

Local school Attendance protocol

Name of school: Beckfoot Oakbank

Name of SLT Lead for Attendance: Paul Hopkins (Assistant Headteacher)

Name of Attendance Officer (or person(s) that perform the elements of the role as outlined in the Trust Attendance Policy section 5.4): Louise Heslop (from October 11th 2021)

Name of family liaison contacts: Imran Jhangir (Y7, 8 and 9); Gill Hird (Y9, 10 and 11); Allison Bogle (Tailored Support).

Recording attendance local protocols

1 Attendance register (refers Trust Policy Section 7.1)

Pupils must arrive in school by [8.20] on each school day.

The register for the first session will be taken at 8.30 and will be kept open until 9.30. The register for the second session will be taken at 12.20 for Y8, 10 and Post-16; 12.50 for Y7, 9 and 11 and will be kept open until 1pm.

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.

Parents can communicate absence through My Ed, or by contacting school via email or telephone call. Holiday forms can be requested from the student reception office, or through My Ed or email.

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 [8.30] or as soon as practically possible (see also section 7).

Parents can communicate absence through My Ed, or by contacting school via telephone and leaving a voicemail or speaking to a member of the student reception staff.

If attendance is below 95%, absence will be recorded as unauthorised unless there is medical evidence, or unless there is another reason that has been communicated with and agreed by the attendance team, senior leaders or the headteacher.

4 Lateness and punctuality (refers Trust Policy Section 7.4)

Students are marked as late for school and lessons on SIMS. Lateness is monitored and parents are informed daily. Students who are late to school or lessons on two or more occasions in a day receive an after school detention. Students who are late to school or lessons on multiple occasions during a week receive an SLT detention on Friday after school, ranging from 30 to 90 minutes.

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

The Attendance Officer and/or an appropriate colleague will follow up on absence by text message, and further contact if no reply is received – including telephone, email or home visit as appropriate – on the same day of absence. This is dependent on potential vulnerability or patterns of attendance.

Strategies for promoting attendance

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

Priority 1: Effectively target interventions, and evaluate the impacts, using forensic, data-driven analysis of attendance rates and Persistent Absence.

Priority 2: Target support systematically and coherently using the Trust Graduated Approach.

Priority 3: All staff, students and families understand the importance of attendance to success at school.

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

100% attenders receive an award on SIMS and are entered in a weekly raffle in their tutor group. Tutors celebrate good attendance habits weekly during Personal Coaching sessions within the tutor programme. The most improved tutor group in each year group receives a weekly reward breakfast. There is also an award and trophy for the best attending tutor group and awards for individual students with high or improved attendance given in half-termly celebration events. Attendance challenges run each half-term, rewarding all students who maintain 100% attendance and punctuality in the final week.