



# 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, such as family holidays, **must** be requested in writing to the Head of School beforehand, please email [office@berkhampsteadschool.co.uk](mailto:office@berkhampsteadschool.co.uk). Attendance is monitored carefully to ensure that no children are absent from education due to safeguarding issues. Without permission, absences are classed as unauthorised.

### **Authorised absence can be:**

- Sickness
- Visiting prospective schools
- Urgent medical or dental appointments which cannot be arranged outside school hours
- Days of religious observance
- Holidays with parents - a maximum of 10 days per year authorised by the Head. Additional absence requests will be at the Head's discretion.

### **Unauthorised absence is:**

- 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
- Any family holiday of more than 10 days (per year).

### **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](mailto: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.

**Pupils will be encouraged to:**

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

**Roles and Responsibilities of Parents and Carers:**

- 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 (e.g. family holidays, special occasions) by email: [office@berkhampsteadschool.co.uk](mailto: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](mailto:office@berkhampsteadschool.co.uk)

**Breakfast Club and After-School Provision**

Breakfast Club is based in the Pre-Prep Hall. Any children who need an early drop-off from 7.40am 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. In this instance 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](mailto: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.

**Monitoring attendance**

Children arrived 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. Once every half term, the Senior Management Team will review attendance data to identify children with below 90% attendance. Children that have below 90% attendance without a clear explanation will receive a letter, offering a meeting and support.

## **Registration**

Registration will take place at the beginning of the day and before afternoon sessions begin.

## **ARRIVAL**

### **Pre-Prep**

#### **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**

All children must be handed over to a member of Reception 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.

### **Years 1 and 2**

Children must be handed over to a member of 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 they may use the Prep main door but if they arrive after 8.35am, the gate will be locked; 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 where there is better space and resources. 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, are also taken to the After School/Teatime Club and signed in.

**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.