

Local Attendance Protocol 24-25

This protocol is written in conjunction with the Beckfoot Trust Attendance and Punctuality Policy which is available on the Trust website: [Policies – Beckfoot Trust](#)

Our aim is to improve school attendance to achieve our mission of *creating remarkable schools where no child is left behind*. We know that children who have 97% or better attendance are successful at school. Put simply, the more learners go to school, the better they do. Therefore, we believe attendance is everyone's business and work closely with families to remove barriers to attendance and punctuality.

Attendance Expectations at Beckfoot Nessfield

We expect all children to be in school every day on time and have a minimum target of 97%. Each week we award 10 housepoints to those children who have attended everyday and arrived on time at 8.30am.

Who does what at Beckfoot Nessfield School?

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



Miss Disney

Senior Attendance Officer/ Office Manager



Miss Hanson

Headteacher

If you would like to talk face to face about any attendance and punctuality concerns you can use the following drop in clinics:

Miss Disney has weekly Family Support Clinics each Tuesday at 8.30 – 9.30am and 2.30 - 3.30pm

Miss Hanson has weekly Headteacher Clinics each Thursday at 8.30 – 9.30am and 4.30 – 5.30pm

Daily procedures

Drop off and Pick Up

- The school day is 8.30am – 3.15pm
- The school gates are open from 8.15am. This allows everyone time to arrive before children enter school at 8.30am. Children must be ready on site to go into class by 8.28am.
- School registers close at 9.00am.
- The school gates reopen at 3.00pm to allow children to be collected promptly at 3.15pm.

Reporting Illness/ Absence

Please let school know **each day** if your child is not well enough to come to school or is unable to attend.

You are able to do this by:

- You can call the school office on 01535 665628 or leave a voicemail.
- You can send a message to *admin* on Epraise. Please explain why your child is absent and if they are ill, describe the illness.

Requesting a Leave of Absence

Sometimes, you may need to request time off school for your child. For example attending a funeral. Please complete a leave of absence form available on the school website, at the Main Office or via request on Epraise. The Headteacher will decide if the absence can be authorised and will respond by letter on Epraise.

Attendance Calls

If we have not heard from you explaining why your child is off school, we will contact you by telephone after 9.00am alongside a message on Epraise. This is to make sure that your child is safe. We will try all contacts that we have for your child if you do not reply.

Lateness

If your child arrives after 8.30am, they will be classed as late. An adult must take them to the school office where they will need to wait with the child so they can be signed in by a member of the office team.

If your child arrives after 9.00am, 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 for a Family Partnership Meeting in order to identify and overcome any barriers to punctuality. You are at risk of being fined if you have 10 or more lates after 9.00am in any 10 week period.

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. The school may also visit families to complete a welfare check if:

- You have not contacted the school about the absence
- If your child has been off for 3 days
- If you have not returned on time from a holiday
- If your child has poor attendance or we are concerned about a pattern of absence e.g. absences every Friday

If there is no answer at the door, the school will leave a calling card and send a message on Epraise. If we are still unable to make contact with you, we may need to request a police welfare check to ensure your child is safe.

How we recognise and encourage good attendance at Beckfoot Nessfield

We celebrate good attendance at Beckfoot Nessfield by:

- Awarding 10 housepoints weekly to every child who has attended all week on time
- Spotlight attendance weeks for houses with housepoint prizes
- Celebrating with families when attendance hits the target of 96% +
- 100% Attendance Achievement badges on Epraise for children who have 100% each half term
- Target Met attendance badges on Epraise for children who have met their 97% attendance target each half term

How we use attendance data at Beckfoot Nessfield

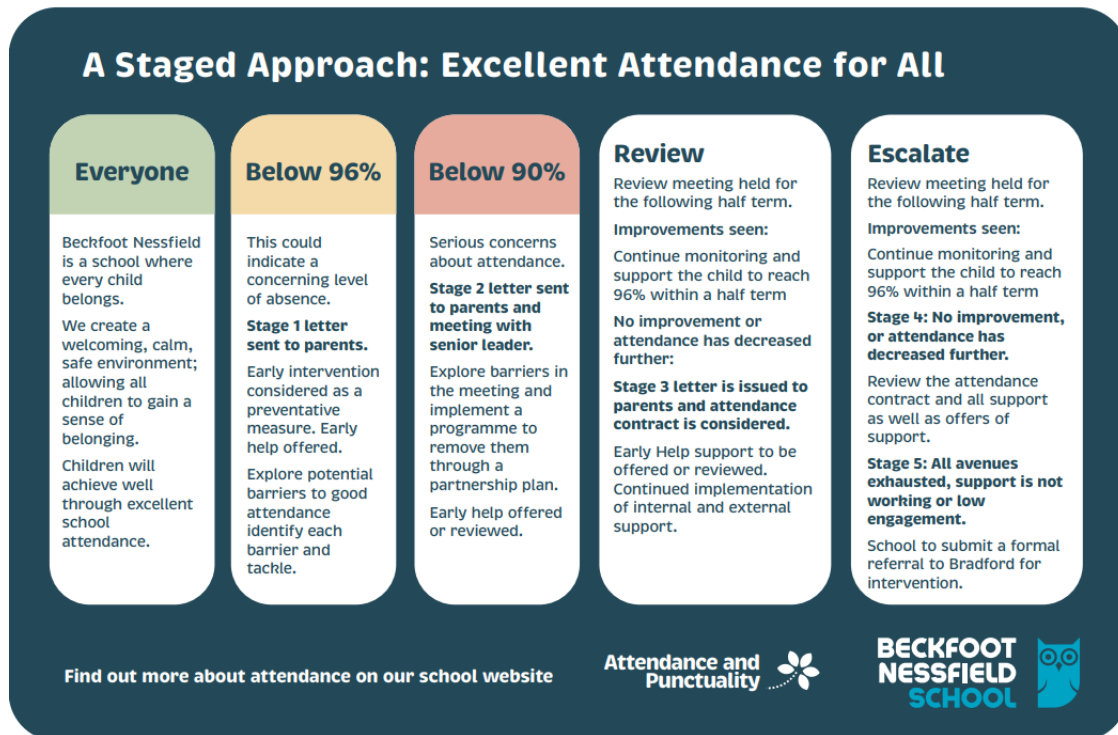
Families can check their child's attendance record through the Epraise app. It is kept up to date daily. If you believe your child's record is incorrect, please speak to the office. We can check the record with you and resolve any concerns.

The Senior Attendance Champions monitor attendance daily, weekly, every 6 weeks and each cycle. Families will be informed if their child's attendance is dropping and support will be offered. You may be invited to a Family Partnership Meeting where we will work with you to create a support plan to improve your child's attendance.

Every child receives an end of cycle attendance report along with their academic report. You have the opportunity to discuss attendance data at parents' evenings, at attendance meetings with the attendance team and during Miss Hanson and Miss Disney's weekly clinics.

How we will reduce persistent absence at Beckfoot Nessfield School

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



We work with families to improve attendance and can offer the following support:

- A Family Partnership Meeting with the attendance team to identify and overcome any barriers
- A daily meet and greet for your child with a trusted adult
- Check ins during the day for your child with a trusted adult
- Visual timetables to support with change and anxiety
- A check out at the end of the day with a trusted adult to ensure any potential problems are resolved
- Before and after school club places
- Breakfast in school
- Pick up and drop off by school staff in times of crisis or difficulty
- Home visits
- Referrals to external support: Early Help, school nurse, CAMHs, Sleep Clinic, Educational Psychology
- Counselling and therapy: Mental Health Support Team, Place2Be councillor based in school
- Amended timetable
- A soft start to the day – a more relaxed approach to the start of the day

How we support vulnerable groups with attendance at Beckfoot Nessfield School

We will always make decisions and provide support with the best interests of your 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 all children can and want to attend.

However, we will also make reasonable adjustments to support good attendance and work with you to remove any barriers, as outlined previously.

