

# Beckfoot School Attendance Protocol 2024-2025

## Attendance Expectations at Beckfoot School

Beckfoot school is committed to maximising educational opportunities and achievement for all students. For students to gain the best from their time at Beckfoot School, it is vital that they:

- Attend school every day.
- Are on time.
- Are prepared for school by having enough sleep, wearing the correct uniform and have the right equipment.

We strive for 100% attendance for all students unless the reason for the absence is unavoidable. The school actively promotes excellent attendance and discourages absence.

		If your child's attendance is...	Then your child has been absent...	Which equates to this many weeks...	And this much learning...	Over 5 years, this equates to...
100%	Excellent					
Above 97%	Expected	95%	9 days	2 weeks	50 lessons	0.25 Year
Above 95% but below 97%	Satisfactory	90%	19 days	4 weeks	100 lessons	0.5 Year
Above 90%, but below 95%	A cause for concern	80%	38 days	8 weeks	200 lessons	1 Year
Below 90%	A serious cause for concern	70%	57 days	11.5 weeks	288 lessons	1.25 Year

**Promoting excellent attendance and punctuality, prepares students for the disciplines of adult working life, and is a key priority for the school.**

## Who does what at Beckfoot School

All members of the school have a role to play in improving attendance and reducing absence.

- Senior Attendance Champion: Aieshah Ickringill, Assistant Headteacher.
- SENCo: Michael Barnes
- DSL: Alex Denham (Deputy Headteacher)
- Attendance Team: Donna Murgatroyd (Attendance Welfare Assistant), Yasmin Haris (Attendance Administrator) Gemma Lacey (Lead).
- Headteacher: Simon Wade

## Year Teams

- Michael Midgley: Head of Key Stage 3 and Attendance Lead
- Andrew White: Head of Year 7
- Katy Jeffrey: Year 7 Pastoral Manager
- Georgina Sears: Head of Year 8
- Mannaan Mehmood: Year 8 Pastoral Manager
- Anna Douglas: Head of Year 9
- Junaid Khan: Year 9 Pastoral Manager
- Frances Wade: Assistant Headteacher, Head of Key Stage 4
- Louise Powell: Head of Year 10
- Jack Wheeler: Pastoral Manager Year 10
- Sophie Mallinson-Powell: Head of Year 11
- Donna Conway: Year 11 Pastoral Manager

## Daily procedures and routines

### Registration

- Students are expected to arrive on site by 8.15 am in-order to be ready for the start of registration at 8.30 am.
- Students will be greeted by year teams and the senior leadership team as they arrive at the school gates and entry to the main building.
- Registers close at 9.00 am in the morning after which, students will be marked as an unauthorised absence unless a satisfactory explanation has been received.
- The Attendance or Year teams will call all parents/carers from 9.30am where students have been marked as absent for period 1, and no reason has been provided.
- Home visits will be carried out for students who have not been seen for more than 5 school days or less where year teams deem this appropriate.
- If a parent/carer would like to request a leave of absence, they will need to contact the Attendance and Year teams and request the leave of absence in writing.

### Punctuality

- The school gates close at 8.30 am.
- Any student arriving after 8.30am is late and will need to sign in at reception.
- They will be given a late mark on Class Charts and be informed of a break detention the same day.
- Any student that arrives persistently late in a week will receive a 30-minute afterschool detention for each instance of late. In short, punctuality is key.
- Parents/carers will be informed of the late detention via a message on Class-Charts.
- Any student that arrives after the registration close at 9.00am will be marked as an Unauthorised absence.

If in a school year, a child is late every day by.....	A child would have lost approximately....	or they would have missed approximately...
5 Minutes	3.5 Days from School	20 Lessons
10 Minutes	7 Days from School	41 Lessons
15 Minutes	10 Days from School	55 Lessons
20 Minutes	14.5 Days from School	82 Lessons
30 Minutes	22 Days from School	123 Lessons

## How we recognise and incentivise good attendance at Beckfoot School

Students with consistently good attendance will be recognised through weekly announcements by year teams within the assembly programme and termly rewards events (including the end of year trip) where 97% and above attendance is part of the criteria to access these rewards.

## How we use attendance data at Beckfoot School

- At Beckfoot School, we use attendance and punctuality data collected daily, weekly, half termly and annually to analyse what is working well and inform next steps to secure strong attendance at a whole school and individual level.
- Attendance is shared with parents/carers 3 times a year via their child's progress report. Parents/carers can also check ClassCharts for regular updates on their child's attendance.
- If you believe there is an error on your child's attendance records, then please contact the Attendance or Year Teams to report.

## **How we will reduce persistent and severe absence at Beckfoot School**

A student becomes a Persistent Absentee when they miss 10% of their schooling across the academic year for whatever reason. Absence at this level is doing considerable damage to any child's educational prospects and we need parents'/carers' fullest support and co-operation to address this.

Any student whose attendance has reached the Persistent Absence threshold (less than 90%) or is at risk of moving towards that threshold is given priority for intervention. Intervention may be via:

- Our Graduated Attendance Strategy (See Appendix 1).
- Our Staged Approach to Attendance (See Appendix 2).
- An attendance partnership plan to improve attendance, following a meeting between relevant School staff and parents/carers

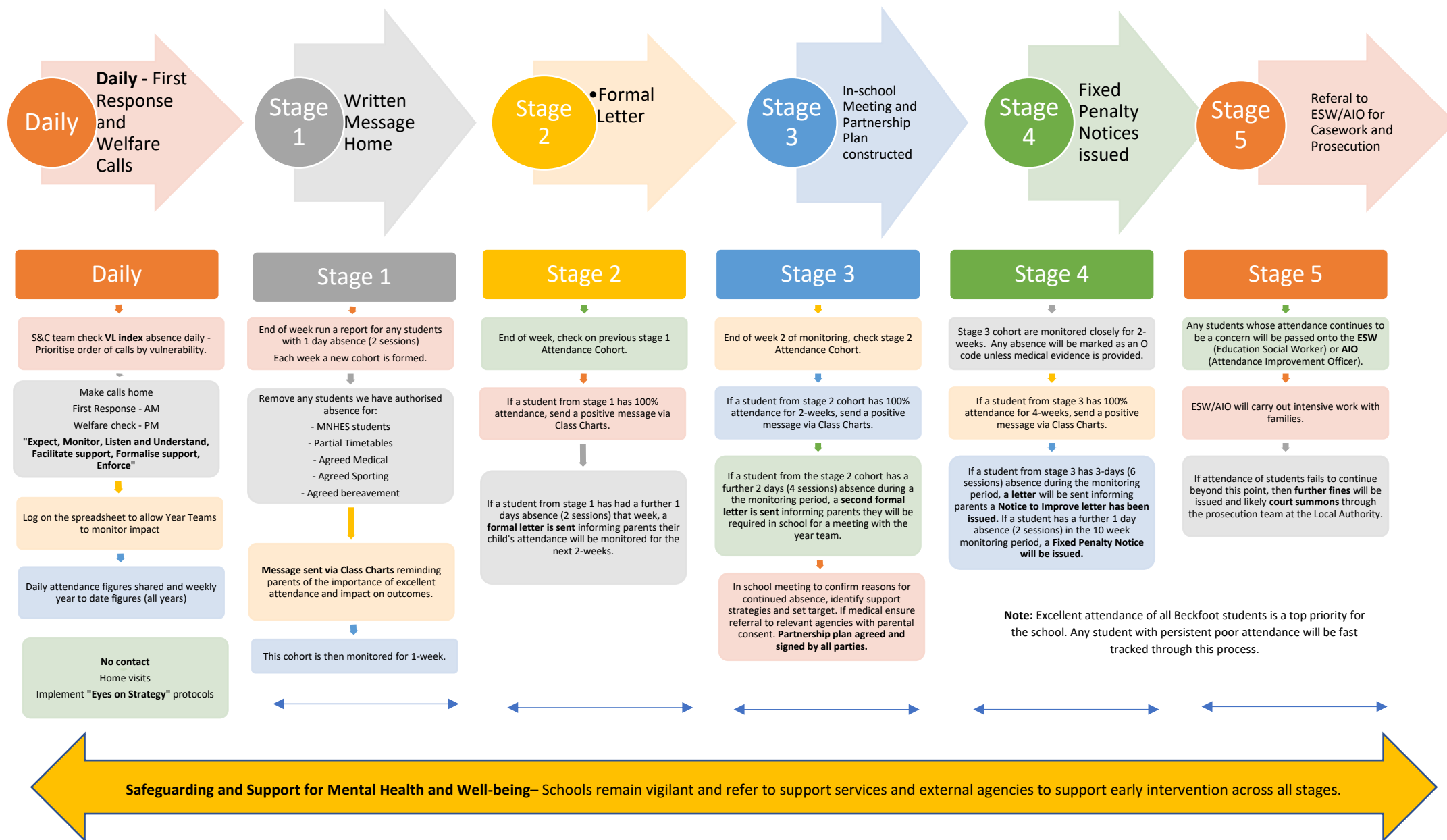
For support with improving your child's attendance, please contact your Year Team and they will work with you in achieving this.

## **How we support vulnerable groups at Beckfoot School**

At Beckfoot School, we are committed to ensuring all learners attend school regularly and on time. Our vulnerable students including those that are Pupil Premium, have SEND needs and/or have a Social Worker, are supported in achieving this through:

- All staff having access to an updated Vulnerable Learner Index, indicating the needs and appropriate strategies of support for each student.
- Vulnerable learners are prioritised for 1-1 appointments with their form tutor to discuss attendance, as well as for Daily First and Welfare Calls.
- There are Accelerate Cohorts across years 7 to 11 which focus on intervening with vulnerable students who are persistently absent.
- The "Eyes on" strategy ensures we have "eyes on" students who are not attending Beckfoot School regularly and prioritises vulnerable students.

## Appendix 1: Beckfoot Graduated Attendance Strategy – Process to support excellent attendance and tackle persistent absence



## A Staged Approach: Excellent Attendance for All

### Everyone

Beckfoot School is a school where every child belongs.

We create a welcoming, calm, safe environment; allowing all children to gain a sense of belonging.

Children will achieve well through excellent school attendance.

### Below 97%

This could indicate a concerning level of absence.

**Stage 1 letter sent to parents.**

Early intervention considered as a preventative measure. Early help offered.

Explore potential barriers to good attendance identify each barrier and tackle.

### Below 90%

Serious concerns about attendance.

**Stage 2 letter sent to parents and meeting with senior leader.**

Explore barriers in the meeting and implement a programme to remove them through a partnership plan.

Early help offered or reviewed.

### Review

Review meeting held for the following half term.

**Improvements seen:**

Continue monitoring and support the child to reach 96% within a half term

No improvement or attendance has decreased further:

**Stage 3 letter is issued to parents and attendance contract is considered.**

Early Help support to be offered or reviewed. Continued implementation of internal and external support.

### Escalate

Review meeting held for the following half term.

**Improvements seen:**

Continue monitoring and support the child to reach 96% within a half term

**Stage 4: No improvement, or attendance has decreased further.**

Review the attendance contract and all support as well as offers of support.

**Stage 5: All avenues exhausted, support is not working or low engagement.**

School to submit a formal referral to Bradford for intervention.

Find out more about attendance on our school website

Attendance and Punctuality 

**BECKFOOT SCHOOL** 