

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 Allerton 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.

Who does what at Beckfoot Allerton School?

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



Mrs Walsh
(Senior Attendance Champion & DSL)



Mrs Aziz
(Attendance Officer)



Mrs Fletcher
(Early Help Lead)



Mrs Sunley
(Office Manager)



Mrs Little
(SENCo)



Ms Blanchard
(Headteacher)

Mrs Walsh has a weekly attendance drop in (no appointment required) on Wednesdays from 9.00 – 10.00.

Mrs Fletcher has an Early Help drop in (no appointment required) on Tuesdays 9.00 – 10.00.

Mrs Little has a SENCo drop in fortnightly on Thursdays between 8.15 – 9.15.

Miss Blanchard has twice weekly drop ins – Mondays 8.45 – 9.45 and Fridays 2.30 – 3.30pm

Daily procedures and routines

Arriving at School

The school day is 8.45 – 3.15pm.

The school gates open at 8.33 – 8.43am. They close promptly at 8.43am as this gives everyone 2 minutes to get into class for the register at 8.45am. You enter through the big black gates where a member of the Senior Leadership Team will greet you. There is then a one way system past all the classes and parents/carers exit through the top gate. Class Teachers and Support Staff then welcome each child on the door and ensure they are safely inside.

Drive and Drop

We also have 'Drive and Drop' where children can be dropped off in a car between 8.20 and 8.28am and walk with school staff into the hall before class begins. Parents do not get out of the car.

Early Bird Challenge

Children who are first through the gate at 8.33am have enough time to complete the early bird challenge in their class. This changes each day and children are recognised for their efforts. The class which completes the most challenges wins the punctuality trophy in Friday assembly!

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 541 587 and press option 1 to speak to Mrs Aziz (the attendance officer) or leave a voicemail.
2. You can send a 'MyEd' message through the app. Press 'Report Absence' and then type in the reason for absence and press the green arrow to send.
3. You can report on class dojo to the 'attendance team'. (Please use this rather than class teacher who might not check before school)

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. Please complete a leave of absence form from the 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 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

Our school gates close promptly at 8.43am. 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 and choose their dinner. Please do not leave the child on their own if you are late. If the child arrives after 9.15am, 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 and may receive a 'late letter'.

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 a few 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 Allerton School

We celebrate good attendance at Beckfoot Allerton by:

- Weekly celebration assembly recognising the best attendance by house and by class
- Spotlight attendance weeks with stickers, certificates and prizes
- Celebrating on class dojo when school attendance hits the target of 96% +
- 100% prizes for individual children and classes
- Raffle prizes such as vouchers for family trips
- 100% attendance certificates each term

How we use attendance data at Beckfoot Allerton School

Parents and carers can check their child's attendance record through the MyEd app. It is kept up to date daily. If you believe your child's record is incorrect, please speak to the office who can print out the attendance record along with reasons for absence.

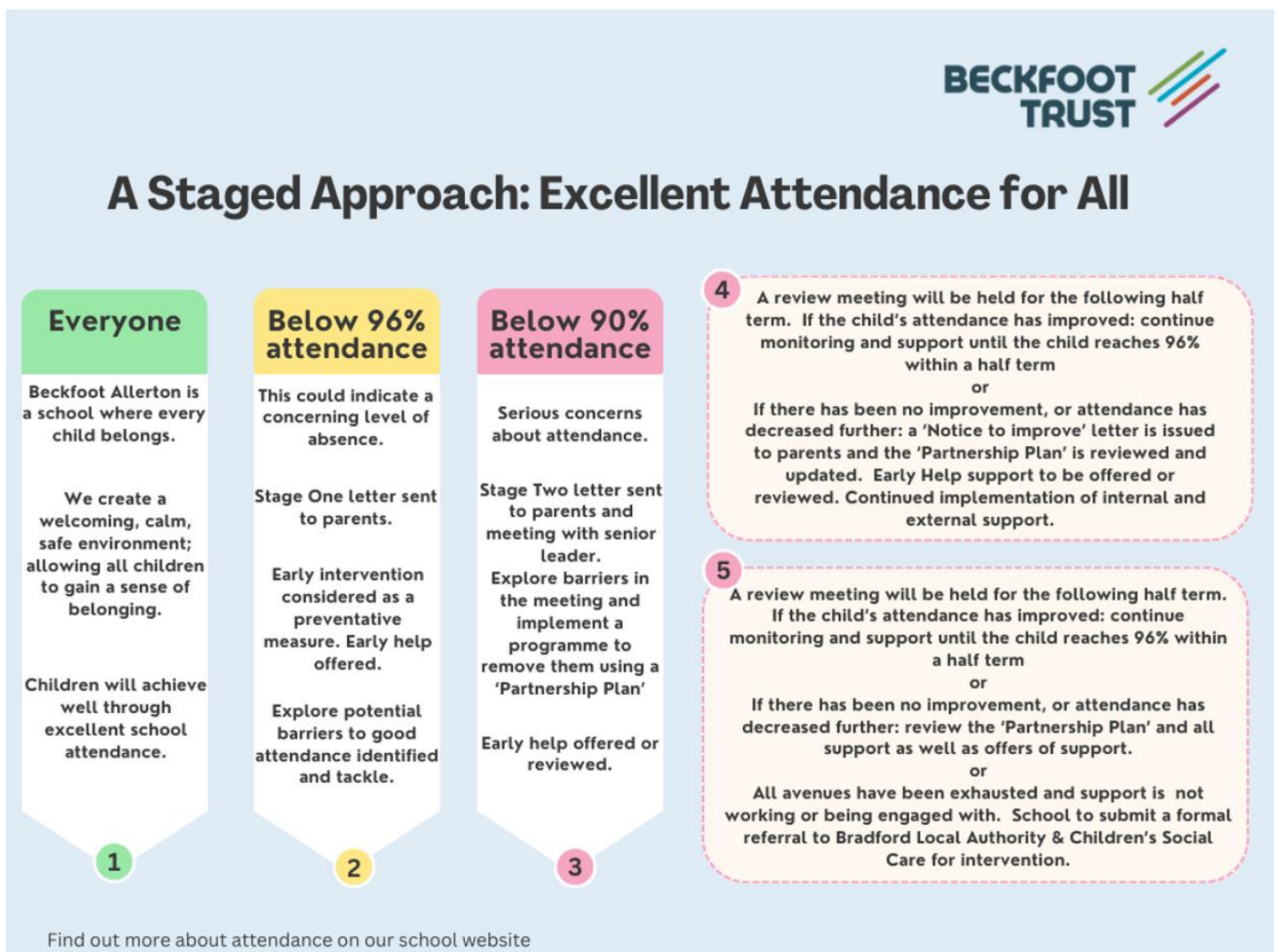
The Senior Attendance Champion monitors attendance weekly, daily and each cycle. Families will be informed if their child's attendance is dropping and support will be offered.

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 Allerton School

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



We offer the following support:

- A meeting with the attendance team to identify and overcome barriers
- Voice of the child using big/little/no problem
- 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
- A soft start to the day – a more relaxed approach to the start of the school day
- Visual timetables to reduce anxiety
- Home visits
- Spare uniform
- Referrals to other teams: school nurse, CAMHS, Educational Psychology
- Counselling and therapy
- Reduced/ amended timetable

How we support vulnerable groups with attendance at Beckfoot Allerton

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.