

Attendance Policy–Aurora Wilden View - Local Procedures

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

1 Attendance register – times:

Pupils must arrive in school by 9.00 am on each school day unless they are on a staggered arrival timetable. Staggered arrival /finish times are only introduced with the agreement of the Head Teacher after discussions with the family.

Normal registers for the first session will be taken upon arrival up to 9.am and will be kept open until 9.30.

Any student arriving after 9.15 up to 9.30 will be marked as ‘L’, late before the register closes. Any student arriving after 9.30 will be marked as ‘U’, late after register has closed. The register for the second session will be taken at 13.10 pm and will be kept open until 13.30pm.

Arrangements where a student is on a transition timetable will be discussed and agreed with Parent /Carers ahead of the placement at Aurora Wilden View commencing.

Offsite provision

Any student attending any provision or event will have had to register at school prior to departing. This logging is important for Fire Reporting purposes. If the student is unable to attend site prior to the provision or event, a staff member should confirm their attendance with school.

2 Unplanned absences

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.

If your child is absent, please let us know by 9am by calling 01562 541191.

3 Planned absences

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

If you have an appointment during the school day, please let us know by calling 01562 541191.

School must be notified of any planned absence e.g., CAMHs, hospital appointments, prior to attending. Planned absences will be marked as authorised, as long as evidence is provided of the appointment.

4 Lateness and punctuality

Any students arriving early before school has opened are required to stay in their vehicle until the site is open. Continued early or late arrival by taxi 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. . Welfare Calls are also made to the school daily to ascertain attendance for children who are looked after by the local authority. Where absence exceeds 5 school days with no contact an unannounced safeguarding visit will occur to check on the child's wellbeing.

6 Reporting to parents

Attendance is reported in educational reports and noted in the EHCP review.

7 Strategies for promoting attendance and reducing persistent absence.

The Senior Leadership Team monitors attendance at school and each class every week and follows up any persistent absence with clear actions. For example, telephone calls and parent/carer meetings. Any attendance issues are noted in the Pastoral meeting.

Where there are absence concerns a letter will be sent from school to the home in the first instance, with contact from the pastoral team offering support.

Attendance is also rewarded each term with certification and reward vouchers. Heads personal rewards also recognise this.

8 Attendance monitoring

The school records attendance daily. Welfare calls are also made to school daily to ascertain attendance for children who are looked after by the Local Authority.

9 Roles and responsibilities

Students should:

- Attend school each day unless they are unwell and unable to attend or have a valid reason.
- Ensure they are ready each morning on time for transport to avoid late arrival.

Parents/carers should:

- Call the School as soon as possible to notify of any unplanned absence.
- Ensure their child(ren) is present for School and arrive punctually (unless they have a valid reason, please refer to the section on absences).

Or

- Ensure their child(ren) are ready to be collected on time by the transport services.

The SENCo and Deputy Head Will:

- Monitor attendance data across the school and at an individual pupil level.
- Reports concerns about attendance to the Head Teacher or DSL
- Draw up an attendance action plan for any students who attendance is causing concern
- Arranges calls and meetings with parents to discuss attendance issues.