

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.

The protocol has been adopted with the involvement of the whole school community.

Attendance Expectations at Beckfoot Phoenix

We expect all children to attend school every day, on time and be ready to learn.

Who does what at Beckfoot Phoenix

We are here to help you to ensure your child has the best possible attendance. Please get in touch and talk to one of us if you have any concerns or need support.



Annmarie
Asquith-
Williams
Assistant
Headteacher



Gemma Wilson
Deputy Head
Senior
Attendance
Champion & DSL



Sarah Lloyd
Headteacher
SENDCo



Tracy Young
Care Manager



Jason Patefield
Community
Support
Co-ordinator



Tessa Kenyon
Office Manager

Daily procedures and routines

Registration Marks

School starts at 9am and children must arrive no later than 9.20am. After this time your child will receive a late mark in the register. Being late means that your child will miss the start of the school day. This can be very upsetting for children as it is the start of their daily school routine.

The afternoon registration mark is issued between 12-12.20pm.

Arriving at School

Upon arrival to school, all children and families are greeted by teachers and support staff. Children enter the building via the following locations:

1. **Children arriving by transport:**
 - They enter the school through the dining hall.
2. **Parent drop-off for specific bases:**
 - **Yellow, pink, and purple base:** Drop-off occurs at the PE hall.
 - **Orange and red base:** Drop-off is through the main reception.
 - **Green base:** Drop-off happens at the playground.
3. **Late arrivals (after 9:10 am):**
 - Children arriving late must enter through the main reception.

This system ensures the transition into school runs smoothly, making it easier for both students and staff to manage the beginning of the school day.

Staff are available to speak with families from 8.45am and throughout the day, should they want to discuss anything that will support attendance at school.

Reporting lates and absences

If your child is going to be absent you must ring the school office by 8am giving your child's name and the reason for their absence or send a message to the school office using Class DoJo. If you don't get in touch with school and let us know why your child is not at school we will try to contact you. We will ring all numbers held for you and we may also send you a message reminding you to contact us. If we haven't heard from you by lunch time we may decide to visit you at home to ensure you and your child are okay.

We may also have to contact the local authority education social worker as we have a duty to safeguard your child.

Illness

As a school we follow the NHS guidelines for schools around absence and illness, further details can be found here [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk) or in our school H.E.R.O booklet. Please be aware that your child must remain off school for 48 hours after their last bout of sickness or diarrhoea. Some children may have these symptoms as part of their health conditions, in which case we will look at adaptations within their care plan.

Home Visits

Home visits will be carried out under the following circumstances:

1. If we have received no contact from the family on the first day of absence
2. If a child is absent for longer than 5 days, we will do a home visit on day 6
3. If a child has a prolonged absence, regular home visits will be arranged
4. If school of families have any concerns we may visit more frequently

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 or a graduation. Please complete a leave of absence form, the Senior Attendance Champion will then confirm if we are able to authorise the absence. Under the new DfE guidance family

holidays are not classed as exceptional circumstances. Holidays will be recorded as unauthorised and you may be fined.

How we recognise and incentivise good attendance at Beckfoot Phoenix

As part of the H.E.R.O. initiative, we will be celebrating our school's attendance heroes each week! Students who show exceptional dedication to being present, on time, and ready to learn will be recognised in the following categories:

The Here Bear

For students who persevere and strive to improve their attendance

The Every Bear

For students who are in school everyday

The Ready Bear

Teacher nominated, for the students who are ready to learn

The On time Bear

Awarded for great punctuality

There is a weekly winner who will receive:

A Certificate of Achievement: To celebrate their dedication and hard work.

A Bear Mascot: A cuddly reminder of their commitment to being present and punctual!

All pupils who meet the attendance criteria will be entered into a prize draw, with a chance to win a free session at our stay and play holiday clubs.

A weekly attendance update is provided to families through Dojo.

A half termly prize draw for a free place at our stay and play holidays club.

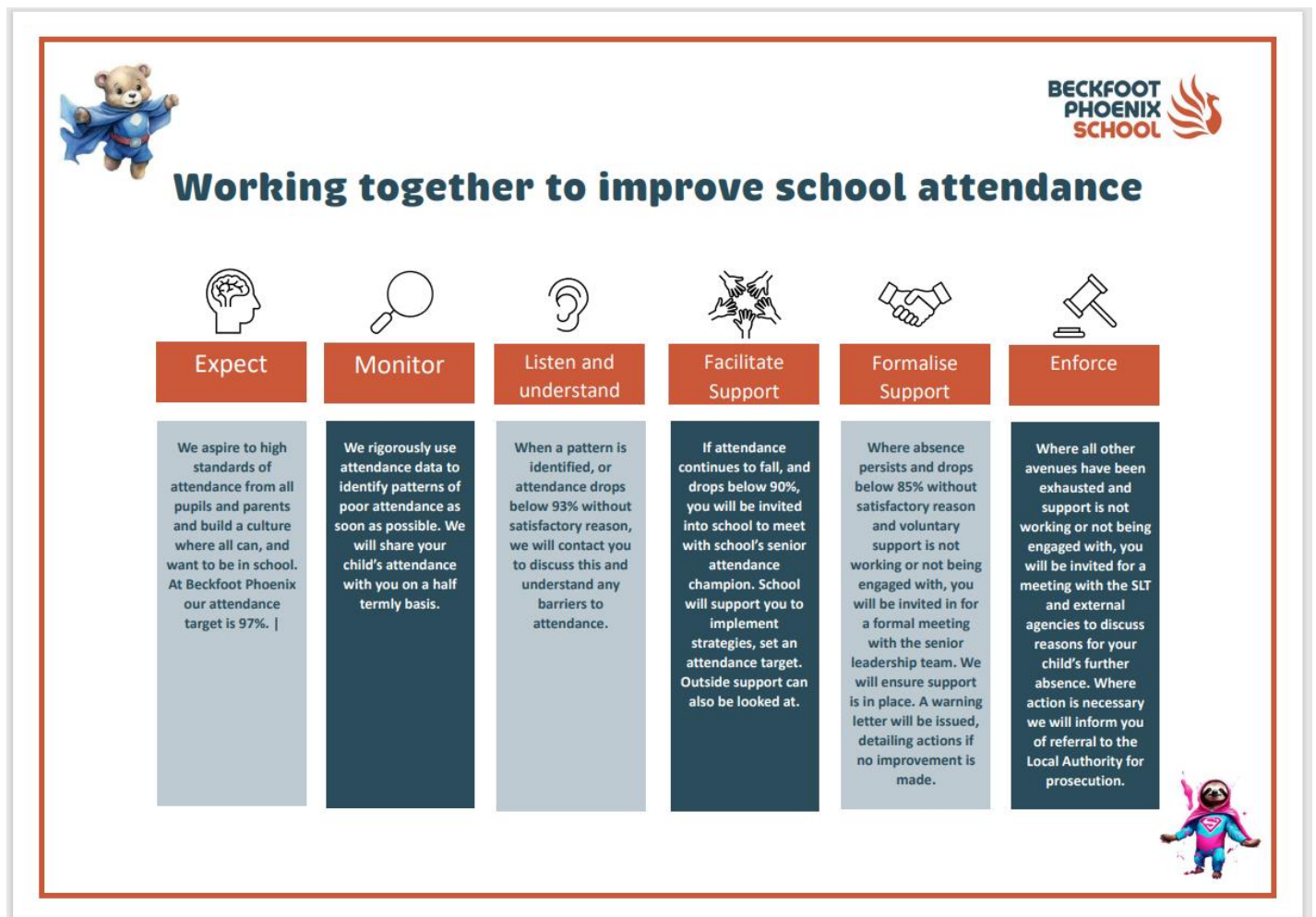
How we use attendance data at Beckfoot Phoenix

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

Every child will receive a copy of their attendance report at the end of each half term.

There will be opportunities to discuss attendance data at parents' afternoons and annual review meetings.

How we will reduce persistent and severe absence at Beckfoot Phoenix



- A meeting with the attendance team to identify and overcome barriers
- Voice of the child using colour monsters and emotion thermometer
- A warm welcome with a trusted adult
- Regulation activities to start the day e.g. magic mile, use of rebound and the nurture hub
- Check-ins throughout the day
- A check out at the end of the day to ensure any potential problems are resolved
- Visual timetables
- Home visits
- Spare uniform or adjustment to uniform
- Referrals to other teams: school nurse, CAMHS, Educational Psychology
- Reduced/ amended timetable
- Targeted interventions provided by the nurture hub

How we support vulnerable groups with attendance at Beckfoot Phoenix

All children are recognised as individuals at Beckfoot Phoenix and tailored support is provided. The school curriculum is designed to meet the needs of all the children at Beckfoot Phoenix and minimise any barriers

to learning for vulnerable pupils. As attendance issues arise, these are addressed quickly with solutions that are often bespoke to the child and family. A culture of inclusivity is central to Beckfoot Phoenix, where each child feels valued, safe and supported. This helps to reduce barriers to learning, and supports with attendance.