Local Attendance Protocol 2026-27

This protocol is written in conjunction with the Beckfoot Trust Attendance and Punctuality Policy which is available on the Trust website: **Attendance and Punctuality Policy – Beckfoot Trust**

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 Oakbank School

- Students will attend school every day
- Students will be on time to school and their lessons
- Students will always be prepared for school by having enough sleep, wearing the correct uniform, and having the right equipment

Students meeting these expectations will achieve well, be protected from risk of harm, and secure and maintain positive friendships with their peers at school.

The research tells us that there are three main benefits to good attendance:

- Better learning: Pupils who attend well achieve well
- Improved safeguarding: Being in school regularly helps to protect children from risk of harm
- Secure friendships: Pupils who attend well, are more likely to establish and maintain good friendships leading to better wellbeing

Attendance	Days missed	Weeks missed	Lessons missed
95%	9.5 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons

Who does what at Beckfoot Oakbank School

***Senior Attendance Champion*: Melissa Maddison (Deputy Head Teacher)**

Attendance Officers: Gill Hird (Y7 and Y8), Imran Jhangir (Y9 and Y10), Allison Bogle (Y11, CTMC), Caroline Burnley (Administrator), Nathan Sharkey (Administrator)

Daily procedures and routines

Attendance register - Students must arrive in school by 8.20am on each school day. The register for the first session will be taken as soon as possible and will be kept open until 8.50am. 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.

A ***planned absence*** from school should be communicated to school as soon as this is known, no less than two weeks in advance if possible. Parents can communicate absence via email or telephone call. Holiday forms can be requested from the student reception office, or via the attendance team.

The pupil's parent/carer must notify the school on the first day of an ***unplanned absence*** by 8.30am (or as soon as practically possible). Parents can communicate absence by contacting school via telephone and or email **Attendance@beckfootoakbank.org**

or speaking to a member of the student reception staff. Lines open at 7:30am.

How we recognise and incentivise good attendance at Beckfoot Oakbank School

100% attenders receive an award on Classcharts and have termly rewards. Tutors celebrate good attendance habits weekly during SOL Coaching sessions whereby students actively record and discuss their own attendance with their form tutors. 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 red-carpet celebration events. Attendance challenges run each half-term, rewarding all students who maintain 100% attendance and punctuality in the final week.

How we use attendance data at Beckfoot Oakbank School

Data is used to support all children to attend school. Parents can access their child's attendance data on the Classcharts App.

If parents wish to understand attendance information or feel the data is incorrect then please email **Attendance@beckfootoakbank.org**

Students whose attendance is starting to fall below the target of 96% will begin to receive support from form tutors.

Students whose attendance is falling towards 90% (Persistent absence) will receive more intensive pastoral support from the Year Team.

Data is used to support the identification and strategic support given to PA (persistent Absence below 90%) and SA (Sever absence below 50%) families. We use weekly and termly data to track vulnerable groups and ensure we are supporting the correct families.

Parents will receive attendance data each half term so that families are aware of the current attendance data held by school.

Attendance Officer Calls

If we have not heard from you about why your child is off school, we will send a txt message and will call you by telephone. This is to make sure that the child is safe. We will try all contacts that we have for the child. The attendance officer will leave a message if they cannot get through.

Home Visits

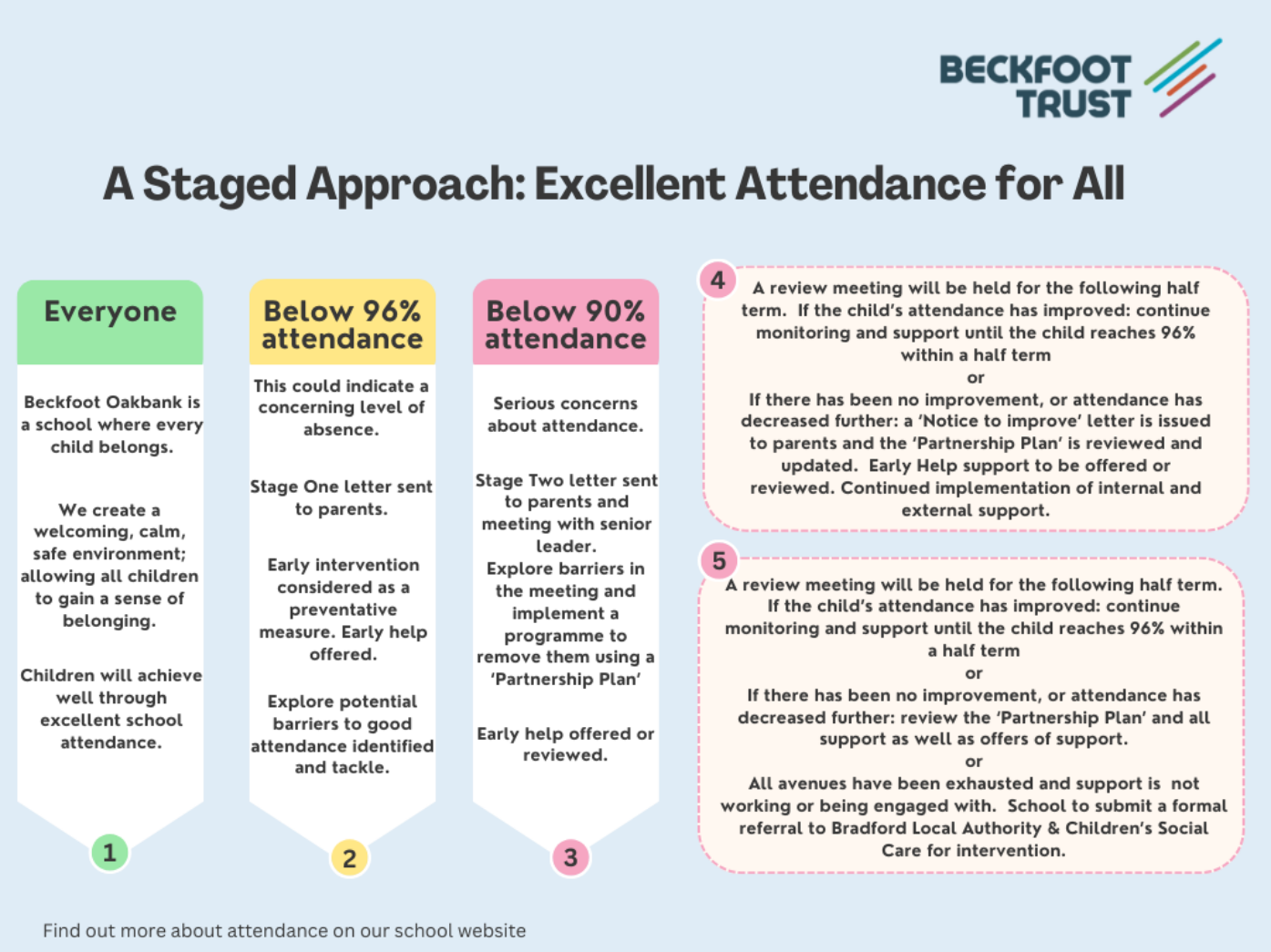
Home visits are in place to support families with attendance to school.

Any child who is on a 'Child Protection Plan,' a 'Child in Need Plan' or is a 'Child Looked After' will receive a home visit on the first day of absence if no reason is provided. For other children, the attendance officer may visit families to check on their welfare if they have not contacted the school about the absence If we become

concerned about a child's attendance or reach the third consecutive day of absence a home visit may be conducted if they have not returned on time from a holiday or if they have poor attendance. The attendance officer will leave a calling card if there is no answer to the door.

How we will reduce persistent and severe absence at Beckfoot Oakbank School

We follow the staged approach to reduce persistent and severe absence as outlined below:



- Creating intervention or reintegration plans in partnership with our pupils and their parents/carers. We work as a team on a cohort of students identified as PA or SA.
- Encourage good attendance by making our classrooms and school a place where all pupils can and want to be.
- We use the Bradford traded service for legal intervention which supports improving attendance.

We offer the following support:

- A parent partnership meeting with the attendance team to identify and overcome barriers
- Voice of the child using big/little/no problem
- A daily meet and greet with a trusted adult
- Check-ins throughout the day

- A check out at the end of the day to ensure any potential problems are resolved
- A soft start to the day – a more relaxed approach to the start of the school day
- Visual timetables to reduce anxiety
- Home visits
- Spare uniform
- Referrals to other teams: school nurse, CAMHS, Educational Psychology
- Counselling and therapy
- Adjustments in school for children with SEND
- Adjustments in school to the timetable through pastoral Reset rooms

The vast majority of this support is accessed through the Pastoral Year Team however if further support is needed please contact **Attendance@beckfootoakbank.org**

How we support vulnerable groups at Beckfoot Oakbank School

- We will build close and productive relationships with families to ensure that any attendance issues can be tackled and any barriers to attendance are removed.
- Creating intervention or reintegration plans in partnership with our pupils and their parents/carers.
- Encourage good attendance by making our classrooms and school a place where all pupils can and want to be.
- We follow our Graduated approach support system with the aim to ensure no pupil is left behind.

Updated: 10 June 2026