

## Beckfoot Trust Graduated Attendance Strategy

### Our Guiding Principles

1. The safety, welfare and well-being of our learners lies at the core of our organisation. We believe that that safeguarding and promoting high attendance is everyone's responsibility.
2. Family involvement is at the heart of our approach. We seek to engage all families positively in the education of their child.
3. We want the best for all our children and young people and all actions taken are in their best interests.
4. We understand and continually reinforce the link between good attendance and academic progress and outcomes. We have high expectations of attendance and communicate this to staff pupils, parents and carers. Our trust attendance target is no less than 97% for all learners.
5. We recognise and celebrate high attendance.
6. Improvements in attendance will be celebrated with learners and their families and our school community.
7. We intervene swiftly when attendance is declining. This means providing support as soon as a problem emerges at any point in a child's life. We will offer support and signpost to advice and support internally within the school/trust and externally to partner agencies.
8. We offer support and challenge to pupils and families to improve attendance and liaise closely with the LA, social workers and other external agencies.
9. Where there are genuine concerns around a child's attendance, we will work closely and supportively with families, listening to their concerns and working with them to ensure that children and young people make a full return to school; offering support and advising and working with internal colleagues and external partner agencies.
10. We ensure compliance with statutory and local and guidance on safeguarding and attendance.

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 Celebrate all improvements in attendance	<b>Staged Approach -</b> <b>Celebrate and sustain</b> Your child has high attendance. Well done 😊 We recognise and celebrate learners who attend school every day on time. We thank parents for their support and commitment to ensuring high attendance for their child.	<b>Descriptor</b> <b>Excellent</b>	<b>Threshold Attendance</b> <b>100%</b>	<b>Actual Attendance (days)</b> <b>190</b>	<b>Whole days absent</b> <b>0</b>	<b>Learning hours lost</b> <b>0</b>
			99%	188	2	10
		Very Good	98%	186	4	20
		Good	97% (Trust Target for all schools)	184	6	30
			96%	182	8	40
	<b>Stage 1 – Pleasant Nudge</b> Your child's attendance has fallen below our Trust target. We will let you know via text/letter that we are concerned. Improvements in attendance are expected and will be monitored by teachers and tutors.	Needs to improve	95%	181	9	45
			94%	179	11	55
			93%	177	13	65
	<b>Stage 2 - Engage</b> Your child is <u>at risk of being persistently absent</u> from school. This is when attendance falls below 90%. Actions need to be taken to improve attendance quickly. We will invite you to meet with attendance leaders and officers in school to discuss reasons for absence and set a target to improve. We can involve external agencies to support.	Identified for action	92%	175	15	75
			91%	173	17	85
	<b>Stage 3- Attendance Contract 1</b> Your child is identified as <u>persistently absent</u> from school. You (and your child, where appropriate) will be invited to attend a meeting with leaders in school to discuss concerns. An attendance contract will be agreed to support improvements in attendance and monitored for 4 weeks. External agencies are likely to be involved to offer support.	Cause for concern	90%	171	19	95
			89%	169	21	105
			88%	167	23	115
			87%	165	25	125
			86%	163	27	135
	<b>Stage 4 – Attendance Contact 2</b> Where there is little/no improvement to your child's attendance over the 4 weeks (and no genuine reason for absence) you will be invited to attend an Attendance Panel meeting with the Headteacher and a member of the Local School Committee (with your child, where appropriate). Support and challenge to improve attendance will be agreed in Contract 2 and an attendance target set. Alongside the contract you will receive a final warning letter detailing actions that will be taken if attendance does not improve. Improvements are monitored for 4 weeks.	Serious cause for concern	85%	162	28	140
			84%	160	30	150
			83%	158	32	160
			82%	156	34	170
			81%	154	36	180
	<b>Stage 5 – Referral to Local Authority/Possible Prosecution + Attendance Contract 3</b> Where there is little/no improvement in your child's attendance. You will be invited to meet with the LA, attendance leader and external agencies to discuss reasons for further absence. Attendance Contract 2 will be reviewed with you and your child (where appropriate). Where action is necessary, we will inform you of referral to the Local Authority for prosecution. We will continue to monitor attendance and absence with Contract 3.	Extreme cause for concern	80% and below	152	38	190

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Appendices	Title	Stage of graduated approach
Appendix A:	Model Nudge Letter	Stage 1
Appendix B:	Model Stage 2 Meeting Record	Stage 2
Appendix C:	Model Trust Attendance Contract 1/2/3	Stages 3, 4 and 5
Appendix D:	Model: Invite to Headteacher Attendance Panel	Stage 4
Appendix E:	Model-Final Warning Letter	Following Stage 4 meeting – moving to Stage 5
Appendix F:	Advice on referral to Local Authority for prosecution	Stage 4/5
Appendix G:	Parent/Guardian Overview of Graduated Attendance Strategy	For website/all stages
Appendix H:	Notification of a temporary reduced timetable	For use at stages 3,4 and 5 <b>at the discretion of the Headteacher</b>
Links to useful resources		<b>Resources for use at all stages</b>
Bradford Safeguarding Children Board		<a href="#">Continuum of Need and Risk Identification Tool</a>
Early Help		<a href="#">Bradford Early Help Toolkit</a>
Resources and materials to support Emotional Based School Avoidance		<a href="#">CPD B Emotional Based School Avoidance - OneDrive (sharepoint.com)</a>

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