



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.

1. Attendance Expectations at Beckfoot Upper Heaton School

Beckfoot Upper Heaton is committed to maximising educational opportunities and achievement for all students. For students to gain the best from their time at Beckfoot Upper Heaton, it is vital that they achieve excellent attendance and punctuality to school and every lesson. We strive for 100% attendance for all students unless the reason for the absence is unavoidable. Promoting excellent attendance and punctuality prepares students for the disciplines of adult working life and is a key priority for the school.

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

Attendance	Days Missed	Weeks Missed	Lessons Missed
95%	9.5 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons

Beckfoot Upper Heaton School, expects pupils to:

- Attend school every day
- Be on time - you are expected to be on the school site by 8.15am. (After 8.20am you are late!)
- Be prepared for school by having enough sleep, wearing the correct uniform, and having the right equipment.

Reporting an absence to BUH school: Please let school know each day if your child is not well or cannot attend. You can do this in several different ways:

- You can call the school on 01274 493533 and press option 1 to speak to the attendance team or leave a voicemail.
- 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.

2. Who does what at Beckfoot Upper Heaton School

Attendance is everyone's business. All members of school have a role to play in securing good attendance, at school. For Roles and responsibilities please refer to the ***Trust Attendance and Punctuality Policy, December 2024, on the website.***

BK Dey – Headteacher	Z. Iqbal – AHT Behaviour and Attendance (Champion)	L Nutton – Attendance Officer	U Shah – Attendance Assistant	N Whittaker – Attendance Assistant	A Rehana – Attendance Improvement Officer
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3. Daily procedures and routines

Daily meet and greet:

Students are greeted by members of the senior team and pastoral colleagues at the main entry point (Turning circle / Gate) off Thorn Lane. A few students (for a variety of reasons; SEND, Behaviour, Late starters, Part-time timetables, Safeguarding, etc.) arrive via the schools' main entrance. All students are expected to be on site by 8.15am at which point the gate is locked.

At 8.20 Key stage (KS) 3 students are expected to line up in their designated areas on the playground in Year groups, by forms. A member of the SLT and HoY will lead the line-ups and students are escorted to their Morning Meeting locations, (Year 7 – Dance Studio, Year 8 and (in the Sports Hall). KS 4 MM meeting locations are; Year 10 – Canteen and Year 11 – Main Hall.

Register open and close times for each year group:

The attendance register is taken twice each day: one for the morning session (MM) and one for the afternoon session (lesson 5). Registers will close 40 minutes after they open. Any arrivals into a morning session more than 40 minutes late will be marked as an unauthorised absence (U code which will count as the whole morning off school.) unless a suitable reason is provided (e.g. medical appointment although this will still count as a absence).

Registers are also taken every lesson, to ensure students are present, attending lessons and are on time. Students not present in lessons will be highlighted as attendance concerns on the register and sanctioned on Class charts . This ensures the attendance team, HoY and colleagues on call to look out for these students. Students arriving late to lesson will be marked as late (L code) and also sanctioned on Class charts.

Registers will then be checked and cross referenced with any messages from parents or carers about absence.

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 team will leave a message if s/he cannot get through. This is to ensure that the child is safe and to offer or signpost support if required.

Home visits may be carried out for safeguarding checks and/ or to offer support.

External agencies such as Children's Social Care, School Nurse Team, West Yorkshire Police and local schools where siblings or relatives are known to attend may be contacted if a child is absent and the reason for absence is unknown.

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 team 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 team will leave a calling card if there is no answer to the door. This is followed up with a call and another visit at the earliest opportunity. All home visits are logged .

Lates – Procedure: If you arrive after 8.20am you are classed as being late to school. The gate will have closed (at 8:15am) and you will need to make your way around school. You will walk on the pavement and through the BVGS car park and into the BUH car park. You will enter school from the side door to the left of the main exit. You will be greeted by the attendance team to mark you into school and escorted to morning meeting until 8:30am or the Lates room.

Students arriving late to school – (after 8.20am) will be marked as late (L code) and also sanctioned on Class charts – C3.

If you arrive to school after 8.45am you will need to use the main entrance and sign-in at the main reception desk. If students arrive after **9.00am**, this will be classed as an unauthorised absence – U code. Children will be welcomed into school by reception staff who will contact on-call staff or Heads or year to escort students to their lesson. Families who bring their children late or students who arrive late to school frequently will be subject to the following:

- Any student who is late more than 3 times in a half term will be monitored by the attendance team and may have extra support around punctuality.
- 6 lates in a term after the register closes (U code) instigate intervention by the Local Authority. If this does not improve, you could be issued with a fine.

Lates marks may be delayed if there are extenuating circumstances which may cause students to arrive late, e.g. weather, traffic accidents, late school bus, etc.

If dropping off year 7 students, especially very early in their time at BUH, please ensure they are aware of the lates procedure if the gate is locked.

Requesting a leave of absence: There may be a situation 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.

Medical and dental appointments – We encourage medical and dental appointments to be made outside of school hours wherever possible. If an appointment is required in school time, contact should be made to the school in advance and evidence of the appointment (e.g., letter or text) provided for the absence to be authorised.

Holidays – Holidays in term can only be authorised by the Headteacher and could lead to penalty notices being issued.

4. How we recognise and incentivise good attendance at Beckfoot Upper Heaton School

Our school will recognise good attendance and celebrate with pupils and their families. We celebrate good attendance at Beckfoot Upper Heaton by:

- Providing daily verbal praise for attending school during morning meeting
- Weekly celebration assembly recognising the best attendance by tutor in each year group
- Weekly posters of 100% attendance since the start of the academic year
- Weekly posters of 100% attendance the previous week
 - 2 x 100% prizes for the above two categories
- Attendance drives at known attendance low points – daily prizes and end of term draws (chocolates and vouchers up to £25)
- 100% attendance certificates each half term / end of term – presented during a celebration assembly
- Attendance is one of the criteria for end of half term/term rewards events

Regular messages to parents/families on positive news around attendance shared on Class Charts, MyED and Social Media platforms.

5. How we use attendance data at Beckfoot Upper Heaton School

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

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

Every child will receive a 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. Also any other meetings with the HoY will include a discussion around attendance and punctuality.

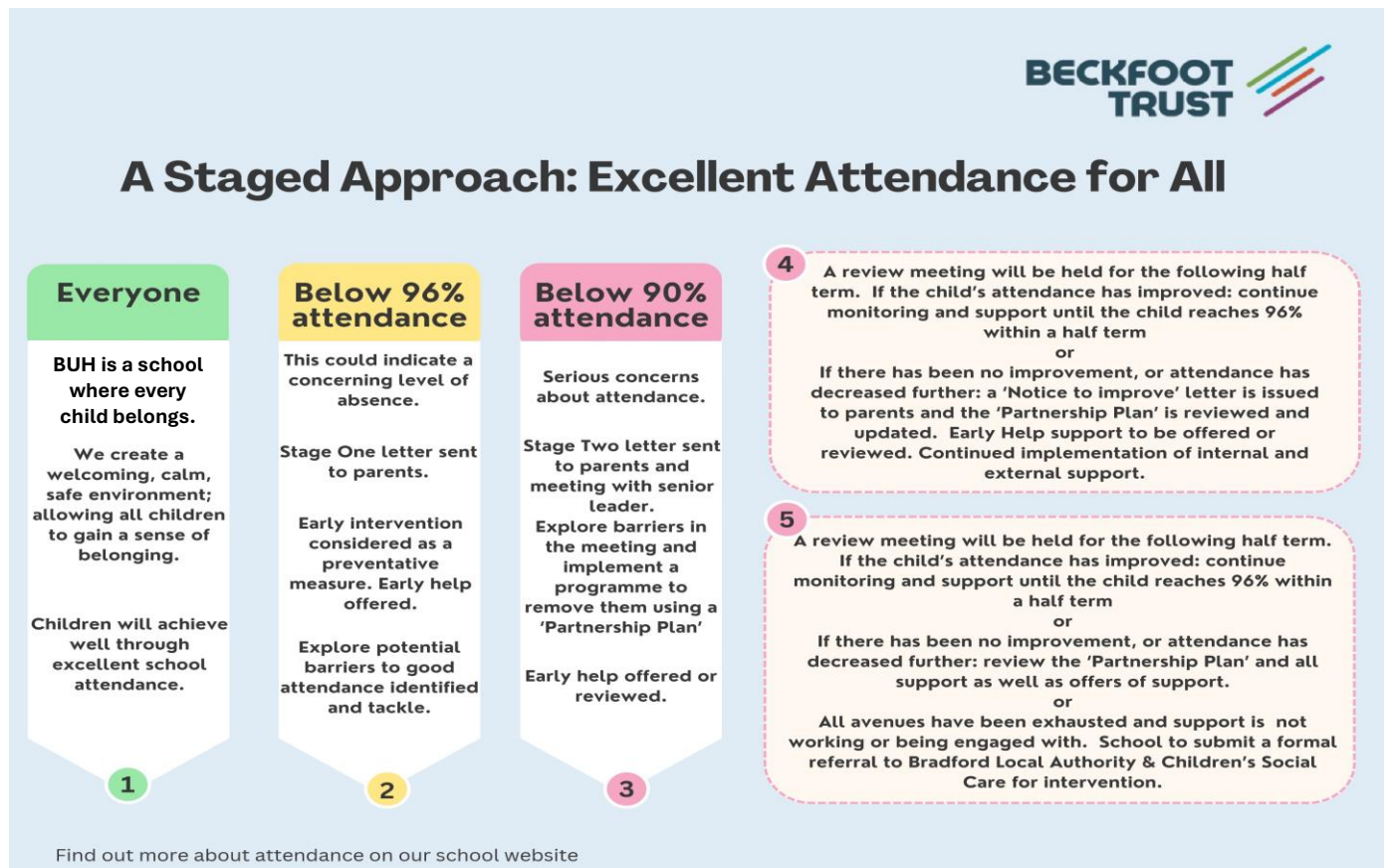
6. How we will reduce persistent and severe absence at Beckfoot Upper Heaton School

The Trust GAS (Graduated Attendance Strategy) monitors all students and interventions are in place as soon as attendance falls below 96%.

At Beckfoot Upper Heaton we want to support pupils and their families in removing barriers to attendance. If a pupil's attendance drops to 90% or below, they are persistently absent (PA). This is the equivalent to missing one day of school or more each fortnight over a school year.

If a pupil is absent more than they are present, they are severely absent (SA). This is the equivalent to missing 50% or more of their school year. We will work with the local authority and other partners such as children's social care to support the pupil to attend.

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
 - Student voice
 - A daily meet and greet with a trusted adult / Check-ins during the day by Head Of Year
 - Family drop-in meetings during the week with SLT
 - A check out at the end of the day to ensure any potential problems are resolved
 - A soft start to the day may be an option for some students – a new programme aimed at our most vulnerable called STRIVE
 - Visual timetables to reduce anxiety for some groups (nurture, RTL – Ready to Learn, etc)
 - Home visits
 - Spare uniform – we loan uniform to students for the day via our uniform shop
 - Referrals to other teams: school nurse, CAMHS, Educational Psychology, etc.
 - Counselling and therapy
 - Reduced/ amended or part-time timetables (under exceptional circumstances)
- Through agreement with families and/or other professionals

7. How we would use legal interventions if support provided is not appropriate / effective?

Penalty Notices

Penalty notices may be sought if:

- The support outlined above is not appropriate. For example, if an unauthorised holiday is taken in term time

- A pupil misses 10 unauthorised sessions (the equivalent of 5 days) in a 10-week period
- Support offered is not successful
- Parents or carers do not engage in the support provided or offered – each parent liable
- Where the pupil's absence has not been authorised by the school.

Other legal interventions: Where all voluntary support has been exhausted, the Local Authority will work with the school and other agencies such as Children's Social Care to enforce school attendance. This includes parenting orders, education supervision orders and prosecution through the courts.

Referral to Children's Social Care: When all avenues of support have been facilitated by schools, the local authority and other partners, but severe unauthorised absence continues, it is likely to constitute neglect. Schools will be conscious of safeguarding issues and where these remain, a full children's social care assessment is recommended in line with Keeping Children Safe in Education.

8. How we support vulnerable groups at Beckfoot Upper Heaton School

At Beckfoot Upper Heaton we identify the needs of students by considering the needs of the whole child, (e.g. SEND, disabilities, or specific circumstances). Reasonable adjustments can be considered and implemented. For example, support for students who are injured or who have a temporary disability, mental health support, bereavement support – we will offer reasonable adjustments to support their attendance to school. This will include; access to school via the front entrance, part-timetables, adjustments to start and finish times, early passes, Universal plus groups, uniform support, providing equipment, etc.

For pupils with complex health needs Beckfoot Trust has a Medical Needs policy which will be used to identify and remove any barriers to attendance.

For pupils with a social worker, schools will prioritise these students for first day calls and home visits alongside any pupils who are looked after or formally looked after. Children's social care will be contacted by the Designated Safeguarding Lead on the first day of absence for any child on a child protection plan whose absence is unexplained.

Appendix 1: Attendance codes from the DfE

Code	Meaning	Type
/ \	<ul style="list-style-type: none"> Present at the school / morning \ afternoon 	Present Mark
B	Attending any other approved educational activity <ul style="list-style-type: none"> Behaviour Placement / time in another school's seclusion area Alternative Provision not arranged by the Local Authority 	Present Mark
C	Authorised Circumstance (see next page for breakdown)	Authorised Absence
D	Dual registered at another school <ul style="list-style-type: none"> Attending Alternative Provision at another school site MNHES (formerly Trax) Hospital education Education at a secure / residential site Off-site direction / Managed Move 	Present Mark
E	Suspended or permanently excluded and no alternative provision made	Authorised Absence
G	Holiday NOT granted by the school or Term Time Leave NOT granted by the school	Unauthorised Absence
I	Illness (not medical or dental appointment)	Authorised Absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution	Authorised Absence
K	Attending education provision arranged by the Local Authority <ul style="list-style-type: none"> Home Tutoring Approved Framework for Alternative Provision Blended Learning 	Present Mark
L	Late arrival before the registers have closed	Present Mark
M	Attended a medical appointment	Authorised Absence
N	Reason for absence not yet established	Unauthorised Mark
O	Absent in other or unknown circumstances	Unauthorised Absence
P	Participating in a sporting activity	Present Mark
Q	Unable to attend the school because of a lack of access arrangements	Not expected to attend
R	Religious Observance	Authorised Absence
S	Leave of absence for the purpose of studying for a public examination. Must be used sparingly with revision opportunities in school.	Authorised Absence
T	Parent travelling for occupational purposes, and the pupil has attended for at least 200 sessions in preceding 12 months.	Authorised Absence
U	Arrived in school after registration closed	Unauthorised Absence
V	Attending an Educational Trip or Visit	Present Mark
W	Attending Work Experience	Present Mark
X	Non-compulsory school age pupil not required to attend school	Not expected to attend
Y	Unable to attend school because of unavoidable cause (see next page for breakdown)	Not expected to attend
Z	Prospective or previous pupil not on admission register	Not expected to attend
#	Planned school closure	Not expected to attend