

Attendance Policy Local Procedures Aurora Ryefields School

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

1 Attendance register – times:

Students must arrive at Ryefields School by 8:45 AM on each school day.

- The register for the first session will be taken at 8:50 AM and will be kept open until 9:15 AM.
- The register for the second session will be taken at 12:15 PM and will be kept open until 12:30 PM.

For students attending offsite or subcontracted provision:

- Attendance will be monitored by designated staff members who will contact the offsite provision daily to confirm attendance.
- Parents/carers will be informed of attendance expectations for offsite provision and must notify both the school and the offsite provider in case of absence.
- Students traveling from the school to an offsite location will have their departure and arrival times recorded by staff.

2 Unplanned absence

The student's parent/carer must notify the school of an unplanned absence by 8:30 AM on the first day of absence or as soon as practically possible. Notifications can be made via:

- A telephone call to the school office at 01332 985333
- An email to the school attendance officer at RyefieldsSchool@the-aurora-group.com

Students over 18 must notify the school themselves in the event of an absence.

3 Planned absence

For planned absences, parents/carers must notify the school in writing at least 5 school days in advance. Notifications should include:

- A letter or email addressed to the headteacher.
- Evidence, such as medical appointment, letter can be asked for.

Please note that below examples of authorised and unauthorised reasons for absence:

Acceptable reasons for absence (please see main policy) may include:

The following are considered acceptable reasons for absence:

Medical appointments (evidence may be required for prolonged absences).

Bereavement of a close family member.

Religious observance.

Participation in an approved educational activity or exam.

Emergency situations, such as family crises.

Attendance at a court proceeding or other legal obligation.

Unauthorised absences may include:

The following are considered unauthorised absences:

Holidays taken during term time without prior approval.

Absences without proper notification or explanation from parents/carers.

Persistent lateness beyond the register closing time without valid reason.

Truancy or deliberate non-attendance.

Parental refusal to send the child to school without reasonable justification.

Coding for absence will be at the discretion of the headteacher and will follow Aurora policy.

4 Lateness and punctuality

- Students arriving after 8:50 AM but before 9:15 AM will be marked late.
- Students arriving after 9:15 AM will be recorded as absent for the morning session unless a valid reason is provided.
- Persistent lateness will trigger interventions such as:
 - Meetings with parents/carers.
 - Individual attendance action plans.

5 Following up absence

For any student who does not attend as expected:

- The school will contact the parent/carer by 9:30 AM on the first day of absence.
- If no response is received, further attempts will be made, including contacting emergency contacts.
- Home visits may be conducted if a student's absence continues without explanation.
- For students over 18, direct contact will be made to ascertain the reason for absence.

6 Reporting to parents

Parents/carers will receive regular updates on their child's attendance through:

- A termly attendance report.
- Annual written reports detailing attendance trends and actions taken.
- Meetings, if necessary, to discuss persistent absence concerns.

7 Strategies for promoting attendance and reducing persistent absence

Weekly attendance certificates for high or improved attendance.

- Termly reward programs for students achieving 100% attendance.
- Early interventions, including attendance monitoring letters and meetings.
- Collaboration with local authority education welfare officers to address persistent absence.

8 Attendance monitoring

- Attendance data is reviewed weekly to identify patterns and trends.
- Any student absent for 5 consecutive days without explanation will be reported to the local authority in line with Children Missing Education (CME) guidance.
- Persistent absence (below 90%) will trigger interventions and support plans.

9 Roles and responsibilities

Attendance Lead:

- Monitors attendance data and reports concerns to the headteacher.
- Arranges meetings with parents/carers to address attendance issues.

- Collaborates with education welfare officers to tackle persistent absence.

Class Teachers/Form Tutors:

- Record attendance accurately on a daily basis using the correct codes.
- Notify the attendance officer of any attendance concerns.

Admin Staff/Non Teaching Staff:

- Take calls from parents about absences and record them on the school system.
- Maintain accurate records of attendance data.

10. Review and approval:

Local procedures align with any previous versions and are ratified/signed off by the Headteacher and Operational Director.