



Education is one of the most important gifts we can give our children and a day lost is one day too many. At St. Bernard's, we believe that excellent attendance is linked directly to raising achievement and helps develop skills for life. Please support the school in its aim to raise the achievement of your child by ensuring that they attend school every day and arrive on time.

Our aim for attendance for the 2025/2026 academic year is 96%.

Attendance Goal	Last Year's Attendance	Last Term's Attendance	This Term's Attendance
96%	95.5%	94.8%	so far 95.4%

What should I do if my child is absent from school?

- Contact the school office on the first morning of absence, before 9am, to notify us of the reason for absence.
- Medical documentation may be requested for any absence from parents of children who are frequently absent from school because of minor illnesses or absence immediately adjacent to a school holiday. They may also be offered a meeting with the School Nurse.
- Provide medical documentation (e.g. letters/appointment cards) in advance of any medical appointments (e.g. hospital/dentist). Routine dental check-ups or non-emergency doctor's appointments should, where possible, be made outside of school hours or, if this is not possible, at the very end of the school day.

Drop off on Time

Children are able to access their classrooms via their classroom doors from when the doors are opened at **8.40am**, so they are ready for registration. All classroom doors are locked at **8.50am** prompt.

Late Arrival at School

If your child arrives at school late (**after the bell at 8.50am**), they will only be able to access the building via the main entrance due to all other doors being locked for security reasons. They **must** report to the office, accompanied by an adult, to sign-in and provide the reason for their lateness. All late arrivals are registered and will be used as part of our monitoring of attendance and punctuality. Any **late arrival after 9.10am** will count as an unauthorised absence, which can affect your child's attendance and trigger a fine.

Pick up on Time

We expect every child to be picked up on time at the end of the day. If you are going to be late, please contact the school office so we can ensure your child remains safe. If your child is left uncollected, every effort will be made to contact you or other emergency contacts. If we are unable to contact anyone/don't hear from someone promptly, your child will be placed into (after-school club) which is chargeable.

Collecting Children at Home Time

We expect all KS1 children to be picked up by a responsible adult. If you wish for your KS2 child to walk around and meet you and/or their siblings at KS1, or at another predetermined location, you must complete a permission slip (available from the School Office).

100% Attendance

We expect every child and parent to strive for 100% attendance; this is to ensure children experience the best and most consistent form of school life and learning. At school, we will reward individual children, as well as whole classes, who achieve 100% attendance. At home, we ask that families do all they can to ensure excellent attendance; this is with particular regard to ensuring that all holidays are booked out of term-time.

Parents do not have the legal right to take children out of school on holiday, and as such any absences (for family holiday or extended leave) will be classed as unauthorised and may result in a fine being issued.

We will arrange an appointment with the school's attendance officer should we believe it necessary.

How You Can Help Improve Attendance:

- Make sure your child understands the importance of good attendance and punctuality.
- Don't let your child miss school for minor ailments. <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>
- Arrange appointments and outings after school hours or at weekends or during school holidays.
- Check the school website and weekly newsletters for term dates when planning holidays.

We understand that children do get sick and we are not asking you to send your children to school when they are unwell, but we are asking you to ensure they return to school as soon as they are able to do so.

A large amount of time is dedicated to monitoring attendance by the office staff and Senior Leadership Team. Some attendance initiatives are listed below:

- We have a first day response, therefore each parent is called if their child is absent and we have not heard from them.
- 100% individual attendance certificates will be given out at the end of each term, starting from September 2026. Bronze for one whole term, Silver for 2 whole consecutive terms and Gold for 100% attendance for the whole school year.
- Each class has an 'Attendance Matters' tree displayed in the school hall. Each class gets a leaf for their tree at the end of each week for the week. Gold for 100%, Green for over 96% attendance, Amber for 95% - 96% and red for under 95%.
- The class with the highest attendance for the week, will have a treat in their class, decided by the class.
- All children with an attendance of 96% or above for a term will be entered into a draw and the winner will receive £50.
- A termly winning class, who have the highest attendance, will celebrate with a treat and by coming into school in their own clothes.
- Referrals to Early Intervention Officer and School Nurse when required.
- All unauthorised absences will be monitored and will lead to parents being fined by the Early Intervention Service (more information/leaflets are available from the school office).

What Counts as Unauthorised Absence?

- Any absence from school that the school has not permitted or cannot give permission for
- Any absence, where a reason has not been provided.
- Late arrival at school (after the register has closed)
- Term time holidays.