

# Local Attendance Protocol 2024-25

This protocol is written in conjunction with the Beckfoot Trust Attendance and Punctuality Policy which is available on the Trust website: **Beckfoot Trust - Policies and Documents**

Our aim is to improve school attendance to achieve our mission of ‘Creating remarkable schools where no child left behind’. We understand that securing good attendance is everybody’s business and in everyone’s interest.

The protocol has been adopted with the involvement of the whole school community.

## Attendance Expectations at Beckfoot Heaton School

We expect all children to attend every day and have a minimum target of 97%. We expect all children to also arrive on time ready to start the day at 8.30am.

## Who does what at Beckfoot Heaton School

At Beckfoot Heaton, attendance is everyone’s business. The key people to talk to about attendance are below:

### Safeguarding Team photos

Zoe Mawson	Laura Burgin	Louise Sugden	Angela Morgan	Davina Blanshard-Jones
Head Teacher and Deputy Designated Safeguarding Lead	Deputy Head Teacher and Deputy Designated Safeguarding Lead	Assistant Head Teacher and Designated Safeguarding Lead	Child Protection Officer and Deputy Designated Safeguarding Lead	Assistant Head Teacher, SENDCO Deputy Designated Safeguarding Lead
				

## Attendance Officer



Our weekly Parent Drop in Sessions are held on Tuesday Mornings from 8.45-9.45am. Each week a leader in school will be available to speak with you and answer any question or concerns you may have. The schedule for who is available each half term is sent via PING.

## Daily procedures and routines

### Arriving at School

The school day is 8.30 – 3.00pm.

The school gates open at 8.15– 8.26am. They close promptly at 8.26am. Families enter through the blue school gates where a member of the Senior Leadership Team will greet you. You then walk through the playgrounds to the classes where Class Teachers and Support Staff then welcome each child on the door and ensure they are safely inside. From 8.26am children enter school through the main entrance, where they are greeted by staff and supported to get to their class, through the school in time for learning starting at 8.30am

### Drive and Drop

We also have 'Drive and Drop' where children can be dropped off on the school drive between 8.15 and 8.30am. School staff safely support children into school and then on to a designated space (Rainbow Rooms and Blue Base Shared area) in school before class begins. Parents do not get out of their car.

### Reporting Illness Absence

Please let school know **each day** if your child is not well or cannot attend. You can do this in several different ways:

1. You can call the school on **01274 363070** and press **option 1** to speak to Miss Price (the attendance officer) or leave a voicemail.
2. You can email **attendance@beckfootheaton.org** with your child's names, class and the reason for absence.
3. You can email **office@beckfootheaton.org** with your child's names, class and the reason for absence
4. You can send a text message to our school messaging system on **07860026272**.

## **Requesting a Leave of Absence**

Sometimes, there may be a time when you need to request time off school for your child. For example attending a funeral, a hospital appointment or a graduation. We will not authorise family holidays during term time. Please complete a leave of absence form from the school office and the headteacher will decide if the absence can be authorised.

## **Attendance Officer Calls**

If we have not heard from you about why your child is off school, we will send you a text message and/or call you by telephone. This is to make sure that the child is safe. We will try all contacts that we have for the child. The attendance officer will leave a message if she cannot get through.

## **Lateness**

School starts at 8.30am. If your child arrives after this time, they will be classed as late. An adult will need to help them sign in at the office. Please do not leave the child on their own if you are late. If the child arrives after 8.45am, this will be classed as an unauthorised absence. Children will be welcomed into school by staff as it can be worrying for them if they are late. Families who bring their children late to school frequently will be invited in for a meeting.

## **Home Visits**

Any child who is on a 'Child Protection Plan', a 'Child in Need Plan' or is a 'Child Looked After' will receive a home visit on the first day of absence if no reason is provided.

For other children, the attendance officer may visit families to check on their welfare if they have not contacted the school about the absence, if they have been off for 3 days, if they have not returned on time from a holiday or if they have poor attendance.

The attendance officer will leave a calling card if there is no answer to the door.

## **How we recognise and incentivise good attendance at Beckfoot Heaton School**

We celebrate good attendance at Beckfoot Heaton by:

- Weekly celebration assembly recognising the classes with best and most improved attendance.
- Spotlight attendance weeks with certificates and prizes
- Raffle prizes such as vouchers for family trips
- Postcards sent for 100% attendance
- Termly prize draw Cinema trips for children who have attended 100%

## **How we use attendance data at Beckfoot Heaton School**

The Senior Attendance Champion monitors attendance weekly, daily and each cycle. Families will be informed if their child's attendance is dropping and support will be offered.

Every child will receive a written report at the end of each cycle where the attendance to date will be shared along with how many late sessions there have been.

There will be opportunities to discuss attendance data at parents' evenings and at attendance meetings with the attendance team.

## How we will reduce persistent and severe absence at Beckfoot Heaton School

We follow the staged approach to reduce persistent and severe absence as outlined below:

### A Staged Approach: Excellent Attendance for All

<b>Everyone</b>	<b>Below 96%</b>	<b>Below 90%</b>	<b>Review</b>	<b>Escalate</b>
<p>Beckfoot Heaton is a school where every child belongs.</p> <p>We create a welcoming, calm, safe environment; allowing all children to gain a sense of belonging.</p> <p>Children will achieve well through excellent school attendance.</p>	<p>This could indicate a concerning level of absence.</p> <p><b>Stage 1 letter sent to parents.</b></p> <p>Early intervention considered as a preventative measure. Early help offered.</p> <p>Explore potential barriers to good attendance identify each barrier and tackle.</p>	<p>Serious concerns about attendance.</p> <p><b>Stage 2 letter sent to parents and meeting with senior leader.</b></p> <p>Explore barriers in the meeting and implement a programme to remove them through a partnership plan.</p> <p>Early help offered or reviewed.</p>	<p>Review meeting held for the following half term.</p> <p><b>Improvements seen:</b></p> <p>Continue monitoring and support the child to reach 96% within a half term</p> <p><b>No improvement or attendance has decreased further:</b></p> <p><b>Stage 3 letter is issued to parents and attendance contract is considered.</b></p> <p>Early Help support to be offered or reviewed. Continued implementation of internal and external support.</p>	<p>Review meeting held for the following half term.</p> <p><b>Improvements seen:</b></p> <p>Continue monitoring and support the child to reach 96% within a half term</p> <p><b>Stage 4: No improvement, or attendance has decreased further.</b></p> <p>Review the attendance contract and all support as well as offers of support.</p> <p><b>Stage 5: All avenues exhausted, support is not working or low engagement.</b></p> <p>School to submit a formal referral to Bradford for intervention.</p>

Find out more about attendance on our school website

Attendance and Punctuality

## How we support vulnerable groups at Beckfoot Heaton School

We offer the following support:

- A meeting with the attendance team to identify and overcome barriers
- A daily meet and greet with a trusted adult
- Check-ins throughout the day
- A check out at the end of the day to ensure any potential problems are resolved
- Nurture breakfast for a positive start to the day
- School bus to pick up children from home and bring them to school
- Nurture lunch for a check in and space to regulate (if needed)
- Visual timetables to reduce anxiety
- Home visits
- Spare uniform
- Referrals to other teams: school nurse, CAMHS, Educational Psychology, SALT
- Counselling and therapy, Place2Be
- Reduced/ amended timetable where required

## **How we support vulnerable groups with attendance at Beckfoot Heaton**

We will always make decisions and provide support with the best interests of the child at the forefront of our minds. We have designed our school day and curriculum to support our most vulnerable of learners to make our school is a place where children can and want to attend.

However, we will also make reasonable adjustments to support good attendance as outlined previously.