

Attendance Policy Local Procedures Aurora Hanley School

Please refer to Main Policy A6 Attendance Policy

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.

The register for the first session will be taken on arrival up to 9.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 – if applicable

Any child attending any provision or event will have had to register at school prior to departing.

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

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 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 before staff arrive. Students are required to stay in their vehicle until the site is open. 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 this 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. 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 no contact is made and a child is missing for 5 days or more the 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 the EHCP review.

7 Strategies for promoting attendance and reducing persistent absence

Attendance to school is rewarded weekly by earning 'Praise Points' without these students can not access the activities on 'Feel Good Friday'. Attendance is also rewarded each term with certification and reward vouchers.

The pastoral and safeguarding lead monitors attendance both to school and into class, weekly, and follows up any persistent absence with clear actions e.g. Parent meetings. Attendance is reported on and data shared with the Head of Centre. Attendance actions are agreed at the weekly Team Around the Child meeting (TAC).

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 may also involve the Educational Welfare Officer from the Local Authority.

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. Attendance is also available on Engage and a clear overview is available on Power BI. Whole school attendance forms part of the Principal Teachers monitoring process.

9 Roles and responsibilities

If you have any additional not covered by main policy

The site Pastoral Lead and Safeguarding/Family Support Officer:

- 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/form tutors/TAs

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

School [admin/office] staff

School [admin/office] staff are expected to take calls from parents about absence and record it on the school system. The School (admin/office) staff are also responsible for informing the SLT and tutors of any absence or appointments.

Local procedure dates align with any previous school versions and should be ratified/signed off by the Head Teacher and OD