

# 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 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 Priestthorpe School

We expect all children to attend every day and have a minimum target of 97%. We expect all children to also arrive on time ready to start the day at 8.35am.

## Who does what at Beckfoot Priestthorpe School

At Beckfoot Priestthorpe, attendance is everyone's business. The key people to talk to about attendance are below:



Christina Gunning  
Headteacher  
Attendance Lead  
Attendance Champion



Kayleigh Tinsley  
Office Manager



Dawn Nutch  
Parental Involvement  
Worker



Tonia Pugh  
SENCO

## Daily procedures and routines

### Arriving at School

The school day is 8.35 – 3.05pm.

The school gates open at 8.30 – 8.40am. They close promptly at 8.40am. Children and parents enter through the school gates where a member of staff will greet them. Class Teachers then welcome each child into their line and ensure they come safely inside at 8:35am.

## Arriving late

If you arrive at school after 8:40am you will come into school through the main office. You will sign in here and order your lunch if you need one. If you are later than 9:05am this will count as a missed session and will be registered as such. Children arriving late are always greeted warmly by our office staff and taken to their classes.

## Reporting Illness Absence

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

1. You can call the school on **01274 564879** and speak to our office staff or leave a voicemail.
2. You can send an email to our absence email email **absence@beckfootpriestthorpe.org** stating the name and class of your child and the reason for their absence.

## 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 Parents and carers the online form via the Local Authority to request a leave of absence, you can find the link here: <https://bradford.gov.uk/LOAForm> or scanning the below QR Code:



## Home Visits

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, a member of staff may visit families to check on their welfare if they have not contacted the school about the absence, if they have been off for a few days, if they have not returned on time from a holiday or if they have poor attendance.

## How we recognise and incentivise good attendance at Beckfoot Priestthorpe School

We celebrate good attendance at Beckfoot Priestthorpe by:

- Weekly celebration assembly recognising the best attendance by class
- Class rewards for the highest attendance each week
- Celebrating on class dojo when school attendance hits the target of 97%
- Sharing our primary school's attendance leader board and celebrating when we are at the top

## How we use attendance data at Beckfoot Priestthorpe School

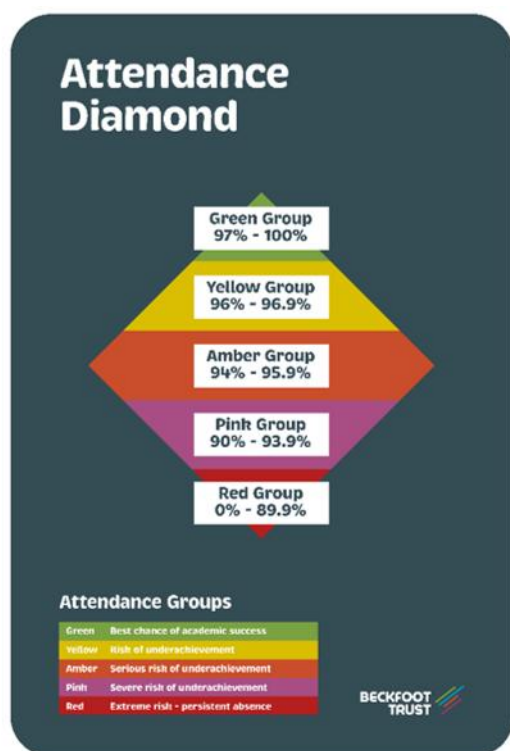
Parents and carers can check their child's attendance record through the eschools app. It is kept up to date daily. If you believe your child's record is incorrect, please speak to the office who can print out the attendance record along with reasons for absence.

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

There will be opportunities to discuss attendance data at parents' evenings and at attendance meetings with the attendance team.

## Diamond Attendance

The staged approach is a graduated system of support and intervention designed to improve student attendance. It ensures that students receive the right level of support at the right time, with increasing intensity as attendance concerns persist. The goal is to identify barriers early, engage families, and prevent persistent absence through positive reinforcement, structured monitoring, and multi-agency collaboration.



| SOL Colour | LA linked stage and/or letters            | Attendance | Actions                                                                                                             |
|------------|-------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------|
| Green      | Letter 1 (sent to all) x 6 times per year | 97 – 100%  | Excellent attendance: recognition and rewards                                                                       |
| Yellow     |                                           | 96 – 96.9% | Class teacher monitor and support                                                                                   |
| Amber      | Stage 1                                   | 94 – 95.9% | Class teacher monitor and support                                                                                   |
| Pink       | Stage 1                                   | 90 – 93.9% | Attendance officer monitor and support                                                                              |
| Red        | Stage 2                                   | 0 – 89.9%  | Senior attendance champion monitor and support                                                                      |
|            | Stage 2 then 3                            | ≤89%       | Senior attendance champion with the Local Authority, support, safeguard, consider prosecution/ referral for neglect |

| 97-100%                                               |              |                   |         |
|-------------------------------------------------------|--------------|-------------------|---------|
| Actions                                               | Who          | Resources         | Support |
| Half termly positive letter home regarding attendance | Office staff | Letter 1 template |         |

| 94-96.9%                                                                         |                |           |         |
|----------------------------------------------------------------------------------|----------------|-----------|---------|
| Actions                                                                          | Who            | Resources | Support |
| Letter sent at week 6 and 12 – letter 1                                          | Office Manager | Letter 1  |         |
| If attendance improved but still within this band: - Send positive text or email | Office Manager |           |         |

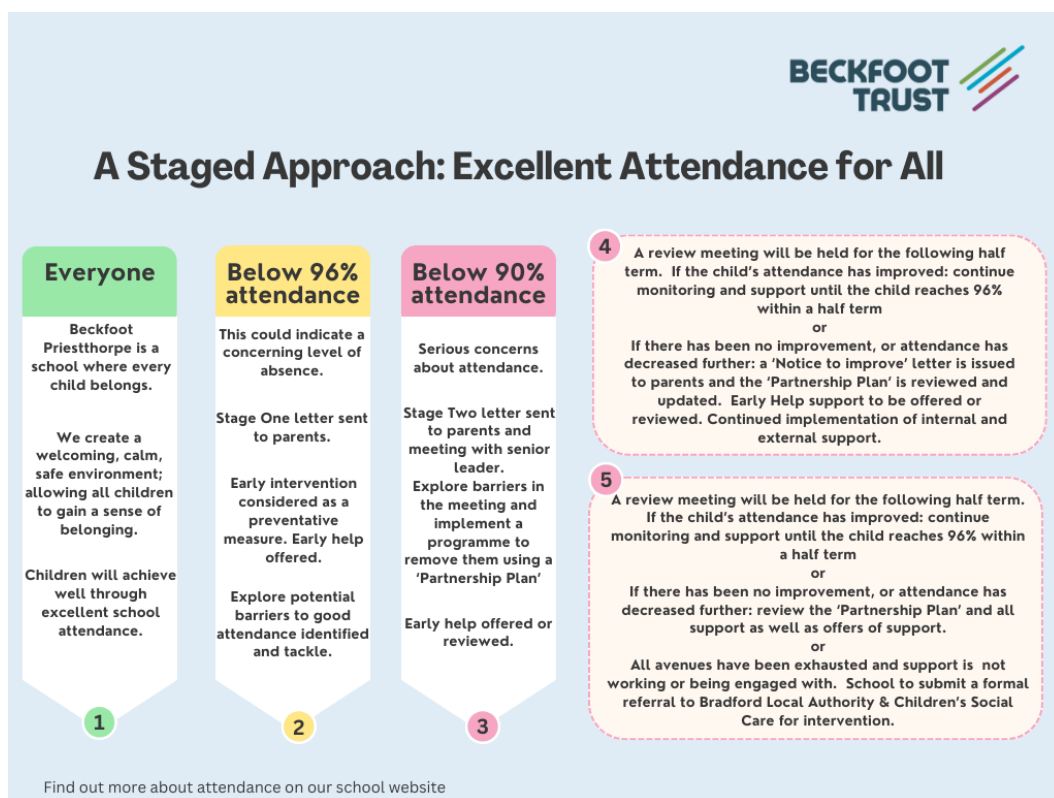
| 90 – 93.9% - Non Statutory                                                      |                        |                  |         |
|---------------------------------------------------------------------------------|------------------------|------------------|---------|
| Actions                                                                         | Who                    | Resources        | Support |
| Letter sent inviting parent in for meeting                                      | Office Manager         | Letter 2         |         |
| Partnership plan set up                                                         | Office Manager and PIW | Partnership plan |         |
| If attendance improved but still within this band: - Send Positive txt or email | Office Manager         |                  |         |

≤89%

| Actions                                                                                                                                                                                                                                                                                                                 | Who            | Resources                                                                                  | Support    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------------------------------------------|------------|
| Stage 2: Warning letter Stage 2 letter 1 sent                                                                                                                                                                                                                                                                           | Office Manager | Stage 2 letter 1                                                                           | Early Help |
| <p>If no improvement after 3 weeks:</p> <p>Bradford LA Enforcement Warning letter 1 sent</p> <p>Attendance Panel Meeting:</p> <ul style="list-style-type: none"> <li>- Compulsory to complete LA Attendance Contract</li> <li>- Consider if Early Help is required</li> <li>- Consider if LA referral needed</li> </ul> | Headteacher    | <p>Bradford LA Enforcement Warning letter 1</p> <p>Local Authority Attendance Contract</p> |            |
| Review attendance contracts after 3 weeks – if improved, go back to stage 2 letter 1.                                                                                                                                                                                                                                   |                |                                                                                            |            |

## How we will reduce persistent and severe absence at Beckfoot Priestthorpe School.

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



We offer the following support:

- A 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
- Reduced/ amended timetable

## How we support vulnerable groups at Beckfoot Priestthorpe School

We will always make decisions and provide support with the best interests of the child 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 children can and want to attend.

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