

Attendance Policy Local Procedures Aurora Summerfields

Please refer to Main Policy A6 Attendance Policy

1 Attendance register – times:

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

The register for the first session will be taken on arrival up to 9.00 am and will be kept open until 9.30. Anything after 9.05 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 12.30 pm and will be kept open until 12.45pm.

Offsite provision

Any child attending any provision or event will have had to register at school prior to departing. This logging is important for Fire Reporting purposes

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 (see also section 7). Parents can leave a voice mail 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.

3 Planned absence

Every effort should be made to avoid making appointments during the school day. If this is not possible, 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 AS an authorized absence. Given the distance many appointments may be from school a full days 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 nearly all students arrive by local taxis, there is often an issue with students arriving too early i.e. before staff arrive. Students are required to stay in their vehicle until the site is open to students which is 8.45am. 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 (after 3pm) this will be noted and this will be communicated with the relevant local transport office.

We do however appreciate that transport times are affected by unplanned roadworks train strikes and the weather so will accommodate and support as best as we can.

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.

Where absence exceeds 6 school days with poor contact an unannounced safeguarding visit will be completed by a member of staff – preferable one of the safeguarding team, to check on the welfare of the absent pupil.

6 Reporting to parents

Attendance is reported to all interested parties in School Educational Reports and noted in the EHCP review. Where there are concerns the pupil may be subject to a Team Around the Child meeting (TAC) to work with families to resolve any attendance concerns.

7 Strategies for promoting attendance and reducing persistent absence

The Head of School and Safeguarding lead monitors attendance to school and staff note weekly lesson attendance. Any persistent absence will have clear actions e.g. Parent meetings, request of an educational support worker etc and be monitored for impact.

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 will involve the Educational Welfare Officer from the Local Authority.

Attendance is also rewarded each term with certification and reward vouchers.

8 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

9 Roles and responsibilities

The Site Lead and Administration will:

- Monitor attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Principal, SENCo or DSL
- Plan/deliver/support school interventions to improve attendance including referring to the clinical team through the SENCo should a higher level of assistance be required.
- Work with Education Welfare Officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues and set objectives to increase attendance.
- Report up any attendance issues that may affect the school placement.
- Work with the Local Authority to issue fixed penalty notices.