Aurora

Attendance Policy Local Procedures
Aurora Foxes

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

1. Aims

This procedure aims to:

Outline and explain the local procedure for managing student attendance at Aurora Foxes.

2. Recording Attendance

2.1 Times

Attendance must be marked accurately at the beginning of any session by the tutor. Registers must be completed on Engage. Checks will be completed weekly to ensure all registers are up to date.

2.2 Unplanned absence – Day Provision

The student or their parent/carer must notify the college on the first day of an unplanned absence by calling the main office by 9:00am or as soon as practically possible citing the reason for absence and potential duration of absence. Tutors and the Head of Education (HoE) will then be informed.

2.3 Unplanned absence – Residential Provision

The student or their parent/carer must notify the college by contacting their House Team Leader (HTL) prior to the agreed time of return to college as soon as practically possible citing the reason for absence and potential duration of absence. Tutors, Head of Care (HoC) and HoE will then be informed.

2.4 Planned absence – Day and Residential Provision

Students or their Parents/Carers must complete an Absence Request form and forward to their HTL who will seek approval from the Principal. Absence request forms should be submitted at least 1 week before any planned absences that involve students missing structured sessions, where possible. Requests will be responded to within 72hrs of receipt and permission / refusal will be relayed to the student and/or parent/carer.

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For any planned absence that does not involve the student being absent from structured sessions can be informally agreed by the House Team Leader.

2.5 Lateness and punctuality

Lateness and punctuality is monitored weekly by the Programme Leads and Head of Education, identifying where persistent lateness or punctuality are becoming a barrier to learning. Where students with concerns related to lateness and punctuality are identified a range of support measures/sanctions are implemented, this could include (but not limited to), therapy referral, meeting with the student and/or their parents/carers, involving the Local Authority SEN/Social care team, safeguarding notification, Student Improvement plan, etc.

Students causing concern are also monitored in weekly Safeguarding/SLT meetings.

2.6 Following up absence

Where any student we expect to attend college does not attend, or stops attending, the college will:

- We will follow the missing student procedure if the student is residential, has been on site and has not arrived for their session
- For day provision, where we have not been notified of a students absence, we will attempt to contact the student and/or parents carers after a period of 30 minutes from the expected time of arrival.
- Follow up on their absence with the student and/or their parent/carer to ascertain the reason

2.7 Reporting to parents

Attendance is reported formally to parents in the termly education reports and at EHCP annual reviews. Concerns regarding attendance are highlighted to parents / carers once attendance drops below expected levels via their House Team Leader.

The House Team Leaders regularly update parents informally of progress, attendance and engagement.

2.8 Reducing persistent absence

Aurora Foxes expectation is that attendance should be 100%. Persistent absence is monitored weekly by the Programme Leads and Head of Education. Where attendance is seen to be below 95% or where patterns are identified that could become problematic, a range of support measures/sanctions are implemented, this could include (but not limited to), therapy referral, meeting parents/carers, involving the Local Authority SEN/Social care team, safeguarding notification, Student Improvement plan, etc. Attendance concerns are also cascaded during weekly middle leader briefings, where support/sanctions are identified planned and monitored. Students causing concern are also monitored in weekly/monthly safeguarding/SLT meetings.

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3. Strategies for promoting attendance

All students have an Individual Risk Assessment and Positive Behaviour Support plans, where pre-existing concerns or difficulties which may impact attendance and punctuality are highlighted and support mechanisms/protocols are identified and embedded by the teams working holistically with the student.

4. Attendance monitoring and notifications

Due to the specific nature of the vulnerabilities of our cohort, absence without explanation will be highlighted to the Local Authority after 2 days, without sufficient contact from parent/carer.

5. Roles and responsibilities

5.1 The Head of Education and Programme Leads will:

5.1.1 Monitor attendance data across the college and at an individual student level

5.1.2 Reports concerns about attendance to the Principal

5.1.3 Work with parents/carers, education welfare officers and social workers to tackle persistent absence

5.1.4 Arrange calls and meetings with parents to discuss attendance issues

5.2 Teachers/Tutors/House Team Leaders will:

4.2.1 Record accurate attendance daily, using correct codes and submitting the information on Engage.

5.3 House Team Leaders, Deputies and Seniors will:

5.3.1 Take calls from parents about absence and record it on the college system.

5.3.2 Request parents complete an absence form when requesting absence from structured sessions and send it onto the Principal for approval.

5.3.2 Contact relevant tutors with absence for the day.

5.3.3 Call the student and/or their parent/carer to ascertain the student's whereabouts when there has been no absence request completed.

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Approved by:
Principal