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 _____

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School Car Park Code of Conduct

- At all times, please consider carefully the safety of our children 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 child 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 _____ Headteacher Date _____

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Appendix 2: Request for leave of absence

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 child’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 child’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 child then please complete the cut-off slip below and return to the School Office, giving as much advance notice as possible.

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APPLICATION FOR LEAVE OF ABSENCE

Child’s Name..... **Form**.....

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

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

Reason.....

.....

.....

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

FOR Office Use Only

Absence Authorised Unauthorised Absence

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

Mrs A Verma – Headteacher

cc Parent/File/Form Teacher

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Appendix 3: Attendance codes

The following codes are taken from the DfE's [guidance on school attendance](#).

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
Attending a place other than the school		
K	Attending education provision arranged by the local authority	Pupil is attending a place other than a school at which they are registered, for educational provision arranged by the local authority
V	Attending an educational visit or trip	Pupil is on an educational visit/trip organised or approved by the school
P	Participating in a sporting activity	Pupil is participating in a supervised sporting activity approved by the school
W	Attending work experience	Pupil is on an approved work experience placement
B	Attending any other approved educational activity	Pupil is attending a place for an approved educational activity that is not a sporting activity or work experience
D	Dual registered	Pupil is attending a session at another setting where they are also registered
Absent – leave of absence		
C1	Participating in a regulated performance or undertaking regulated employment abroad	Pupil is undertaking employment (paid or unpaid) during school hours, approved by the school
M	Medical/dental appointment	Pupil is at a medical or dental appointment
J1	Interview	Pupil has an interview with a prospective employer/educational establishment

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S	Study leave	Pupil has been granted leave of absence to study for a public examination
X	Not required to be in school	Pupil of non-compulsory school age is not required to attend
C2	Part-time timetable	Pupil is not in school due to having a part-time timetable
C	Exceptional circumstances	Pupil has been granted a leave of absence due to exceptional circumstances
Absent – other authorised reasons		
T	Parent travelling for occupational purposes	Pupil is a 'mobile child' who is travelling with their parent(s) who are travelling for occupational purposes
R	Religious observance	Pupil is taking part in a day of religious observance
I	Illness (not medical or dental appointment)	Pupil is unable to attend due to illness (either related to physical or mental health)
E	Suspended or excluded	Pupil has been suspended or excluded from school and no alternative provision has been made
Absent – unable to attend school because of unavoidable cause		
Q	Lack of access arrangements	Pupil is unable to attend school because the local authority has failed to make access arrangements to enable attendance at school
Y1	Transport not available	Pupil is unable to attend because school is not within walking distance of their home and the transport normally provided is not available
Y2	Widespread disruption to travel	Pupil is unable to attend because of widespread disruption to travel caused by a local, national or international emergency

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Y3	Part of school premises closed	Pupil is unable to attend because they cannot practicably be accommodated in the part of the premises that remains open
Y4	Whole school site unexpectedly closed	Every pupil absent as the school is closed unexpectedly (e.g. due to adverse weather)
Y5	Criminal justice detention	Pupil is unable to attend as they are: <ul style="list-style-type: none"> • In police detention • Remanded to youth detention, awaiting trial or sentencing, or • Detained under a sentence of detention
Y6	Public health guidance or law	Pupil's travel to or attendance at the school would be prohibited under public health guidance or law
Y7	Any other unavoidable cause	To be used where an unavoidable cause is not covered by the other codes
Absent – unauthorised absence		
G	Holiday not granted by the school	Pupil is absent for the purpose of a holiday, not approved by the school
N	Reason for absence not yet established	Reason for absence has not been established before the register closes
O	Absent in other or unknown circumstances	No reason for absence has been established, or the school isn't satisfied that the reason given would be recorded using one of the codes for authorised absence
U	Arrived in school after registration closed	Pupil has arrived late, after the register has closed but before the end of session
Administrative codes		
Z	Prospective pupil not on admission register	Pupil has not joined school yet but has been registered
#	Planned whole-school closure	Whole-school closures that are known and planned in advance, including school holidays

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