BERKHAMPSTEAD SCHOOL

Attendance & Collection Policy for Parents/Carers

Attendance:
Good attendance means that children have the best chance of making good, consistent progress in their schoolwork. Berkhampstead expects good attendance from its pupils in order for them to make the most of the opportunities that the school has to offer. We rely on our partnership with parents to ensure that this is achieved. It is the responsibility of parents to notify school of their child's absence on the first day and any subsequent days. Any absence which is known in advance, must be notified to the school office beforehand, please email office@berkhampsteadschool.co.uk . Attendance is monitored carefully to ensure that no children are absent from education due to safeguarding issues.

Our **Attendance Champion** is Mrs Aimee Stephenson who can be contacted on a.stephenson@berkhampsteadschool.co.uk

Our **Attendance Officer** is Mrs Jackie Addis who can be contacted on office@berkhampsteadschool.co.uk

Registration
Registration will take place at the beginning of the day and before afternoon sessions begin. Form teachers will take registers with their form. If children are attending a Prep club such as a music group on arrival at school, it is the responsibility of the person running the club to register the children. This information is then passed to Miss Baker or Mrs Amlani to complete Prep registers.

Types of absence

Authorised absence
- Illness
- Visiting prospective schools
- Urgent medical or dental appointments which cannot be arranged outside school hours
- Days of religious observance
- Exams such as music or dance
- Exceptional circumstances (absence agreed in advance)

Unauthorised absence
- Truancy
- Staying at home to look after younger children or sick relatives
- Going shopping or having hair cut

- Any absence which the school has not been informed about in advance, either by mail or telephone
- Family holidays during term time
- Absence without explanation
- Arrival after the register closes

Punctuality

- Children must be in school by 8:30am.
- Morning registers open at 8:30am and close at 9:00.
- Afternoon registers open at 12.30pm and close at 1.00pm
- Children arriving after 8:40am are marked as late.
- Arrival after 9:00 is recorded as an unauthorised absence for the morning session.

Persistent lateness may result in a meeting with parents/carers.

If your child is unwell

- If your child is unwell please telephone or email the School Office before 9am (01242 523263 – office@berkhampsteadschool.co.uk) on the first day of your child's absence.
- If a message has not been received from the parents regarding the absence of a child, the School Office will make contact to ascertain the reason for absence as soon as possible.

Expectations

Pupils will be encouraged to:

- Attend school regularly
- Inform a member of staff if there is a problem that may lead to absences.

Parents and Carers will:

- Ensure the child attends school regularly
- Ensure the child attends school punctually
- Inform the school first thing in the morning on the first day of non-attendance
- Discuss planned absences with the Head of school in advance by email: office@berkhampsteadschool.co.uk. The Head of School will respond to you.
- Inform the School Office or form teacher of any medical or dental appointments in advance by either by telephone or email: office@berkhampsteadschool.co.uk

School will

- Maintain accurate attendance records.
- Monitor attendance daily and act promptly on concerns.
- Support families to overcome barriers to attendance.
- Inform parents of attendance expectations, levels and concerns.
- Work with the Local Authority where attendance does not improve.

Monitoring and Reporting

Children arriving after 8.40am will be marked as late on the register. A record of those children persistently late or regularly absent is kept and any concerns will be followed up with parents and relevant bodies if necessary. Records of reasons for late arrivals or early pick-ups are kept in the office and attendance is monitored daily by the school office staff, Mrs Addis and Mrs Brooks-Hughes. Once every half term, the Senior Management Team will review attendance data to identify children

with below 90% attendance. This will be led by our Attendance Lead, Mrs Stephenson. Children that have below 90% attendance without a clear explanation will receive a letter which may result in follow up meetings, referrals or action plans.

Support for families

We recognise that some families may face challenges affecting attendance. The school's aim is always to work in partnership with families to improve attendance. Support may include

- Meetings to identify barriers
- Early Help referrals or referrals for parenting support
- Pastoral support
- Reasonable adjustments for pupils with medical or complex needs.

Breakfast Club and After-School Provision

Breakfast Club is based in the Pre-Prep Hall. Any children who need an early drop-off can be taken to the glass door from 7.40am, and are able to have breakfast in school – healthy cereals, fruit, yoghurt and toast before joining their peers on the playground at 8.10am. There will be a cost for this service. Booking breakfast club is made through Magic Booking.

Procedure

Collection / Dropping off during the day

If a child arrives late (after 8.30am), or has to leave during the day for an appointment off school premises, the following procedure should occur:

1. Prior to the appointment the School Office should be informed by the parent either by telephone or email : office@berkhampsteadschool.co.uk
2. Dropping off: The parent should deliver the child to the School Office and they or other relevant staff should deliver the child to the relevant place. **Always report to the School Office – we ask parents not to leave their child at the School gate.**
3. Collecting: The parent should go to the School Office to meet the child who will be collected by the School Office or relevant staff.

Notifying staff

If your child is going home for tea with a friend or there are different arrangements for collection, please inform the School Office or their Form Teacher. If we are unaware of different arrangements and another person arrives to collect your child, we will telephone parents to confirm the arrangement.

ARRIVAL

Kindergarten

All children must be handed over to a member of Kindergarten staff. This is between 8.10am and 8.30am. Please arrive through the black playground gate and walk your child through to the KG building. A member of staff will be waiting at the door to greet you and your child. To exit, please return through the black gate. No responsibility whatever is accepted for any child left at school prior to 8.10am or not dropped off at the correct location.

Reception, Years 1 and 2
Children must be handed over to a member of Reception or Pre-Prep staff. This is between 8.10am and 8.30am. Please arrive in the morning at the playground gate. In the event of bad weather children can be delivered straight to the Pre-Prep Library. No responsibility whatever is accepted for any child left at school prior to 8.10am or not dropped off at the correct location.

Prep
Children may be brought to the Prep playground from 8.10am where a member staff will be on duty. No responsibility whatever is accepted for any child left at school prior to 8.10am or not dropped off at the correct location. In the event of bad weather, children should come into the school building as soon as they have been dropped off. If a child arrives after 8.30am, the gate will be locked and they must report to the School Office and will be brought over by the Office staff.

COLLECTION

Kindergarten, Reception, Years 1 and 2 – 3.30pm
Prep (Years 3, 4 5 and 6) – 3.45pm

Kindergarten
Each child is personally handed over to the responsible adult who is collecting the child. Please arrive at Kindergarten at the end of the day at 3.30pm. Please arrive through the black gate and walk to the Kindergarten building where a member of staff will dismiss your child to you. A message must be given to the Kindergarten or the School Office by the child's parent to indicate who is collecting their child if it is not them.

For parents collecting children at lunchtime, please report to the School Office.

Reception
Children are collected from their class teacher and say goodbye to their teacher before leaving with the person collecting them. Please arrive at the Reception doors at the end of the day at 3.30pm. via the playground gate. A message must be given to the School Office or class teacher by the child's parent to indicate who is collecting their child if it is not them.

Years 1 and 2
Children are collected from the playground and say goodbye to their teacher before leaving with the person collecting them. Please arrive in the afternoon at the playground gate at 3.30pm. A message must be given to the School Office or class teacher by the child's parent to indicate who is collecting their child if it is not them.

Prep
At 3.45pm Prep children are escorted to the playground where they say goodbye to form teachers. Please could you keep any younger siblings with you at this time. When the adult collecting them is seen they say goodbye to their teacher. Any children going to After School/Teatime Club or another activity form the appropriate line and are taken to the appropriate destination. If your child is going home for tea with a friend or there are different arrangements for collection, please inform the School Office or the Form Teacher.

AFTER-SCHOOL PROVISION

All bookings for after-school provision must be made through the MagicBooking. If you plan to, or might need to, book After School, Tea-time Club, Breakfast Club or Holiday Club for your child, please set up your Magic Booking Account (a guide will be sent to you). Please go to https://berkhampstead.magicbooking.co.uk/ to start setting up your account. Once your account is set up you will immediately be able to start making bookings. Please note we will not be able to accept children into any of these clubs if you do not have a Magic Booking account set up

AFTER SCHOOL CLUB COLLECTION

Pre-Prep

After School Club from 3.40 pm. Kindergarten, Reception, Years 1 and 2 will be based in the Kindergarten. They will be brought across to Teatime Club at 4.25pm. After School Club supervisor records attendance and departure. Collection before 4.20pm. Please arrive at the main School Office (glass door) where you will be met and guided round to the Kindergarten to collect children.

Prep

At 4.00pm Prep children not collected from the playground are crossed over the road to the Pre-Prep Hall by members of staff. Please only collect your child from the main School Office (glass door). Children cannot be handed over when they are in the process of walking over to Pre-Prep.

Teatime Club 4.30pm – 5.30pm:

At 4.30pm, the Prep children join the remaining Pre-Prep children in the dining hall. Beyond 4.30pm, telephone communication from parents is via an option on the normal school telephone number. Teatime Club tea is served in the traditional way. Following the tea, the duty members of staff may decide to take children outside into the playground (where the playground rules still apply) or to the Library.

All children should be collected by 5.30pm; if not, the duty member of staff will attempt to contact the parents or 'in case of emergency' person.

Children attending clubs, usually Prep children, or those who return from matches, can also be taken to After School Club or Teatime Club if an appropriate booking has been made.

If your child becomes unwell during the day

If your child becomes unwell during the day, they will be looked after by staff, and you will be contacted in order to arrange collection. It is important that we have up to date contact details for all parents.

Some of the more common illnesses, where your child should stay at home, are shown below:

Coughs and colds

It's fine to send your child to school with a minor cough or common cold. But if they have a fever, keep them off school until the fever goes. Encourage your child to throw away any used tissues and to wash their hands regularly. If your child has a persistent, chesty cough they may not be able to cope with the demands of a busy school day.

High temperature
If your child has a high temperature, keep them off school until it goes away.

Ear infection
If your child has an ear infection and a high temperature or severe earache, keep them off school until they're feeling better, or their high temperature goes away.

Sore throat
You can still send your child to school if they have a sore throat. But if they also have a high temperature, they should stay at home until it goes away. A sore throat and a high temperature can be symptoms of other illnesses.

Vomiting and diarrhoea
Children with diarrhoea or vomiting should stay away from school for 48 hours after their last bout of diarrhoea or vomiting.

More information and advice regarding common illnesses can be found on the NHS website https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

Key Statutory Documents and National Guidance to Reference

- Keeping Children Safe in Education 2026
- Working together to improve school attendance – Aug 2024
- The Education Act 1996
- Working Together to Safeguard Children 2023
- Children Missing Education: Statutory Guidance