

## Attendance Policy Local Procedures Aurora Severnside School

**Please refer to Main Policy A6 Attendance Policy**

### **1 Attendance register – times:**

Pupils must arrive in school by 9.00 on each school day.

The register for the first session will be taken at 9.00 and will be kept open until 09.15. The register for the second session will be taken at 1.00 and will be kept open until 1.15

#### **Offsite provision**

If a student attends an offsite provision without school staff present, the office staff (or outreach team depending on the student) will contact the provision to check on attendance by 4pm.

### **2 Unplanned absences**

Student's parent/carer must notify the school on the first day of an unplanned absence by 8.45, or as soon as practically possible.

Parents/carers are required to phone the main school office and leave a message if there is nobody available to answer the phone.

### **3 Planned absence**

If a parent/carer wishes to request a planned absence for a medical appointment, they should phone the school office. Proof of appointment may be required to secure approval.

If a parent/carer wishes to request leave for a funeral/wedding/family occasion or holiday, they should fill in an absence request form, which can be provided by the school office. This form is then submitted to the Headteacher who will approve or decline the request on an individual basis.

**\*Please note that requests for holidays during term time are likely to be refused by the school in accordance with DfE guidance.**

### **4 Lateness and punctuality**

Students are expected to be in school by 9.00 am at the latest. If a student is going to be late, then Parents/Carers must inform the school of their estimated arrival time and the reason for lateness.

As a school, we understand that sometimes students are late for reasons beyond their control (car breakdown/traffic) but, wherever possible the expectation is that students are on time for school each day unless previously agreed by staff.

### **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. The school will phone the Parents/Carers by 10am on the day of absence if the parent/carer has not reported the reason for absence to ascertain why the student is not at school. If the school is unable to reach a parent or carer, additional safeguarding measures such as a home visit or referral to the Local authority Safeguarding team may be completed.

## 6 Reporting to parents

The school will report to parents on attendance twice per year in their child's school report as well as during Annual Reviews. If attendance drops below 90% (or 90% of a transitional timetable) at any time, the tutor will inform the Parent/Carer and an attendance plan will be put in place in conjunction with Parents/Carers and the student to ensure that attendance improves.

This will be monitored weekly until attendance improves above 90%. If attendance does not improve within one calendar month, the issues raised will be escalated to our Pastoral Dep. Head who will meet with the family and student.

## 7 Strategies for promoting attendance and reducing persistent absence.

At Severnside, we are committed to supporting pupils to attend school regularly and receive an uninterrupted education and we believe that it is important for us to act quickly when attendance for a pupil drops.

We are aware that many of our students suffer from high levels of anxiety, and this has a significant impact on their attendance. Therefore, we are committed to providing a flexible and adaptable approach to our curriculum which allows our students to feel safe and supported and to access the curriculum in a variety of ways.

If a student is unable to attend our setting consistently after all reasonable measures have been put in place, then the school will seek further advice on their placement in consultation with the commissioning local authority and parents/carers.

## 8 Attendance monitoring

SLT monitor attendance weekly as part of SLT meetings with a monthly 'deep dive' analysis presented by the Dep Head for Behavior and Safeguarding.

If any child is deemed to be missing in education, the school will inform the Local Authority Safeguarding Team following the third day of unexplained absence. The school will also endeavor to carry out a home visit to establish the location of the child and carry out a welfare check.

## 9 Roles and responsibilities

### The Pastoral Lead:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Headteacher
- Works with education welfare officers to tackle persistent absence.
- Arranges calls and meetings with parents to discuss attendance issues.
- Advises the Headteacher when to issue fixed penalty notices.

**Class Teachers/Tutors:**

Class teachers/form tutors are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office.

**School Admin Staff**

School [admin/office] staff are expected to take calls from parents about absence and record it on the school system and contact any parents/carers who have not contacted the office to report absence or lateness in a timely fashion.

School admin staff also monitor registers daily and ensure that they are completed in a timely and appropriate manner.