

## Attendance Policy Local Procedures Aurora Brooklands

**Please refer to Main Policy A6 Attendance Policy**

### **1 Attendance register:**

We will keep an attendance register and place all pupils onto this register.

Pupils arrive at school by 9.00am. The register for the first session will be taken on arrival and will be kept open until 9.30am. Anything after 9.05 and up to 9.30 is recorded as late, anything after 9.30 is recorded as absent (late after register has closed). Register for the second session is taken at 1.15pm after the lunch break.

We will take our attendance register at the start of the day and after the lunch time session has finished. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity or provision
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

See appendix1 for the DfE attendance codes.

See local procedures for the timings of the school day.

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

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

### **2 Unplanned absence**

The pupil's parent or carers must notify the school on the first day of an unplanned absence or as soon as practically possible. See local procedures.

We will mark absence due to illness as authorised unless the school has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the school may ask the pupil's parent or carers to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents or carers will be notified of this in advance.

### 3 Planned absence

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the school in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 4 to find out which term-time absences the school can authorise.

### 4 Lateness and punctuality

A pupil who arrives late:

- Before the register has closed will be marked as late, using the appropriate code
- After the register has closed will be marked as absent, using the appropriate code

### 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
- Ensure proper safeguarding action is taken where necessary
- Identify whether the absence is approved or not
- Identify the correct attendance code to use

### 6 Reporting to parents

We communicate with parents/carers regularly regarding their child's attendance and will provide an annual summary of their attendance over an academic year via an annual report

### 7 Strategies for promoting attendance and reducing persistent absence

The threshold for persistent absence is when a pupil's overall absence is 10% or more of their possible sessions. A pupil's absences may be authorised, unauthorised or a combination of both.

The focus on persistent absence is part of an escalating process that is outlined in local procedures, led by senior leaders, monitored through governance and understood by the whole school community: staff, pupils and parents.

Having assessed the reasons for the PA and analysed its profile, it is important to identify strategies that can be used to address it. In more complex and longer-term cases of poor attendance and persistent absence, interventions may include:

- Multi-agency meetings and actions plans
- Requests for medical information or information from other services
- Use of local authority enforcement processes and procedures
- Home visiting
- Direct work with children and parents to address root causes of absences
- Engaging specialist services
- Considering options for provision.

Each case is different and getting to know the family and the individual circumstances is crucial.

Where attendance cannot be improved through additional support e.g. clinical, educational support, individualisation of a time table or a transition back in to school after a long period of absence with direct interventions then the placement may be deemed at risk and will be monitored. The school will work closely with the family and any other agencies including the local authority to look at what the next steps for the child will be, it may be decided that the school placement is not suitable, and the school will support a transition to another alternative placement e.g. hospital, mental health facility etc.

Aurora employs a range of strategies to improve and reward attendance. These include but are not limited to:

- The delivery of clear messages about expectations, routines and consequences to pupils and families through regular communication and on admission and transition events
- Rewards for good attendance
- The monitoring of whole school data regularly to identify reasons for absence, patterns, attendance of particular groups and the impact of interventions
- Robust arrangements to identify, report and support children missing education (CME)
- Support for children with medical conditions (including the use of individual healthcare plans), mental health problems and special educational needs (SEND)
- The ongoing promotion of 'next lessons' and the sequence of lessons to motivate pupils to be in the classroom
- Prompt and consistent follow up on absence and lateness with pupils to identify barriers and reasons for absence
- Regular contact with parents and carers regarding absence where concerns are identified
- Multi agency approaches to supporting pupils and their families

## 8 Attendance monitoring

Our schools use Engage to monitor pupil absence on a daily, weekly, half termly and termly basis. We use this to:

- Track the attendance of individual pupils
- Identify whether or not there are particular groups of children whose absences may be a cause for concern

- Monitor and evaluate those children identified as being in need of intervention and support
- Report to placing local authorities
- Report to parents/carers

A pupil's parent/carer is expected to call the school in the morning if their child is going to be absent due to ill health (see section 3.2).

Where the school has not been informed of an absence they will ring the parent/carer after the register has closed if a pupil has not arrived to check on the reason for the absence or to check if the parent/carer is aware that their child has not arrived on site. If the school is not satisfied with the reason for the absence a home visit may be undertaken. Multiple absence and illness reports without evidence may trigger a safeguarding concern and home visit.

If a pupil's absence goes above a maximum of 10 days, the school will contact the parent/carer of the pupil to discuss the reasons for this. They will also inform the Local Authority within this timescale or sooner as outlined in local procedures.

If a pupil's absence continues to rise after contacting their parent/carer, we will consider involving external agencies for support.

The persistent absence threshold is 10%. If a pupil's individual overall absence rate is greater than or equal to 10%, the pupil will be classified as a persistent absentee.

Pupils' attendance will be monitored and may be shared with the Local Authority and Department for Education and other agencies if a pupil's attendance is a cause for concern. All information shared will be done so in accordance with the Data Protection Act 1998. The school will compare attendance data to the national average, and share this with the wider Aurora Group as part of governance.

## 9 Roles and responsibilities

The Operations Director is responsible for monitoring attendance figures for the whole school on at least a termly basis. They also hold the Principal to account for the implementation of this policy.

The Principal is responsible for:

- Implementation of this policy at their school
- Creating local procedures to ensure the policy is implemented effectively
- Monitoring school-level absence data and reporting it to governance
- Supporting staff with monitoring the attendance of individual pupils
- Issuing fixed-penalty notices, where necessary

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