

Local Attendance Protocol

This Local Attendance Protocol supports our main Beckfoot Attendance Policy and sets out how the Trust policy will be enacted at Beckfoot Allerton. It is written in conjunction with our Beckfoot Trust Child Protection and Safeguarding Policy, Beckfoot Trust Code of Conduct Policy, Beckfoot Trust Equity and Diversity Policy, Beckfoot Trust Suspension and Exclusion Policy, Beckfoot Trust SEN and Disability Policy and Beckfoot Trust Supporting Pupils with Medical Needs Policy.

Good attendance

We know that good attendance means that our pupils are more likely to leave our school having achieved our sentence of "Beckfoot Allerton ensured that all pupils gained powerful knowledge, behaved brilliantly and became confident community contributors."

Our values of hard work, trust and responsibility also require good attendance in order to be embedded in our students. Our attendance target for all pupils is 97%. This means that children can only have a maximum of 5 school days off in a full academic year.

Research has proven that children with good attendance benefit from:

- Continuity of learning in lessons.
- Improved performance in exams.
- Support and guidance with reading, writing and mathematics.
- Maintaining friendships.
- Developing good habits for adult life.

School timings

- Our school gates open at 8.33 am and close at 8.43am
- Pupils who are late need to be signed in at the office **by a family member who needs to wait with them**
- Pupils who are late will receive a late mark
- Pupils arriving after 9.15am will receive an unauthorised absence mark

Is my child too ill for school?

Children can come to school with a common cold or sore throat. Please do not keep them off school. We will always ring home if a child is too unwell to be in school. If you are unsure whether to send your child to school, the NHS has made this useful guide: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/health/a-z/is-my-child-too-ill-for-school/)

Absence procedures

- If your child is absent from school you must telephone the school office on (01274 541587) **on the first day and each day following before 8.45 am and provide a reason.**
- Please give more details than just 'unwell' as it allows us to track illnesses that might be spreading.
- If we receive no confirmation of the reason, you will receive a phone call home from the school office.
- If we receive no response to telephone calls or My Ed messages, a home visit will be carried out.

- If your child is absent for more than 3 days, then you may receive a home visit to see if any support is required.
- All attendance below our target of 97% is monitored and we will support you to get your child into school.
- If your child's attendance drops below 90% then your child will be put on the persistent absentee list. Any further absences will be unauthorised and you will have to provide proof of absence e.g. doctors appointment text, prescriptions etc to have absences authorised.
- A home visit by the Safeguarding and Welfare Team can be conducted at any point during a child's absence.

Appointments

Wherever possible, please make appointments outside of the school day or in the holidays. If this is not possible, please avoid the morning sessions where most classes have English, phonics and maths lessons. You must bring proof of appointment (e.g. letter or text) for the absence to be authorised.

Working Together

We understand that there may be barriers to your child coming to school and would ask that you contact Mrs Walsh, our Early Help Lead Practitioner if you would like us to support you. We also have our attendance officer, Mrs Childs and as always, our headteacher Miss Blanchard can help. If you think that your child has difficulties coming to school because of a Special Educational Need (SEND), you can contact our SENCo, Mrs Little.

Holidays in term time

We are not permitted to authorise holidays in term time. Leave of absence forms are available from the office. If you take holiday in term time and have not completed a form, we may contact the police to carry out welfare checks if we do not know the whereabouts of the child. School will work with the local authority to minimise unauthorised absence. We will Issue penalty notices In line with legislation.

Persistent absence/ persistent lates

Children are classed as persistently absent if their attendance falls below 90%. Children are also classed as being unauthorised late if they arrive 30 minutes late.

Families of children who are persistently late or absent will be contacted by school via letter for meetings with the attendance and senior leadership team to see what support might be needed. Continued persistent absence or lates could then result in penalty notices being issued by the local authority or prosecution.