

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: Beckfoot Trust - Policies and Documents

Our aim is to improve school attendance to achieve our Beckfoot Trust 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. We want our students to acquire the knowledge, build the cultural capital and develop their character to live their best lives. We support our students by creating a sense of belonging and safe environment where all students have access to a high level of support.

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

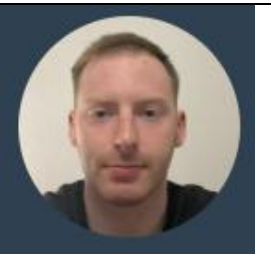
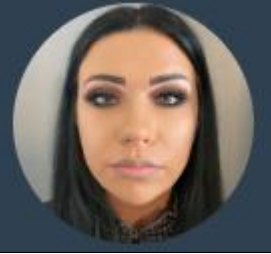
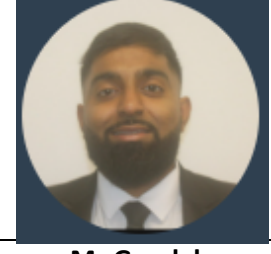
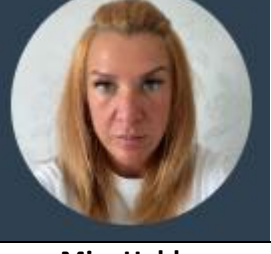
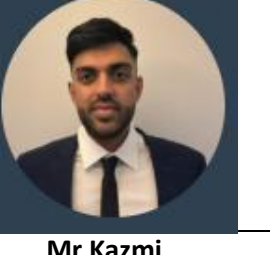
Attendance Expectations at Beckfoot Thornton School

We expect all students to attend every day and have a minimum target of 97%. We also expect all students to also arrive on time and be on site by 8:15 am for our morning line up. This is communicated to families during transition from primary school and during student induction.

Who does what at Beckfoot Thornton School

At Beckfoot Thornton, attendance is everybody's business. The key people to talk to about attendance are:

	
Mr Hanson Headteacher	Mrs Trusselle Deputy Headteacher, Attendance Champion and DSL
	
Mrs Edgley Assistant Headteacher - SENCO	Mrs Ormerod Attendance Lead

	
Mr Bell Associate Assistant Headteacher & Head of Year 7	Mr Murphy Y7 Pastoral Lead
	
Mrs Hull Head of Year 8	Miss Jones Y8 Pastoral Lead
	
Mr White Head of Year 9	Mr Gondal Y9 Pastoral Lead
	
Miss Griffin Head of Year 10	Miss Holden Y10 Pastoral Lead
	
Mr Kazmi Associate Assistant Headteacher & Head of Y11	Y11 Pastoral Lead – Mr Ward

Your child's form tutor – this will be on your child's timetable in their knowledge organiser or on their timetable on Class Charts

Daily procedures and routines

Arriving at school

It is important that all schools are on time and ready to learn, at the start of the day and during lesson change overs – right place right time.

The school day is 8:20am until 3:00pm Monday to Friday, 8:20am until 2:30pm.

The school gates open at 8:05am every morning. Our whistles blow for line up at 8:18am when all students should be on site. Breakfast club runs from 8.00am to 8:15am

Staff welcome the students on Thornton Road, Leaventhorpe Lane and around the school grounds. They wear high-viz jackets so that students can clearly see them if they need to speak to an adult.

Our safeguarding team, equipment shop, toilets and facilities to borrow uniform are open from 8:05am to 8:15am to support students get ready to learn.

Our whistles blow at 8:18am for students to line up in their forms. This allows everyone to have a settled start to the day and to be welcomed by their form tutor and head of year.

Students arriving after 8:20am are late to school and will be asked to go to dedicated late rooms to support them being ready for the school day.

Staff walk students into the school building ready for the start of our day.

During the school day students are expected to walk promptly to their next lesson so that we are able to accurately mark the register. If students are not seen by the classroom teacher at the they will receive an absent mark for that session and will face a behaviour consequence for not being in the right place at the right time. This is to support keeping everyone safe by knowing where they are.

Reporting Illness Absence

Please let the school know **each day** if your child is not well or cannot attend school. You can do this by:

1. Sending a message on the Class Charts App. Please write the reason for the absence.
2. Calling 01274 881082 and press 2 to “report a student absence”. This will allow you to speak to the attendance team.

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, a hospital appointment or a graduation. Please complete a leave of absence form from the office and the headteacher will decide if the absence can be authorised. Families will be contacted within 48hour of the headteacher receiving the request to advise whether it has been authorised.

Attendance Officer Calls

If we have not heard from you about why your child is off school, we will send you a message through Class Charts and may 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.

Lateness

Our school gates close promptly at 8.21am. If your child arrives after this time, they will be classed as late. A member of staff will sign them in at the school gate and students will be asked to stand in the late line. During this time they will have an individual check in and uniform/ equipment check to ensure that they are ready to learn. They will also be asked to wait in a late room until the start of P1. If your child arrives after

8:50am, when the morning register closes, this will be classed as an unauthorised absence. Students arriving during P1 will go to the late room for the remainder of this period to reduce disruption to the other students who are learning. During this session they will complete a reflection sheet about the reason why they are late and what they can do differently to prevent this happening again. They will also have a uniform and equipment check and will be given key messages for the day. Arrivals after the start of period 1 will be welcomed at reception.

Home Visits

Home visits will be undertaken from the third day of consecutive absence where no reason has been provided and we have not had contact from home. This is to ensure that we have eyes on our students. Further home visits may also be completed to offer support or to do safeguarding checks where we have not had eyes on a student. This may occur if a child has previous poor attendance, if they have not returned from holiday or to do a pastoral check in.

The attendance officers will leave a calling card if there is no answer to the door and will visit again so they can have “eyes on” the student.

How we recognise and incentivise good attendance at Beckfoot Thornton School

We celebrate good attendance at Beckfoot Thornton by:

- Weekly recognition in Year group assemblies
- Spot prizes for individual children and classes
- Celebration assemblies recognising the best attendance by form and by year group
- Spotlight attendance weeks with prizes

How we use attendance data at Beckfoot Thornton School

Families can check their child’s attendance record through the Class Charts app. It is kept up to date daily. It will also allow you to check if your child has been attending all of their lessons. If you believe your child’s record is incorrect, please email at attendance@beckfootthornton.org, who can find out more details about your child’s attendance record along with reasons for absence.

We will monitor attendance weekly, daily and each cycle. Families will be informed if their child’s attendance is dropping and support will be offered. Every student will be made aware of their attendance in the weekly form time attendance session and discussions will take place about why attendance is importance and the impact of poor attendance.

Students will receive a copy of their child’s attendance certificate at the end of each half term (6 times a year) so that families are aware of the current attendance data held by school.

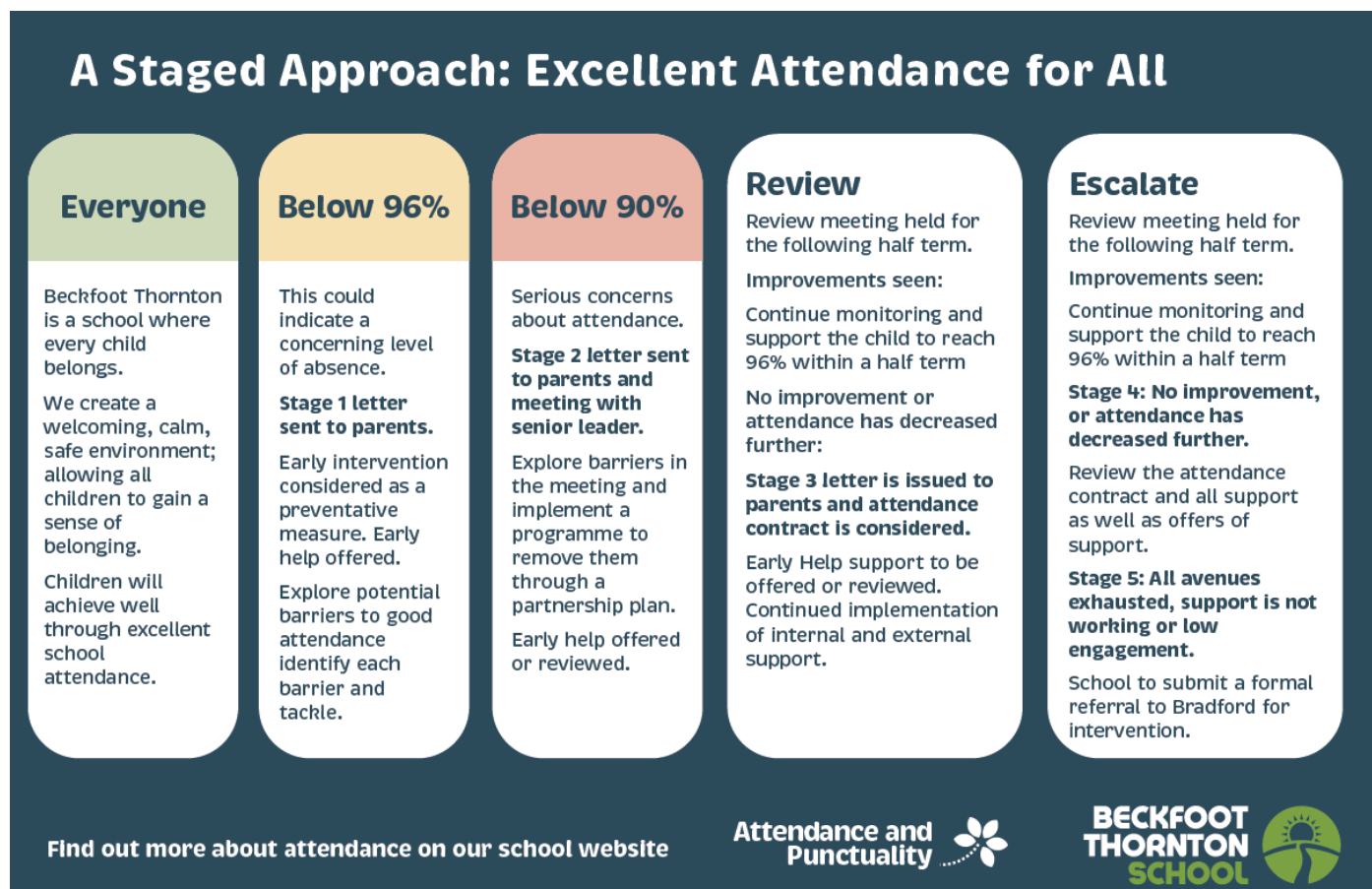
There will be opportunities to discuss attendance data at parents’ evenings and at attendance meetings with the attendance team. As well as this, the Headteacher runs a weekly drop in which families can attend and do not have to make an appointment. This is publicised on the weekly school bulletin which is sent out on Class Charts.

If you need further support in supporting your child’s attendance at school please make sure you contact school via office@beckfootthornton.org or by attending one of the events above – we want to help.

When patterns of poor attendance are identified attendance data may be shared with the Local Authority who support the school in identifying barriers for families in relation to attendance. In these instances, families may receive letters from the Local Authority to explain their process and to identify support that they can offer.

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

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



We offer the following support:

- A meeting with the family and the student, along with a member of the attendance or pastoral team to identify and overcome barriers
- Listening to the voice of the child through either individual conversations, mentor groups, listening projects or other student voice activities
- 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 safe space at the start of the day – a more relaxed approach to the start of the school day
- Home visits
- Spare uniform
- Spare equipment packs
- Access and signposting to mental health support
- Referrals to other teams: school nurse, CAMHS, Educational Psychology
- Counselling and therapy

How we support vulnerable groups at Beckfoot Thornton School

We will always make decisions and provide support with the best interests of the individual student at the forefront of our minds. We have designed our school day and curriculum to support the most vulnerable of learners to make our school a place where students in our community can and want to attend.

However, we will also make reasonable adjustments to support good attendance as outlined previously.