



St Bernadette Catholic Secondary School

Headteacher Mrs B A McLaughlin

Fossedale Avenue, Whitchurch, Bristol BS14 9LS
Telephone 0117 377 2050 Fax 0117 377 2054

www.stberns.bristol.sch.uk
info@stberns.bristol.sch.uk

Attendance Information 2020/21

Our aim is that every pupil at St Bernadette Secondary School achieves an attendance figure of 96% or better.

- Registration is at **8.40am** for Year 10 and 11. Registration is at **8.50am** for Year 7, 8 and 9. Any pupil arriving after this time is marked as late. Please contact us if your child has been delayed unexpectedly on their journey to school.

Illness & Covid-19

If your child or any member of your household has any symptoms of Covid-19, they should not attend school or work and must self-isolate. Please notify us of your child's absence before 9.30am by calling the sickness absence telephone line. The number is: **0117 3772350**.

The symptoms of Covid-19 are as follows:

- **A new persistent cough**
- **A high temperature**
- **Loss or change in your sense of smell/taste**

If you or a member of your household displays any of these symptoms, you should seek a Covid-19 test as soon as possible and are asked to notify the school of the results as soon as you receive them.

You can request a test by visiting the NHS website or by calling 119. If you cannot access a test, please call the school office and we will look to support you in accessing a test.

If a member of your household tests positive for Covid-19 they must self-isolate for 10 days from the date that their symptoms began. If (after 10 days) they still have a temperature they must remain at home until they feel better. If (after 10 days) they only have a cough and/or loss of taste/smell, they can return to work/school.

Members of the same household who **do not** display any Covid-19 symptoms must remain self-isolated for 14 days from the date their household contact first became unwell.

If the child/adult displaying symptoms has a negative test result, all members of the household can return to school/work as soon as they feel well enough.

Please let us know as soon as possible if you are contacted by NHS Test and Trace and you are advised by them to self-isolate. You will be contacted by the Test and Trace service if you have been in close contact with someone who has been diagnosed with Covid-19.

Further information and advice can be found on the NHS website:
<https://www.nhs.uk/conditions/coronavirus-covid-19/>



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Holidays and Leave of Absence during Term Time

The Department for Education (DfE) states that all requests for absence of this nature must be made:

- In advance
- In writing (via Leave of Absence form available from the school office).

All correspondence regarding a Leave of Absence should be addressed to the Attendance Officer, Mrs K Bennett. A dedicated Leave Of Absence form is available via the school office or on the school website.

The DfE do not permit us to authorise holiday during term time except in very exceptional circumstances. If you choose to take your child on holiday during term time, it will be recorded as unauthorised. In certain circumstances a Penalty Notice will be issued in line with DfE guidance, this is a legally enforceable fine. If a Penalty Notice is issued the money is collected by Bristol City Council.

Persistent Absence

If your child's attendance falls below 92% we may request medical evidence for each new absence. Where families do not support their child by sending them to school, we will work with them and other agencies to improve the situation and ensure pupils receive the education they are entitled to.