

Attendance Policy Local Procedures Aurora Foxes

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

1. Aims

This procedure sets out how Aurora Foxes manages attendance and punctuality in practice. It aims to:

- Promote high expectations for attendance and punctuality for all students
- Ensure consistent, accurate attendance recording across all provision
- Support student wellbeing, safeguarding and preparation for adulthood
- Reflect real-world workplace expectations in vocational and hotel settings
- Ensure reasonable adjustments are made in line with individual need

Attendance and punctuality are viewed as essential life and employability skills, as well as safeguarding priorities.

2. Recording Attendance

2.1 Class Registers and Times

- Attendance must be recorded accurately at the beginning of every timetabled session by the tutor or session lead.
- Registers are completed on Engage.
- Registers must be completed within the first 10 minutes of each session.
- Weekly quality checks are undertaken to ensure there are no blank registers.

To ensure consistency, clarity and alignment with workplace expectations, registers will close 30 minutes after the scheduled start time for all sessions, regardless of provision type.

- Students arriving within 30 minutes of the scheduled start time will be marked *late* using attendance code L – Late arrival before the register has closed.
- Students who arrive after the register has closed (30 minutes after the start of the session) will be recorded using attendance code U – late arrival after the register has closed, unless the lateness has been authorised in advance or is linked to an agreed support need.

Register closing times relate solely to attendance coding. Any expectations regarding remaining to complete learning time are addressed separately as part of preparation for adulthood and employment.

2.2 Unplanned absence – Day Provision

The student or their parent/carer must notify the college on the first day of unplanned absence by contacting the main office by 9:00am, or as soon as practically possible. The reason for absence and likely duration must be provided.

Tutors and the Head of Education (HoE) will be informed.

2.3 Unplanned absence – Residential Provision

The student or their parent/carer must notify the college by contacting the House Manager (HM) prior to the agreed return time, or as soon as practically possible.

Tutors, the Head of Care (HoC) and HoE will be informed.

2.4 Planned absence – Day and Residential Provision

- Planned absences must be requested using an Absence Request Form. This includes all time away from college.
- Forms should be submitted to the HTL at least one week in advance, where possible.
- The HM will seek approval from the Principal.
- Requests will be responded to within 48 hours.

2.5 Lateness and punctuality

Punctuality is monitored weekly by Programme Leads and the HoE. Where lateness becomes a barrier to learning, a graduated response is implemented, which may include:

- Student meetings
- Parent/carer communication
- Therapy referral
- Student Improvement Plans
- Local Authority or safeguarding involvement

Concerns are reviewed through weekly safeguarding and SLT meetings.

2.6 Managing and Supporting Lateness

Lateness is reviewed monthly through the *Student Progress and Impact Overview*, allowing leaders to identify patterns, underlying causes and appropriate support at an early stage.

The management of lateness is intended to be supportive and developmental, not punitive, and is approached as a preparation-for-adulthood skill linked to independence, responsibility and employability.

Where patterns of lateness emerge, staff will seek to understand *why* this is happening and what adjustments or support may be required. Responses may include:

- Coaching conversations with the student to build understanding of expectations
- Support with routines, organisation, travel or regulation
- Adjustments agreed through EHCP outcomes, risk assessments or support plans
- Increased collaboration between education, care and therapy teams
- Engagement with parents/carers where appropriate

Where lateness persists and becomes a barrier to learning, a graduated response will be used to reinforce expectations while maintaining support:

- **Initial occurrences:** a supportive conversation with the tutor to understand and record the reasons for lateness, reinforcing expectations and appropriately challenging reasons that may become a barrier to learning.
- **Emerging pattern:** meeting with Programme Lead or Assistant Head of Education to agree strategies
- **Ongoing concern:** agreed punctuality support plan involving the student and parents/carers where appropriate

Attendance codes will always be recorded accurately in line with policy. Any additional expectations (such as remaining to complete learning time) are addressed separately as part of preparation for employment.

2.7 Workplace Expectations and Learning Time

Aurora Foxes operates as a professional training environment that mirrors real-world employment expectations.

Where a student arrives late to a session, they may be asked to remain beyond the scheduled end time in order to complete learning or practical tasks, as they would be expected to do in the workplace.

This expectation:

- Supports preparation for adulthood and employment
- Is separate from attendance coding, which is always recorded accurately in line with policy

2.8 Following up session absence

Where a student does not arrive for a session and there has been no prior notification or authorised absence:

- For residential students on site, the missing student procedure will be followed immediately.
- For day students, contact with the student and/or parent/carer will be attempted 30 minutes after the expected arrival time if no absence has been notified.

The reason for absence will be recorded promptly.

2.9 Monitoring Student Whereabouts (Safeguarding)

Safeguarding requires that staff know where students are at all times.

If a student is absent from a lesson without prior authorisation:

- The tutor must contact the student's house team immediately.
- Accurate information must be recorded in the register notes.
- If information is unclear or unavailable, SLT On-Call must be contacted immediately.

- SLT will escalate to the DSL where appropriate.

All staff share responsibility for student safety and whereabouts.

2.10 Reporting to Parents/Carers

- Attendance is reported formally in termly education reports and EHCP reviews.
- Where attendance drops below expected levels, concerns are raised promptly via the HM.
- Ongoing informal communication is maintained where appropriate.

2.11 Reducing Persistent Absence

Aurora Foxes' expectation is 100% attendance.

Attendance below 95%, or emerging concerning patterns, trigger early support measures, which may include:

- Therapy referral
- Parent/carers meetings
- LA or social care involvement
- Attendance Improvement Plans
- Safeguarding escalation

Attendance concerns are reviewed regularly at middle-leader and SLT meetings.

3. SEND informed discretion

Attendance decisions will always take account of:

- EHCP outcomes
- Agreed support strategies
- Transport arrangements
- Regulation and wellbeing needs

Any flexibility should be planned, recorded and reviewed, ensuring consistency and avoiding ad-hoc decision-making.

4. Roles and responsibilities

The following responsibilities relate to the local implementation of Attendance Policy A6 at Aurora Foxes and do not replace or duplicate the statutory roles and accountabilities set out in the main policy.

4.1 Senior Leaders

The Head of Education, Assistant Head of Education and Programme Leads will:

- Monitor attendance and punctuality data

- Report concerns to the Principal
- Lead intervention planning
- Liaise with parents, Local Authorities and partner agencies

4.2 Tutors and Teachers

- Record accurate attendance using correct codes
- Follow up unexplained absence promptly
- Escalate concerns appropriately

4.3 House Team Leaders and Residential Staff

- Receive and record absence notifications
- Request and process absence forms
- Communicate absences and lateness to education teams
- Support safeguarding follow-up where required