

Attendance Policy Local Procedures Aurora Beeches 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 9:00am on each school day.

The register for the first session will be taken at 9:15am and will be kept open until 10:15am.

The register for the second session will be taken at 1:30pm and will be kept open until 2:15pm.

2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8:45am or as soon as practically possible

Parents / Carers are required to call the School Administration Team on **01725 551247** and either speak to a member of the team or leave a voice message stating the reasons for absence.

3 Planned absence

Permission for leave from school may only be granted under exceptional circumstances or for confirmed medical appointments. The form (at the bottom of this document) must be submitted to the Principal prior to any firm booking or arrangements being made and at least one week prior to the first day of planned absence. –

Planned Absence forms must be submitted (by hand or electronically) to the Administration Team

Boveridgecollege@the-aurora-group.com

4 Lateness and punctuality

Expectations

Our expectation is for every pupil to achieve at least 90 % attendance. Where this is not the case each pupil will be set an attendance target to support them achieve good attendance.

Pupils will be marked late after 30 minutes if they have refused to engage in a session and have neither responded to guidance from staff or are not having challenges related to their SEMH/Diagnosis.

5 Following up absence

Where any pupil we expect to attend school does not attend, or stops attending, the school will:

Follow up on their absence with their parent/carer/accommodation support team to ascertain the reason, by the end of the first day of absence.

Persistent unexplained absence will be forwarded to the Local Authority contact after one week or sooner if safeguarding concerns arise.

6 Reporting to parents

Beeches School reports to parents / carers on their young person's attendance record via - Termly written report, weekly home-links, contact with tutor and/or Asst. Head of School if required.

7 Strategies for promoting attendance and reducing persistent absence

As part of the weekly feedback teachers will make a comment about each pupil's attendance /attendance to lessons giving praise for attendance above 90% and or improved attendance from the week before / term /historic attendance

Once a fortnight Tutors will discuss attendance with their tutor group and praise good/improved attendance.

At Beeches School a tiered approach is used to support good attendance.

To support Pupils achieve good attendance and attendance in lessons a person-centered integration/ transition timetable can be put in place to support Pupils who are new to the school/have associated SEMH-Diagnosis challenge / have been suspended and or where there are other exceptional circumstances.

The tutor will be responsible for discussing the plan on a weekly basis with the pupil and their family. Following these meetings/phone calls the tutor will be send a summary of actions /points to the Assistant Head of School is responsible for behaviour and attendance.

Pupils following a transition / integration plan will be discussed in the two-weekly attendance meeting to measure the impact of interventions in place and next steps. The Pastoral Lead will share any relevant information to each pupil's tutor.

Meetings

All attendance concerns are initially managed in an informal way with the pupil / parents - carers initially and this may take place via email / phone call or face to face meetings with the aim to discuss barriers to expected attendance and solutions.

If required expectations are not met within agreed/planned timescales, then further meetings will take place, which include the Local Authority to agree actions and further steps to be taken. See Policy Ref:6

It is important that Pupils with good attendance and/or improved attendance is recognised.

Verbal feedback from staff / Attendance post cards sent home / Aurora Values points

Termly attendance certificates for those with attendance above specific attendance /improved/those meeting their attendance target.

End of Year reward trip for attendance above 90%/improved attendance.

8 Attendance monitoring

Attendance is reviewed weekly by the Principal and Head / Asst. Head of School.

We inform placing local authorities of unexpected absence for CME after 5 days or sooner if there are associated safeguarding concerns.

9 Roles and responsibilities

The Asst. Head of School

The Asst. Head of School :

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Head of School / Principal
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Head of School / Principal when to issue fixed-penalty notices

Tutors / Teachers

Take register at the start and middle of day. Responsible for recording attendance on a daily basis, using the correct codes, and submitting this information into Engage.

As part of the weekly feedback teachers will make a comment about each pupil's attendance /attendance to lessons giving praise for attendance above 90% and or improved attendance from the week before / term /historic attendance.

Once a fortnight Tutors will discuss attendance with their class and praise good/improved attendance.

In liaison with the Assistant Head responsible for behaviour and attendance the tutor will set an attendance target and discuss progress with the pupil each week.

School admin staff

School admin staff are expected to take calls from parents about absence and record it on the Engage system and make tutors aware of any notified absence.