



Local Attendance Protocol 2025-26

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 Upper Heaton School

We expect all children to attend every day and have a minimum target of 97% attendance. We expect all children to arrive on time ready to start the day at 8.00 am.

Who does what at Beckfoot Upper Heaton School?

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

- Mrs. C. Edwards (Senior Attendance Champion)
- Mrs. L. Nutton (Attendance Officer)
- Mrs. N. Whittaker (Attendance Officer)
- Mrs. A. Rehana (Attendance Officer)
- Mrs. F. Ali (Early Help Lead)
- Ms. L Newcombe (SENDCo)
- Ms. Z Howard (ADSL)
- Mr. B.K. Dey (Headteacher)

Senior leaders have weekly drop-in sessions where no appointment is needed; Mrs. Nutton is available in the school office most days after 2pm.

Daily procedures and routines

Arriving at School

The school day is 8.20 – 3.05pm. (2.35 on Wednesday)

The school gates open at 8.00am and close promptly at 8.15am. This gives everyone 5 minutes to get into Morning Meeting for registration at 8.20am. Students enter through the school gates off Haworth Road (turning circle gates) and are greeted by a member of the senior leadership team. Some students may have a specific pass allowing them entry through reception (staff and visitor entrance), this is by prior arrangement only. Class teachers and Associate staff then welcome students and ensure they are safely inside the building.

Reporting Illness Absence

Parents / carers should let school know **each day** if their child is not well or cannot attend. This can be done in several different ways:

1. **Student Absence Reporting Line**

01274 493533 and select Option 1 please include your child's full name and date of Birth

2. **Student Absence Reporting Email**

attendance@beckfootupperheaton.org please include your child's full name and date of Birth

• **MyEd App or ClassCharts**

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. You can also report absence on ClassCharts- please include your child's full name and date of Birth

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. You will need to complete a leave of absence form (collect from school office). 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 absent, we will call you by telephone. This is to make sure that your child is safe. We will try all contacts that we have for your child. The Attendance Officer will leave a message if she cannot get through.

Lateness

Our school gates close promptly at 8.15am. If your child arrives after this time, they will be classed as late. Between 8:15 and 8:45 students will enter by the gates at the turning circle and wait outside on the yard until they are escorted to the end of morning meeting. They will be supervised and registered by a member of the attendance team. If the child arrives after 8.50am, this will be classed as an unauthorised absence. Students will be welcomed into school by staff as it can be worrying for them if they are late, they will also discuss why they are late and receive support to rectify the issue. Families whose children are late to school frequently will be invited in for a meeting and may receive a 'late letter' or an attendance fine.

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 their child's 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 Upper Heaton School

We celebrate good attendance at Beckfoot Upper Heaton by:

- Weekly celebration assembly recognising the best attendance by class
- Spotlight attendance weeks with certificates and prizes
- 100% attendance prizes for individual children and classes
- Raffle prizes such as vouchers or free tickets for school trips
- 100% attendance certificates each term

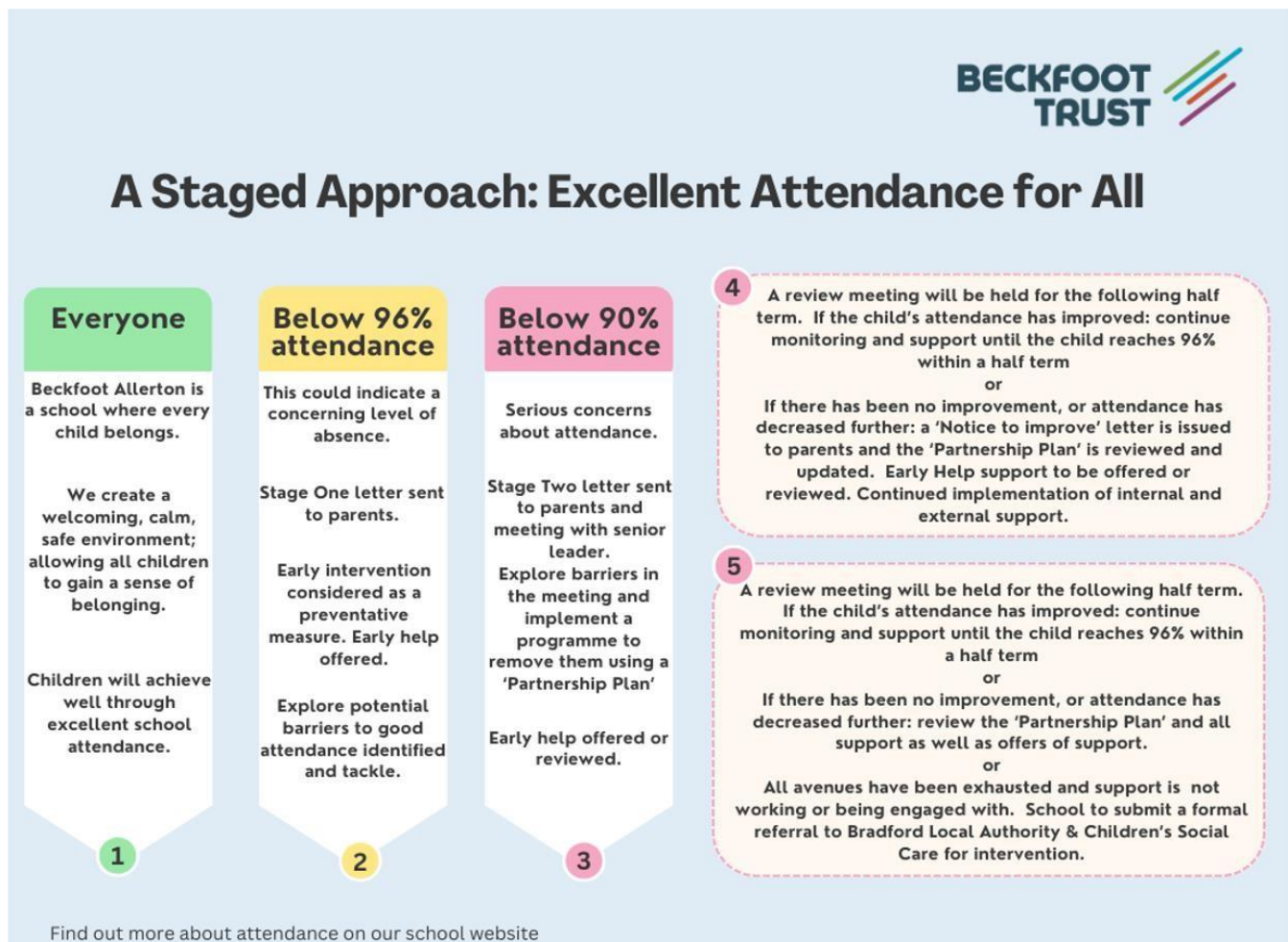
How we use attendance data at Beckfoot Upper Heaton School

Parents and carers can check their child's attendance record through the ClassCharts app which is kept up to date daily. If you believe your child's record is incorrect, please speak to the attendance officer who can provide a 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 meetings with the attendance team.

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

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



How we support vulnerable groups with attendance at Beckfoot Upper Heaton

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.