

## Attendance Policy Local Procedures Fairways School

### Please refer to Main Policy A6 Attendance Policy

This local procedure should be read in conjunction with Aurora's Attendance Policy A6.

#### 1. Attendance register – times:

Students must arrive in school by 8.45 am on each school day. The register for the first session will be taken at 8.50am and will be kept open until 9.15. Anything after 9.00 up to 9.30 will be classed as late. Anything past 9.30 is classed as absent (late after register has closed). The register for the second session will be taken at 1.15 pm and will be kept open until 1.30pm.

**Offsite provision** – Any child attending any provision or event will have had to register at school prior to departing.

**2. Unplanned absence** The student's parent/carer must notify the school on the first day of an unplanned absence by 9.00 am or as soon as practically possible. Parents can leave a voicemail message out of school hours. This is then picked up by the administration team on arrival. It is the parents' responsibility to notify the taxi company if applicable.

**3. Planned absence** School must be notified of any planned absence e.g., CAMHs, hospital appointments, prior to attending. Evidence of this appointment must also be provided for this to be agreed authorized absence. Given the distance many appointments may be from school a full day's authorized absence cannot be given, however work can be proved to ensure that any young person does not miss a full day of education.

**4. Lateness and punctuality** As students may arrive by local taxis, there may be an issue with students arriving too early before staff arrive. Students are required to stay in their vehicle until the site is open. Continued early arrival will be noted and this will be communicated with the relevant local transport office. Similarly, if a vehicle is consistently arriving late this will be noted and this will be communicated with the relevant local transport office.

**5. Following up absence** Where any child we expect to attend school does not attend, or stops attending, the school will: Follow up on their absence with their parent/carer to ascertain the reason, by phone contact. The school reports attendance every day for every Local Authority via data collection. Welfare call also contact school daily to ascertain attendance for children who are looked after by the local authority.

**6. Reporting to parents** Attendance is reported in educational reports and noted in the EHCP review.

**7. Reducing persistent absence** The Pastoral Lead monitors attendance both to school and into class, weekly, and follows up any persistent absence with clear actions e.g. Parent meetings. These are noted in the Pastoral weekly report

Where there are absence concerns a letter will be sent from school to the home in the first instance. If attendance does not improve we may also involve the Educational Welfare Officer from the Local Authority

## **8.Strategies for promoting attendance**

Attendance to school is rewarded weekly and each half term with certification and rewards as discussed with the Student Council.

## **9. Attendance monitoring**

The school reports attendance daily to each Local Authority via electronic data collection points. Welfare call also contact school daily to ascertain attendance for children who are looked after by the Local Authority.

## **10. Roles and responsibilities:**

### **10.1 The Pastoral Lead**

The Pastoral lead will monitor attendance data across the school and at an individual pupil level. They will also report concerns about attendance to SLT and work with education welfare officers to tackle persistent absence. They will arrange calls and meetings with parents to discuss attendance issues and work with the Local Authority to issue fixed penalty notices.

### **10.2 Class teachers/form tutors/TAs**

The class teachers are responsible for taking class registers morning and afternoon and returning these to reception. The school receptionist is expected to take calls from parents about absence and record it on the school system. They are also responsible for informing the SLT and tutors of any absence or appointments.

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
/	Present (am)	Pupil is present at morning registration
\	Present (pm)	Pupil is present at afternoon registration
L	Late arrival	Pupil arrives late before register has closed
B	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
D	Dual registered	Pupil is attending a session at another setting where they are also registered
J	Interview	Pupil has an interview with a prospective employer/educational establishment
P	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
V	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school
W	Work experience	Pupil is on a work experience placement

Code	Definition	Scenario
<b>Authorised absence</b>		
C	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
E	Excluded	Pupil has been excluded but no alternative provision has been made
H	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
I	Illness	School has been notified that a pupil will be absent due to illness
M	Medical/dental appointment	Pupil is at a medical or dental appointment

<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance
<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and Traveller absence	Pupil from a Traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend
<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day