

Attendance Policy Local Procedures Aurora Keyes Barn School

Please refer to Main Policy A6 Attendance Policy

1 Attendance register – times:

Pupils must arrive in school by 09.05hrs on each school day. However, school transport will start from 08.00hrs onwards and your child needs to be ready for school at 08.00hrs.

The register for the first session will be taken at 09.05hrs and will be kept open until 09.15hrs. The register for the second session will be taken at 13.15hrs and will be kept open until 13.25hrs

2 Unplanned absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 07.45hrs or as soon as soon as practically possible. Parent/carers can contact the head teacher:

Head teacher mobile: +44 (0) 7498499773

The school's office: 01772 673 6732

Please do so before your child's transport arrives.

The school will contact parents if their child is absent and if they have not received a message from parents.

3 Planned absence

Attending a medical or dental appointment will be counted as authorised if the student's parent/carer notifies the school in advance of the appointment. Please contact the school office on 01772 673672 or email the reception kbs-reception@the-aurora-group.com

4 Lateness and punctuality

The school day starts at 9:05hrs registers are closed at 9.15hrs. If children arrive after that time and are not on our school transport the pupil will receive a late mark at registration. We encourage good punctuality. Poor punctuality is not acceptable. If a child is late for the start of the day they can miss work, vital information and news for the day. Good time keeping is a valuable life skill which will help our children as they progress through school life and out into the wider world. Children who are persistently late will be invited to a meeting with the Headteacher together with their parents/carers. Please note that our transport can only wait for 5 minutes at your house, so please ensure that your child is ready for transport.

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, contact parents/carers if their child is absent and if school hasn't received a message from parents. Should absences persist we will invite parents/carers to meet with the Head teacher who could refer to the Children Missing Education Officers if attendance falls below 90%

6 Reporting to parents

We will report on your child's attendance during Annual review and end of year reports.

7 Strategies for promoting attendance and reducing persistent absence

Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given.

Parents or carers keeping children off school unnecessarily.

Unexplained absences

Children who arrive at school after registers have closed.

Looking after other children or birthdays.

Holidays in term time and day trips which have not been agreed.

Persistent absentees

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across a school year for whatever reason.

A meeting with the headteacher will be arranged in which strategies to improve attendance will be discussed.

If a child is regularly absent due to sickness a parent/carer may be invited to school to discuss their child's

absences with the head teacher and/or school nurse. The school may request a parent/carer to provide medical details from their doctor before continuing to authorise further absences.

8 Attendance monitoring

Our schools use a management system called Engage to monitor student absence on a daily, weekly, monthly and termly basis. We use this to:

Track the attendance of individual students.

Identify whether there are groups of children whose absences may be a cause for concern.

Monitor and evaluate those children identified as needing intervention and support.

Report to placing local authorities.

Report to parents/carers

9 Roles and responsibilities

The Head teacher

- Monitors attendance data across the school and at an individual pupil level.
- Works with education welfare officers to tackle persistent absence.
- Arranges calls and meetings with parents to discuss attendance issues.

[Class teachers/form tutors/TAs]

Teaching Assistants check pupils in on arrival via Provisit, the school electronic registration system for staff, pupils and visitors.

School [admin/office] staff

School administration staff are expected to take calls from parents about absence and record it on the register in Engage, the school management system.

Any noticeable concerns/obvious patterns relating to pupil absence, will be reported to the Head teacher.

Local procedure dates align with any previous school versions and should be ratified/signed off by the Head Teacher and OD