

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 Hazelbeck 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 8.45am. A small minority of students have agreed adjusted start and or finish times, as a reasonable adjustment for a justified diagnosed medical or mental health need.

The importance of good attendance

The research tells us that there are three main benefits to good attendance:

- Better learning: Pupils who attend well achieve well
- Improved safeguarding: Being in school regularly helps to protect children from risk of harm
- Secure friendships: Pupils who attend well, are more likely to establish and maintain good friendships leading to better wellbeing

Who does what at Beckfoot Hazelbeck School

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

Kirsty Coughlan (Deputy Headteacher)

Vicky Ullah (Family Liaison and Attendance Team)

Saika Shaheen (Family Liaison and Attendance Team)

Daily procedures and routines

Recording attendance local protocols

Attendance register

Our gates open at 8.25am and students are collected from 8.35am. Students must arrive in school by **9am**. Students arriving after 9.15am 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 1.15pm.

Planned absence

School should be told about a planned absence as soon as possible. Parents can notify school by telephone or using the individual student's page on the Class DOJO home school communication APP.

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 from school and submit this at least **one month in advance**.

Unplanned absence

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.

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

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

The Attendance Team will follow up on absences on the first day of absence. 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 or 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.

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 learning tasks to complete, 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.

If parents/carers are late collecting their child (after 3pm) on more than 3 occasions, we will call a meeting to discuss and identify any help needed.

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 (for students on the school roll)

As part of our work to raise and sustain attendance in exceptional circumstances we will offer outreach in the student's home. The aim for this work is for a student to return to full-time education within school.

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

The Outreach team will work with the student on a sessional basis agreed with the parents /carers.

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.

For more information contact Jonnie Czternastek, Assistant Headteacher and Attendance Lead.

The Outreach Team are:

- Saika Shaheen – Parental Involvement Worker
- Vikki Ullah- Attendance Officer
- Staff member(s) from student's class team

How we recognise and incentivise good attendance at Beckfoot Hazelbeck School

We celebrate good attendance at Beckfoot Hazelbeck by:

- Weekly celebration assembly recognising the best attendance by class
- Spotlight attendance weeks with stickers, certificates and prizes
- 100% prizes for individual children and classes
- 100% attendance certificates each term

How we use attendance data at Beckfoot Hazelbeck School

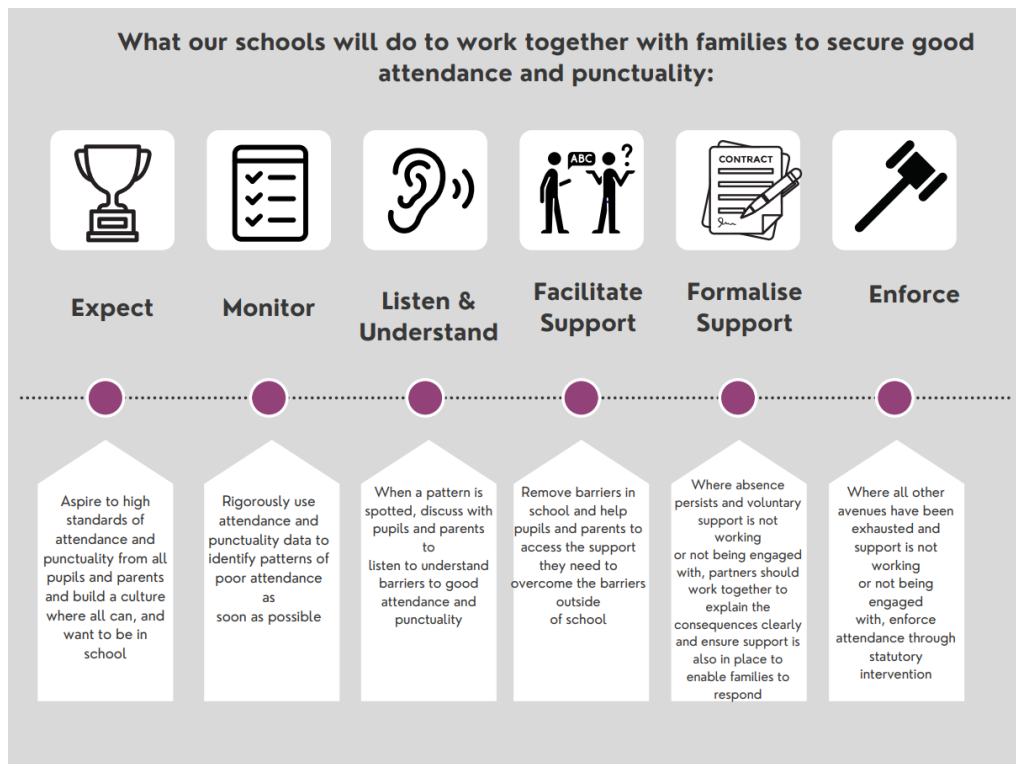
The Assistant Headteacher with responsibility for Attendance monitors attendance daily, weekly and each cycle. Families will be informed if their child's attendance is dropping, and support will be offered.

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.

In addition to this, SLT use the Attendance data to inform all stakeholders during at the end of each Assessment Cycle. By using the information in this way, staff at all levels have a greater understanding to the barriers effecting a pupil learning and make reasonable adjustments in order to support their progress.

How we will reduce persistent and severe absence at Beckfoot Hazelbeck School



How we support vulnerable groups at Beckfoot Hazelbeck School

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 the most vulnerable of learners to make our school a place where children can and want to attend.

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