Local school Attendance protocol

Name of school: Beckfoot Phoenix

Name of SLT Lead for Attendance: Gemma Wilson

Name of Attendance Officer (or person(s) that perform the elements of the role as outlined in the Trust Attendance Policy section 5.4): Ella Hamer

Name of family liaison contact: Jason Patefield

Recording attendance local protocols

1 Attendance register (refers Trust Policy Section 7.1)

Pupils must arrive in school by 9.15am on each school day.

The register for the first session will be taken at 9.20am and will be kept open until 9.30The register for the second session will be taken at 1pm and will be kept open until 1.10pm

2 Planned absence (refers Trust Policy Section 7.2)

A planned absence from school should be communicated to school as soon as this is known.

We encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the child should be out of school for the minimum amount of time necessary.

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences.

Parents/Carers should inform school of a medical or dental appointment by giving details of type of appointment, time and place of appointment and what time their child will need collecting/will be returning to school.

Many medical agencies carry out clinics/sessions within school and this decreases the amount of leave from school taken. Parents are encouraged when their child joins the school to request appointments at school.

Clinics currently held in school:-

- Pediatrician
- Dietitian
- SALT
- Orthotics
- Outreach nursing team
- Wheel chair services
- Physiotherapy
- Occupational therapy
- Dental screening
- Flu jabs
- Educational psychologist
- Visual impairment team
- Teacher of the Deaf

3 Unplanned absence (refers Trust Policy Section 7.3)

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8am or as soon as practically possible (see also section 7). They should *provide their child's name and the reason for the absence.*

4 Lateness and punctuality (refers Trust Policy Section 7.4)

- If a child arrives late (after 9.30am) at school a reason should be ascertained as to why the child is late. The child will receive a late mark on the register

5 Following up on absence (refers Trust Policy Section 7.5)

The school will always follow up any absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use.

- If no reason has been given for an absence by 9.30am on the first day of the absence, the attendance admin will telephone home to ascertain a reason, if no one answers a voice message will be left asking parents/carers to ring school with reason for absence. All numbers held for parents/carers will be used to try and make contact. A dojo message may be sent asking parents to contact school if unable to talk to parents/careers.
- If by dinner time on the first day of absence the parents have not contacted school then a member of the SLT team will decide as to whether a home visit is needed.

Strategies for promoting attendance

1 2021/22 Priorities from the Attendance SEF (refers Trust Policy Section 9)

Priority 1: Review and strengthen the HERO strategy so that Attendance continues to improve

Priority 2: High expectations by all staff on punctuality, attendance at school and parental engagement re attendance – training

Priority 3: Monitoring and support for PA children from 20/21

2 How we recognise and celebrate high attendance (refers Trust Policy Section 9)

Attendance is celebrated and reported to parents through the yearly EHCP, the end of year resports and at the termly parents meetings. Dojo messages, certificates, medals and assemblies are also used to celebrate attendance.