



**Local school Attendance protocol, in line with:
the [Beckfoot Trust Attendance Policy](#)**

Name of school: Hazelbeck School

Name of SLT Lead for Attendance: Jo Dowson

Name of Attendance Officer: Victoria Ullah

Name of family liaison contact: Saika Shaheen

Timings of the School Day:

At the start of the day, the gates open at 8.25am and students are collected from 8.35am. As they arrive in base, they will have personalised tasks to do, prior to the school day formally starting at 9am.

At the end of the day, the gates open at 2.20pm and students leave from 2.40pm.

The final pick-up time is 3pm. At 3pm, staff teams have meetings, so we need you to support the school by picking up your child before this time.

Should you be late collecting your child (after 3pm) on more than 3 occasions, it will incur a £5 charge for each subsequent occasion.

Recording attendance local protocols

Attendance register (refers Trust Policy Section 7.1)

- Our gates open at 8.25am and students are collected from 8.35am. Students must arrive in school by **9am**, when lessons start. Students arriving after 9am will be marked in the register as late.
- The morning register will be taken at 9am and will be kept open until 9.30am. The afternoon register will be taken at 1pm and will be kept open until 1.30pm.

Planned absence (refers Trust Policy Section 7.2)

School should be told about a planned absence as soon as possible.

Medical Appointments

We encourage parents to make any appointments outside of school hours. Where this is not possible, parents should seek agreement for this in advance. The student should be out of school for the minimum amount of time necessary for the appointment.

Holidays

All requests for holidays in term-time are refused unless there are exceptional circumstances. Where parents choose to take a child(ren) out of school without permission penalty notices may be issued;

The student's parent/carer must request an absence form from school and submit this at least **one month in advance**.

Unplanned absence (refers Trust Policy Section 7.3)

The student's parent/carer **must** notify the school on the first day of an unplanned absence by **8.30am** or as soon as practically possible (see also section 7).

Parent/carers must contact school using one of the following ways:

- Message via the Attendance group on Class Dojo
- **Absence Email:** Attendance@hazelbeck.org
- **Main office line: 01274-777107** and ask for Saika Shaheen (Parental Link Worker) or Vicky Ullah (Attendance Link Worker).

Alternatively, a message can be left with the administration team if we are unavailable. (we may call back if we require further information)

Lateness (refers Trust Policy Section 7.4)

Punctuality is an important component of *Readiness to Learn*, and persistent lateness interrupts the education of all children in the class. Where lateness is persistent and does not improve, the Local Code of Conduct allows the school to pursue a Penalty Notice for this reason.

Students arriving after lessons have started at 9am will need to be brought to reception and parents will need to sign in, stating the reason for lateness.

The Attendance team will regularly monitor lateness and discuss any concerns with you and support you with improving punctuality.

Following up on absence (refers Trust Policy Section 7.5)

The Attendance Team will follow up on absences if we have not heard from you. We may refer the matter to Social Care if attendance significantly drops or if we are unable to contact you and, therefore, have concerns about your child's welfare.

Absence due to illness, where the child is too ill to attend, will be authorised unless the school has a genuine concern about the nature of the illness, or the need to stay off school.

If the authenticity or nature of the illness is in doubt, the school may ask parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity or nature of the illness, the absence will be recorded as unauthorised, and parents/carers will be notified of this in advance.

Adjusted Timetables

In *exceptional circumstances*, the school may grant permission for an adjusted timetable, to meet the specific need of a student. Adjusted timetables are:

- an agreement between school and parents
- temporary
- reviewed regularly with the aim of returning the student to a full-time timetable, as soon as possible.

Outreach

As part of our work to raise and sustain attendance we have an Outreach team.

The ultimate aim for this work is for a student to return to full time education within school.

Why does the Outreach team become involved?

Outreach work is offered to students who are missing school for the following reasons:

- Not in school following a long-term illness
- Not in school following a medical procedure
- Not in school due to an ongoing medical condition, including palliative care and/or outpatient treatments

- Not in school due to mental health reasons.
- School is struggling to meet need in school (in liaison with the LA)

The Outreach team will work with that student for as long as is needed.

The Aims of the Outreach work:

Although the ultimate aim for all students is to return to full time education within school, there may be other additional outcomes, such as:

- To provide students with interaction, socialisation, stimulation and education
- To develop and maintain and maintain parental links.

Please also see 'Hazelbeck school procedure for Outreach' below.

Outreach team:

- Charlotte Bray – Assistant Head and Lead for Outreach Work
- Saika Shaheen – Parental Involvement Worker
- Vikki Ullah- Attendance Officer
- Staff member(s) from student's class team

Hazelbeck School Procedure for Outreach

- 5 days of continuous absence – attendance team to alert outreach lead if absence is likely to continue and potential length of time
- If agreed outreach is a requirement, outreach lead to ring family regarding commencing outreach and the frequency of it.
- Class teacher to **plan sessions, set outcomes, create progress sheets** and organise resources for outreach sessions and **staff member(s)** from class team to be identified.
- **Initial visit** to family home to take place with staff member and attendance officer- risk assessment and home-school agreement to be completed and **Outreach visit form** to be completed.
- Outreach **visits to take place** a maximum of 5 hours per week (2 sessions) and Outreach visit form to be completed after each visit. Targets to be reviewed at regular intervals.
- Monitoring over time- if situation does not change, then meeting with family/ multi-agency to take place to discuss possibilities of further assessment and support