

## Attendance Policy Local Procedures Aurora Boveridge College

**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:**

Students must arrive in college by 9:00am on each college 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 student's parent/carer must notify the school on the first day of an unplanned absence by 8:45am or as soon as practically possible

Student's (over 18) / Parents / Carers are required to call the College 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 college may only be granted under exceptional circumstances or 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](mailto:boveridgecollege@the-aurora-group.com)

### **4 Lateness and punctuality**

#### **Expectations**

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

**Students 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 student we expect to attend college does not attend, or stops attending, the college will:

Follow up on their absence with their parent/carer/accommodation support team or themselves (over 18) 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 concerns arise.

## 6 Reporting to parents

Boveridge College 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 Education if required.

## 7 Strategies for promoting attendance and reducing persistent absence

As part of the weekly feedback teachers will make a comment about each student'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 Boveridge College a tiered approach is used to support good attendance.

To support Students achieve good attendance and attendance in lessons a person-centered integration/ transition timetable can be put in place to support Students who are new to the college/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 student and their family. Following these meetings/phone calls the tutor will be send a summary of actions /points to the Assistant Head of Education is responsible for behaviour and attendance.

Students 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 student's tutor.

### Meetings

All attendance concerns are initially managed in an informal way with the student / 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 Students 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 Education.

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 Education

The Asst. Head of Education :

- Monitors attendance data across the college and at an individual student level
- Reports concerns about attendance to the Head of Education / Principal
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Head of Education / 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 student'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 student each week.

### College admin staff

College 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.