

Local Attendance Protocol 2026 - 2027

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 is 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 want every child to attend every day on time and ready to learn, as such the below entry system supports regulated entry to school in a reasonable timeframe. The continuing increase in students on setting means that access through the reception area is no longer permitted during the drop on and entry times. (Should you wish to apply for special dispensation, you should arrange a meeting with our *attendance and family support lead to discuss*).

Key contacts for attendance at Hazelbeck school:

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

- Your child's attendance champion (via class dojo portfolio)
- Your child's class teacher (via class dojo portfolio)
- Saika Shaheen – Attendance and Family support team
- Victoria Ullah – Attendance and Family support lead
- Stuart France – Green and Yellow Pathway Leader
- Ruth Whitehead – Red and Orange Pathway Leader
- Ruth Jones – 6th Form Pathway Leader
- Kirstie Coughlan – Deputy Headteacher

Timings of the School Day:

Time	Activity
Morning Entry 8.20am - 8.45am 1 st drop off	Bradford Passenger Transport Service (PTS) and all parents will use the Bus Bay for drop off and collection. Bus Bay gates open at 8.20am, 1 st round drop off, gates will close at 8.35am, students will be collected by staff. When all vehicles are empty gates will re-open.
<u>Morning Entry</u> 8.45am - 9.00am 2 nd Drop off	Bus Bay gates are open, all remaining drop offs to enter. Students will be collected by staff, and gates will close at 9.00am. Any students arriving after 9am must enter school via reception
<u>End of Day Exit</u> 2.20pm - 2.45pm 1 st Pick up	Bus Bay gates will open at 2.20pm for pick up. Buses will have priority parking, then the car park will be filled to capacity. Gates will close and students be supported to parents or allocated transport. Gates will reopen once all students are safely on transport.

End of Day Exit	Bus Bay gates will reopen at 2.45pm, where the remaining pick-ups can take place.
2.45pm - 2.55pm	Gates will be closed for children accessing transport, then will re-open at 2.55pm.
2 nd Pick up	All children will be offsite by 3.00pm.

Late entry procedures:

If your child arrives late between **9.00am and 9.30am**, they will need to access school through the main reception. A call will be put out to the student's class teacher, and staff will collect after the morning duties in the bus park and children are in classes. This will be coded as an "L" for late on the register.

If your child arrives after **9.30am**, they will need to access school through the main reception. A call will be put out to the class teacher, and a member of staff will collect as efficiently as possible. This will be coded as a "U" on the register and means that your child will only be able to get 50% attendance for the day.

Reporting lates and absences:

Parent/carers must contact school using one of the following ways if your child is going to be absent from school:

- Send a message via the attendance group or to your class champion or teacher on Class Dojo
- Send an email to: Attendance@hazelbeck.org
- Call school on 01274 777107 and ask to speak to Saika Shaheen or Vicky Ullah, if unavailable, a message can be left with the administration team.

If we have not heard from you, and your child has not arrived in school, we will try to contact you via a message on Class dojo and/or a telephone call. If we are unable to contact you, we may decide to visit you at home to ensure that you and your child are okay. We may need to contact the local authority education social worker as we have a duty to safeguard your child.

If your child is ill:

At school we follow the NHS guidelines for schools, further details can be found here: **Is my child too ill for school? - NHS**. Please be aware that your child must remain off school for 48 hours after their last bout of sickness or diarrhoea. Some children may have these symptoms as part of their health conditions, in which case we will look at adaptations within their care plan.

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.

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 or a graduation. Please complete a leave of absence form found here: [Term-Time Child/children Absence Request Form](#)

Under the DfE guidance family holidays are not classed as exceptional circumstances. Holidays will be recorded as unauthorised, and you may be fined.

Hazelbeck response to absences:

We want to work with parents and carers to support your child to attend school. Our attendance team will follow up on absences if we have not heard from you, the following is a guide to how we will do this:

- Daily attendance message on dojo
- Daily attendance telephone calls
- Weekly attendance telephone calls from your class champion

- Home visits at regular intervals if we have not seen your child
- Letters home to inform of attendance concerns
- A meeting with the attendance team to identify and overcome barriers
- An attendance partnership plan, put in place
- Referrals to other teams (CAMHS, School Nurse, Educational psychology, Social Care)
- Regular reviews with parents/carers and our attendance team

Modified Timetables

In *exceptional circumstances*, the school may grant permission for a modified timetable, to meet the specific needs of a student. Modified timetables are:

- An agreement between school and parents
- For a limited period of time
- Reviewed regularly with the aim of returning the student to a full-time timetable, as soon as possible.
- Registered with the local authority (Bradford Schools)

Outreach (for students on the school roll)

As part of our work to raise and sustain attendance in exceptional circumstances, we may offer outreach in the student's home via a modified timetable. This is time limited with the aim of encouraging the student to attend the academy regularly.

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

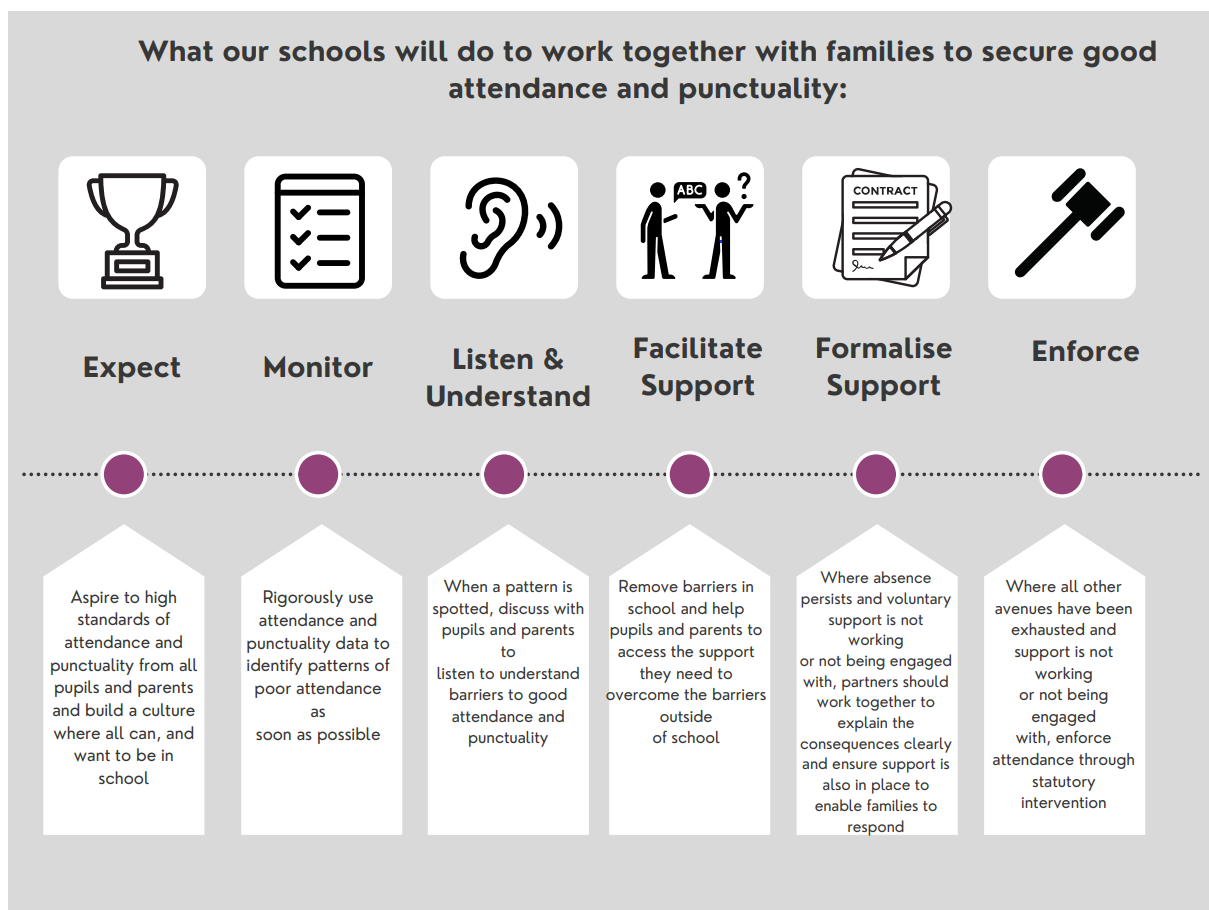
- Not in school following a long-term illness
- Not in school following a medical procedure
- Not in school due to an ongoing medical condition, including palliative care and/or outpatient treatments

The outreach team will work with the student on a sessional basis agreed with the parents/carers and will be time limited in accordance with the agreed modified timetable.

How we recognise and incentivise good attendance at Beckfoot Hazelbeck School

We celebrate good attendance at Beckfoot Hazelbeck by:

- Weekly celebration of attendance in assembly and/or form time
- Spotlight attendance weeks with stickers, certificates and prizes
- Termly rewards activity
- Rotational weekly attendance certificates for:
 - 100% attendance
 - Most improved attendance
 - Most improved punctuality
 - Attendance superstar



attendance data at Beckfoot Hazelbeck School

The Deputy Headteacher with responsibility for attendance monitors attendance regularly, alongside the attendance team and attendance champions. Families will be informed if their child's attendance is dropping, and support will be offered.

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 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 decisions. 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. As attendance issues arise, these are addressed quickly with solutions that are often bespoke to the child and family. A culture of inclusivity is central to Beckfoot Hazelbeck, where each child feels valued, safe and supported.