

Our Vision:
**EXCELLENCE
IN ALL WE DO**



Our Mission:
**TO GROW,
LOVE AND LEARN
FOLLOWING JESUS**

9th January 2024
Dear Parent/Carer,

As I wrote in our recent newsletter, our school's attendance is currently 91.8%. This is well below the National Average and a desirable figure of over 96%. Parents have a legal duty to make sure that their child aged 5 to 16 attends school. Parents and pupils are expected to work with school staff to improve and maintain regular school attendance. As you are aware, regular absences from school can affect attainment, routine and behaviour. At St Bernard's we will do our best to help you and your child to improve their attendance prior to taking any formal action.

Under Section 444 of the Education Act 1996, parents or carers may be taken to court and prosecuted if their child does not attend school regularly and their absences are unauthorised (or in other words, the school cannot or has not given permission for them to be off school). If your child has unauthorised or irregular attendance, then we will notify Cheshire West and Chester Local Authority and you will be issued with a warning or a Fixed Penalty Notice (FPN).

Improving regular attendance at school is a key priority, for local authorities and government alike. The Education Act 1996 makes it a criminal offence for a parent to 'fail to secure their child's regular attendance at the school'. There is no longer any provision for 'holidays' in the regulations. A leave of absence during term time can only be approved by a Head of School/School Governing Body when:

a written request is made in advance of the leave being taken and the circumstances of the requested leave are 'exceptional'

If you need to take your child out of school during term time, you will need to submit a written request to the Head of School and the School's Governing Body. They will consider if your circumstances are 'exceptional' and let you know if your request has been approved. Please note that holidays are not normally considered exceptional.

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Executive Headteacher:
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BA (Hons) NPQH

Head of school:
Mrs J Le Feuvre
BA (Hons) NPQH

Assistant Head:
Miss E Reid
BA (Hons)



If you take your child out of school without approval, the absence will be recorded as unauthorised. If the unauthorised absence is for ten consecutive school sessions (i.e. five school days) or more, the local authority may issue a Fixed Penalty Notice (FPN) to each of the child's parents or caregivers. The amount of the fine is £60 (per parent/carer, per child) if paid within 21 days. If this is over the 21 days the fine increases to £120 (per parent/carer, per child).

Thank you for your continued support. By working in partnership we can ensure the best outcomes for your child.

Julie Le Feuvre

Head of School