

Attendance Policy Local Procedures Aurora Cedars School

Please refer to Main Policy A6 Attendance Policy

1 Attendance register – times:

Pupils must arrive in school at 9am on each school day.

The register for the first session will be open from 9am and close at 9.30am, after which pupils will be marked as late/absent. The register for the afternoon sessions will be open at 12:50-1:05pm for Lower School and 1.10pm- 1.25pm for Upper School, after which pupils will be marked as late/absent.

2 Unplanned absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 8.50am or as soon as practically possible.

Parents/carers can notify the school by calling 01902 544666 and leaving a voice message if outside of school hours or emailing the school on CedarsSchool@the-aurora-group.com

3 Planned absence

Where possible we ask that medical and dental appointments are made out of school hours, however, we appreciate that this is not always possible.

If you need to make an appointment during the school day please let us know either by telephone on 01902 544666 or by emailing CedarsSchool@the-aurora-school.com

Planned absences will be marked as authorised as long as the school have been notified in advance and evidence of the appointment has been provided.

4 Lateness and punctuality

Any student who arrives at school late before the register has closed will be marked as late, if they arrive after the register is closed they will be marked as late after registration has closed and this will be recorded as an unauthorized absence.

Persistent lateness will be monitored accordingly by the Senior Leadership Team and appropriate action taken to support the student and parent/carers to improve this.

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 to the Local Authority and Welfare Call. Where no contact is made and a child is missing from education for 5 days or more then school will make an unannounced call to the home to check on the child's wellbeing.

6 Reporting to parents

Attendance is reported in educational reports and noted in EHCP reviews.

7 Strategies for promoting attendance and reducing persistent absence

Attendance to school is rewarded weekly by earning points, certificates and reward vouchers.

If there are any concerns regarding persistent absence, this will be closely monitored by the Senior Leadership Team and Safeguard Lead. Any concerns may be raised in a letter from the school to the parent/carer in the first instance. SLT will work closely with the parents/carers to improve attendance. If the absence does not improve then the school may ask for support from the Educational Welfare Officer from the Local Authority.

8 Attendance monitoring

The school will report attendance daily to the Local Authority and Welfare Call.

9 Roles and responsibilities

The Special Educational Needs & Disability Co-Ordinator (SENDCo)

The SENDCo:

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

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.

The School Receptionist is expected to take calls from parents about absence and record it on the school system only