

Attendance Policy Local Procedures Aurora Rowan 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:

Pupil must arrive in school/college by 8.45am / 9.15am on each school day.

The register for the first session will be taken at 9am and will be kept open until 9.15/9.30 . The register for the second session will be taken at 12.45 and will be kept open until 1pm.

2 Unplanned absence

The pupil's parent/carer must notify the school on the first day of an unplanned absence by 8.30am or as soon as practically possible.

Parents can leave a message on the school phone out of hours, and this will be collected by the administration team. It is the parents' responsibility to notify the taxi company if applicable.

3 Planned absence

School must be notified of any planned absence e.g., CAMHs, hospital appointments, prior to attending. Evidence of this appointment must also be provided for this to be agreed authorised absence. Given the distance many appointments may be from school a full day's authorised absence may be given, if necessary

If parents/ carers wish to take their pupil out of school for a holiday they must fill in a leave of absence request form two weeks before the event and make a request to the Headteacher. The Headteacher will use attendance figures to authorise or not authorise this absence.

4 Lateness and punctuality

Pupils are marked late on the register with a note as to why by the administration team, the Pastoral Lead and Head Teacher are informed.

Parents/ carers will be contacted for a reason for this. -In the event of frequent lateness parents/ carers will be contacted by Pastoral Lead for an explanation and reminded of school policy and daily timings. If this does not improve the concern will be taken to EHCP review and social care where appropriate.

5 Following up absence.

Where any child/pupil 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, by phoning parents/carers and following this up with an email to the local Authority if necessary.

6 Reporting to parents

Attendance is reported to parents/carers through the termly reports and discussed at the Annual Review meeting. Attendance will also be discussed at PEP and LAC meetings where applicable.

7 Strategies for promoting attendance and reducing persistent absence.

Persistent unauthorised absence is managed by meeting with the parents/ carers and social care teams (where appropriate) this will be addressed in a scheduled meeting or EHCP reviews.

Pupils are supported to attend school using social stories, effective transition arrangements and daily schedules. Pupils struggling with anxiety related school refusal will be supported by our Thrive practitioners.

8 Attendance monitoring

Attendance is monitored through termly TAP meetings, EHCP reviews and governance data. The class leaders raise concerns around attendance with the Head of School and can record on My Concern if appropriate.

LA's are informed of student absence after 5 days and if attendance is below 98%.

9 Roles and responsibilities

The attendance officer/ Pastoral care Lead

The school Pastoral Care lead:

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

School admin staff

School admin staff are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office.

School admin staff are expected to take calls from parents about absence and record it on the school system.