

# Aurora

## Attendance Policy

### Aurora Eccles School and Aurora White House School

#### Local Procedures

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

## Recording Attendance

### 1.1 Attendance register – times:

Students must arrive in school by 0900 on each school day.

The register for the first session will be taken at:

Eccles School: 0900 and will be kept open until 0920. The register for the second session will be taken at 1330 and will be kept open until 1340.

White House School: 0900 and will be kept open until 0920. The register for the second session will be taken at 1300 and will be kept open until 1320.

Late to school is defined as students not being in registration when the register is taken. If a student arrives after 0920 then an unauthorised absence code of 'U' will be applied to the register.

### 1.2 Offsite Provision

#### Alternative Provision

Students who attend offsite provision as part of their timetable will have their attendance monitored by their home school who will make contact with the relevant alternative provision during the times where registers at the alternative provision are open in both sessions.

### 1.3 Re-Integration Timetables

In exceptional circumstances, we may decide to implement a re-integration timetable for a time-limited period to meet a student's individual needs and only where it is safe to do so. A reduced timetable will not be treated as a long-term solution and will have a time limit by which point the student is expected to attend full-time or be provided with alternative provision. We will never put a reduced timetable in place without agreement from parent/carer and/or other professionals working with the family. This intervention will only be used as a part of a comprehensive package of support for the student and not be planned to exceed 6 weeks.

#### 2 Unplanned absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 0830 or as soon as practically possible (see also section 7). This should be directed to:

- Email: [ecclesabsence@the-aurora-group.com](mailto:ecclesabsence@the-aurora-group.com)
- Tel: 01953 887217 Option 1

### Absence Procedures

- The first day calling procedures will be activated for all students who are not in school after close of register at 0920 and where no reason for absence is known.
- Social Care will be contacted in the event of any unplanned absence for any student with a Child Protection Plan.

- If there is still no contact made from the student's parents, a further telephone call home will be made again that morning. If no response can be gained, the child's named emergency contact will be telephoned.
- If school cannot contact a parent and are concerned about a student, a home visit may be carried out.
- School will telephone home if a student leaves the school without permission.
- If a child has not been seen for a week, school staff will make an initial visual check to ensure the young person's welfare. If other agencies are already involved with the family, we will continue to work with them to help safeguard the child.

### 3 Categorising Absences and Attendance

When marking our registers, we will apply the national codes as outlined and regulated by the Department for Education guidance to accurately record and report attendance.

#### 4.1 Leave of Absence

Government regulations and guidance mean that headteachers can no longer authorise leave of absence unless there are exceptional circumstances. All absences associated with a holiday (without exceptional circumstance) during term time will be marked as unauthorised within the register. Any parents known to have removed their child from school for the sole purpose of a holiday may be referred to the Local Authority to consider prosecution.

We believe that children need to be in school for all sessions so that they can make the most progress possible. However, we do understand that there are times where a parent may legitimately request leave of absence for a child due to 'exceptional circumstances'. Leave of absence is only granted at the discretion of the Headteacher and shall not be granted unless there are 'exceptional circumstances'. The Headteacher will respond to all applications for leave of absence in writing.

Parents wishing to apply for leave of absence during term time must apply in writing to the Headteacher. If a written request for leave of absence is not completed and the leave is taken without a request being submitted, the leave will not be considered by the Headteacher, and it will be marked as unauthorised. Retrospective requests will not be considered and therefore will result in the absence being categorised as **unauthorised**. In such cases the school may make a referral to the Local Authority to consider prosecution.

A referral for prosecution may be submitted to the Local Authority should:

- The parent fails to submit a leave of absence request in advance of taking the leave.
- An application for a leave of absence is not agreed by the Headteacher but is still taken.
- A longer period is taken more than the agreed number of days.

When absence is granted by the Headteacher, the parents will need to agree a date of return. If a student fails to return on the expected date and contact is not received from, or made with the parents, school will seek advice from the Local Authority. This could result in possible children missing from education procedures being instigated.

## 4.1 Medical Appointments and absence due to illness

Parents should try to make appointments outside of school hours wherever possible. Where appointments during school time are unavoidable, we ask that parent notifies the school in advance of the appointment wherever possible. The student should only be out of school for the minimum amount of time necessary for the appointment. In most circumstances, a child should not miss a whole day at school for an appointment. No student will be allowed to leave the school site without parental confirmation.

In most cases, absences for illness which are reported following the school's absence reporting procedures will be authorised without the need for parents to supply medical evidence unnecessarily. In line with Department for Education guidance, if we do have a genuine concern about the authenticity of the illness, we may ask the parent to provide medical evidence, such as a prescription, appointment card, or other appropriate form of evidence. If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised.

Where a child has an emerging a pattern of non-attendance, we will discuss the reasons for absence with the child's parent/carer. We will invite parents to attend school-led Attendance Support meeting as an early intervention strategy. As part of this support, we may seek consent from parents and the student as appropriate to liaise with the child's healthcare professional(s).

Where a student has a verified and chronic health condition, we will aim to work with parents to ensure children have access to education and provide appropriate support in line with Supporting students with medical conditions at school. We will also consider whether an Individual Healthcare Plan is required.

## 4.3 Absence for religious observance

The Aurora Group acknowledges the multi-faith nature of British society and recognises that, on some occasions, religious festivals may fall outside school holiday periods or weekends and is recognised as such by a relevant religious authority. Where this occurs, the school will consider either authorising the student absence or making special leave for religious observance. Parents are requested to give advance notice to the school.

## 4.4 Gypsy, Roma and Traveller students

Gypsy, Roma and Traveller (GRT) students are among the lowest-achieving groups of students Nationally at every key stage in education, although some GRT students achieve very well at school. There are many complex and interwoven factors that may influence the educational attainment of GRT students. Schools and Local Authorities can make a big difference to their life chances through:

- Clear high expectation of all students, regardless of their background
- An inclusive culture that welcomes all communities
- Strong engagement from parents

In line with The Education Act 1996, Section 444(6) the school will authorise the absence of a student of no fixed abode who is unable to attend school because:

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- the parent is engaged in a trade or business of such a nature as to require him to travel from place to place,
- that the child has attended at a school as a registered student as regularly as the nature of that trade or business permits, and
- if the child has attained the age of six, that he has made at least 200 attendances during the period of 12 months ending with the date on which the proceedings were instituted

This provision applies *only* when the family are engaged in a trade or business that requires them to travel and when the child is attending school as regularly as that trade permits. In these circumstances, parents have a duty to ensure that their children are receiving suitable education when not at school.

To ensure we can effectively support all our students, we ask that parents:

- Advise the school of their forthcoming travelling patterns as soon as these are known and before they happen; and
- Inform the school regarding proposed return dates.

## 4.5 Unauthorised absence

Absence will not be authorised unless parents have provided a satisfactory explanation and it is accepted as such by the school. The decision to authorise absences is at the discretion of the Headteacher. Examples of unsatisfactory explanations include but are not limited to:

- A student's/family member's birthday
- Shopping for uniforms
- Arrangements or appointments for cutting the student's hair
- Closure of a sibling's school for INSET (or other) purposes
- An unwillingness to attend school, or inability to attend owing to inadequate personal/family organisation
- A refusal to attend school on health grounds but where the student is considered well enough to attend
- Holidays taken without the authorisation of the school

## 5 Following up absence

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

- Where communication to school is not forthcoming from parents, the absence will be unauthorised.
- Complete a welfare check will be made by a representative from the school in the event of no communication on day 3 of an absence. In some cases this could be carried out by another relevant professional working with the family or the Police.
- Where a child on a child protection plan is absent from school and unexplained, the social worker will be contacted.

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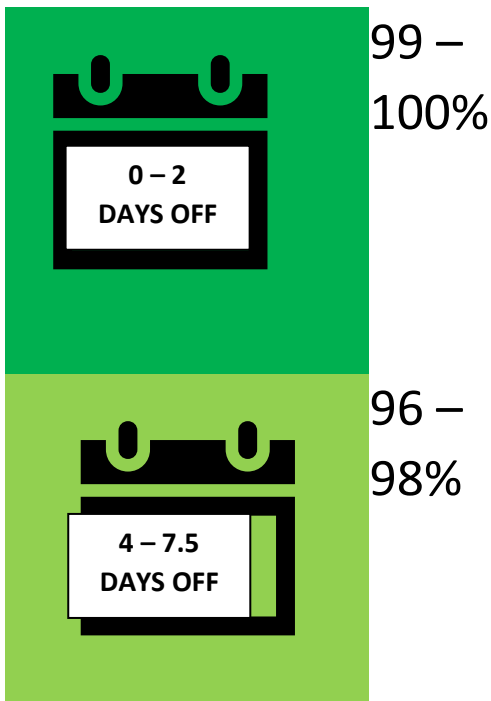
- If the child has been absent for three consecutive days a phone call will be made to understand when the child will be expected back at school.
- Students with unauthorised absences will be written to at the end of the week asking for explanation as to the reason for absence.
- Any patterns of poor attendance will be followed up by the school with the child and their family.
- Where a student has not been seen for 1 week, an eyes on check will be made. This could be a home visit or a video call unless in the case of a known illness or with support from an external agency (eg social worker).
- Where a student is absent from school for longer than 1 week and it is considered to be detrimental to the wellbeing of them to have contact from school, a risk assessment will be created in conjunction with family, any other multi agency partner and agreed by the Headteacher/Principal.

## 6 Reporting to parents

Attendance is reported termly through termly reports and summary letters. Attendance will also be reported annually at the end of the year.

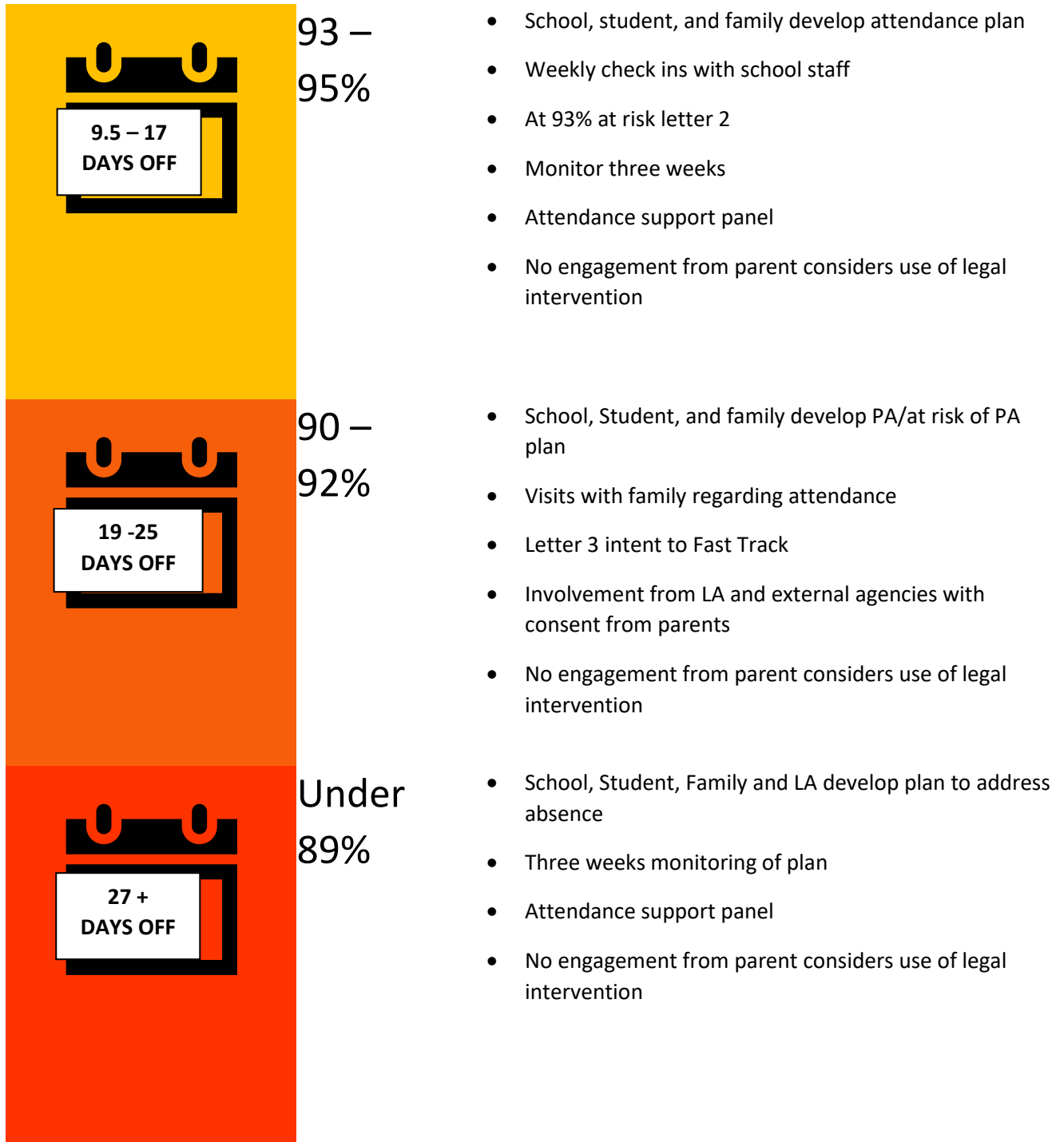
## 7.1 Attendance Rewards and Interventions

### Rewards and Intervention



- Form tutor award for consistent weeks & 100% weeks
- Amend attendance ladder each week and offer praise to movers
- Request notes for unauthorised and update MIS
- Talk with yellow to red to offer motivation and add notes to MIS
- No engagement from parent considers use of legal intervention

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Under  
50%

- Formal support such as parenting contracts will be in place
- Intensify support through statutory children's social care involvement
- No engagement from parent considers use of legal intervention

At Aurora Eccles we will investigate any students who are on track to be persistently absent (PA) and will not wait until attendance is below 90%.

"Persistent absenteeism" (PA) as:

- Missing 10% or more of schooling across the year for any reason

"Severe absence" (SA) as:

- Missing 50% or more of schooling across the year for any reason

### 7.3 Persistent Absence and the use of legal interventions

A student becomes a 'persistent absentee' (PA) when their attendance drops to 90% and below for any reason. Over a full academic year this would be 38 sessions (19 days). Absence at this level is causing considerable damage to a child's educational prospects.

The attendance of all students at our school are monitored to identify children who are PA, or are on track to becoming PA. Where emerging concerns are identified we will instigate appropriate and timely interventions as outlined in the section above. Referrals may also be made to external agencies for targeted support.

If parents fail to engage with support and their child continues to have unsatisfactory attendance/punctuality, a request may be made to the Local Authority to pursue legal proceedings. LA legal proceedings may result in a criminal record, a fine, or prison sentence.

### 5.5 Support Systems

We recognise that poor attendance can be an indication of difficulties in a family's life. This may be related to problems at home and or in school. Parents are encouraged to inform school of any difficulties or changes in circumstances that may affect their child's attendance and or behaviour in school, for example, bereavement, divorce/separation, emerging health concerns. This will help the school identify any additional support that may be required.

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We also recognise that some students are more likely to require additional support to attain good attendance. The school will implement a range of strategies to support improved attendance based on the individual needs and circumstances of the child.

Strategies we may use to support you include:

- Support from school staff
- Team
- 100% certifications and vouchers
- Regular meetings to discuss attendance
- Use of local authority attendance support processes
- Re-Integration timetables
- Referral for prosecution
- Support from social care
- 3 week monitoring periods

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To plan the correct support, we will always invite parents and students to attend a meeting to discuss the concerns and devise a plan to support the child's regular attendance. Support offered to families will be child-centred and planned in discussion and agreement with both parents and students.

## 8 Roles and responsibilities

### Proprietor

The Proprietor recognises the importance of school attendance and promotes it across the school's ethos and policies. They take an active role in attendance improvement by:

- Setting high expectations of all leaders, staff, students, and parents so that children attend school every day and are safeguarded from harm.
- Ensuring attendance is monitored, supported and challenged at governance meetings, both in-school and centrally.
- Ensuring that there is a named senior manager to lead on attendance.
- Ensuring school leaders fulfil expectations and statutory duties by rigorously evaluating the effectiveness of the school's attendance procedures so that consistent attendance support is provided for all students.
- Ensuring the school engages and work effectively with the local authority Attendance Team and wider local partners and services to address barriers to school attendance.
- Regularly reviewing attendance data, discussing, challenging trends, and helping school leaders focus improvement efforts on the individual students or cohorts who need it most.
- Ensuring high aspirations are maintained for all students and processes for support are adapted to the individual needs of students including those with long term illnesses, special educational needs and disabilities, students with a social worker and students from cohorts with historically lower attendance such as those eligible for free school meals.
- Ensuring all school staff receive adequate training on attendance and that relevant staff have access to opportunities to share and learn from good practice in other schools.
- Ensuring that attendance data is shared with the Local Authority or Department for Education as required and on time.
- Reviewing the school's Attendance Policy on at least an annual basis, ensuring that the required resources are available to fully implement the policy.

### SLT

- Actively promote the importance and value of good attendance to students and their parents.
- Recognise the importance of forming positive relationships with students and parents.
- Ensure that there is a whole school approach which reinforces good school attendance, with good teaching and learning experiences that encourage all students to attend and to achieve.
- Monitor the implementation of the Attendance Policy and ensure that the policy is reviewed annually.
- Ensure that all staff are aware of the Attendance Policy and adequately trained to address attendance issues.
- Ensure that the regulations and other relevant legislation are complied with.

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- Ensure that there is a named senior manager to lead on attendance and allocate sufficient time and resource.
- Return school attendance data to the Local Authority and the Department for Education as required and on time.
- Report the school's attendance and related issues through termly reporting to the Governors and on a half-termly basis to the lead governor for attendance.
- Ensure that systems to report, record and monitor the attendance of all students, including those who are educated off-site are implemented.
- Ensure that attendance data is collected and analysed frequently to identify causes and patterns of absence.
- Interpret the data to devise solutions and to evaluate the effectiveness of interventions.
- Develop a multi-agency response to improve attendance and support students and their families.
- Document interventions used to a standard required by the local authority should legal proceedings be instigated.

## All staff will:

- Actively promote the importance and value of good attendance to students and their parents.
- Recognise the importance of forming positive relationships with students and parents.
- Contribute to a whole school approach which reinforces good school attendance; with good teaching and learning experiences that encourage all students to attend and to achieve.
- Comply with the regulations and other relevant legislation.
- Implement systems to report, record and monitor the attendance of all students, including those who are educated off-site.
- Ensure that registers are recorded accurately and in a timely manner.
- Contribute to the evaluation of school strategies and interventions.
- Work with other agencies to improve attendance and support students and their families.

The member of staff responsible for attendance will work to further develop relationships with families to bring about improved attendance. This may involve seeking multi-agency support. The member of staff responsible for attendance will support good attendance, respond to concerns, and promote improvement in attendance by:

- Monitoring and analysing student attendance data.
- Undertaking weekly attendance meetings with the Designated Safeguarding Lead and other relevant staff members.
- Implementing the identified strategies for promoting excellent whole school attendance.
- Implementing the identified strategies for tackling unsatisfactory attendance.
- Managing individual student casework files.

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- Coordinating individual action plans for students causing concern including the instigation of an Early Help Assessment and Plan and/ or the implementation of a parenting contract, where necessary.
- Ensuring first day calling procedures are adhered to if a child is absent from school without contact from parents.
- Taking an active lead in delivering whole school initiatives such as awards assemblies and reward schemes.
- Making referrals to appropriate external agencies.

**The Aurora Group** requests that parents:

- Take a positive interest in their child's work and educational progress.
- Ensure their child has regular attendance at school.
- Instil the value of education and regular school attendance within the home environment.
- Contact the school if their child is absent to let them know the reason why and the expected date of return, following this with a note wherever possible.
- Avoid unnecessary absences; for example, by making medical and dental appointments for outside of school hours.
- Ask the school for help if their child is experiencing difficulties with any aspect of their schoolwork or home and family life.
- Inform the school of any change in circumstances that may impact on their child's attendance.
- Support the school by becoming involved in their child's education, forming a positive relationship with school, and acknowledging the importance of children receiving the same messages from both school and home.
- Maintain effective routines at home to support good attendance.
- Attend all meetings requested to discuss attendance issues.

Students will:

- Be aware of the school's attendance policy and when and where they are required to attend. This will be communicated to them by school staff, parents and through the school timetable.
- Speak to their class teacher or another member of staff if they are experiencing difficulties at school or at home which may impact on their attendance.
- Attend all lessons ready to learn, with the appropriate learning tools requested and on time for the class.
- Bring a note of explanation from their parents or guardians to explain an absence that has happened or is foreseen.
- Follow the school procedure if they arrive late. This will help the school to monitor attendance and keep accurate records for the child's individual attendance. This is also vital for health and safety in the event of a school evacuation.

## 9 Statutory Framework

This policy has been devised in accordance with the following legislation and guidance:

- Working together to improve school attendance, DfE, (September 2022)
- School attendance parental responsibility measures, DfE (January 2015)
- Children missing education, DfE (September 2016)
- Keeping children safe in education, DfE (September 2022)

- Working together to safeguard children, DfE (July 2018)

## Appendix 1 – Attendance Codes

Attendance	
/ \	Present at the school / = morning session \ = afternoon session
L	Late arrival before the register is closed
K	Attending education provision arranged by the local authority – Must be face to face learning
V	Attending an educational visit or trip
P	Participating in a sporting activity
W	Attending work experience
B	Attending any other approved educational activity – Must be face to face learning
D	Dual registered at another school
Absence – Authorised	
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school – (Where the pupil is timetabled to attend school, the absence must be recorded using appropriate schools and not code X)
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable – Including online learning
C	Leave of absence for exceptional circumstance
T	Parent travelling for occupational purposes – Please see T Code guidance
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Absence – unable to attend school because of unavoidable causes These codes are classified for statistical purposes as not a possible attendance	
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
Absence – Unauthorised	
G	Leave not granted by the school

N	Reason for absence not yet established
O	Absent in other or unknown circumstances
U	Late arrival after the register is closed
<b>Administrative Codes</b>	
Z	Prospective pupil not yet on admission register
#	Planned whole school closure

## APPLICATION FOR STUDENT LEAVE OF ABSENCE FROM SCHOOL DURING TERM TIME

### Important Information for Parents – please read before completing this form

We expect every student's attendance at school to be 100% unless there are exceptional or unavoidable reasons for absence. Parents do not have any legal entitlement to take their child on holiday during term time. It is the Headteacher who decides whether a period of leave during term time will be authorised or not in line with legislation. The Education (Student Registration) (England) Regulations 2006 (amended in September 2013) make it clear that Headteachers cannot grant any leave of absence during term time unless 'exceptional circumstances' exist.

Every request for leave of absence during term time will be reviewed on an individual basis with due consideration of the circumstances but the Headteacher can only grant leave of absence if they consider exceptional circumstances apply. If the exceptional circumstances are agreed, the Headteacher will determine the length of the absence to be authorised.

All requests for leave of absence should be made in advance and before any arrangements are confirmed or money committed. This form must be completed in full by the parent who intends to remove the student from school during term time. Failure to make a request for a leave of absence in advance will result in the absence taken being recorded as unauthorised.

**I have read the above information and wish to apply for Leave of Absence from school for:**

**Child's Full Name:**

**Date of Birth:**

**Class:**

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## Parent/Carer Details (please list all parents)

First Name:

Surname:

Date of Birth:

Relationship to the child:

Address and postcode:

Telephone number:

First Name:

Surname:

Date of Birth:

Relationship to the child:

Address and postcode:

Telephone number:

Siblings: Please provide the name of any siblings and the school that they attend

Child's Full Name:

Date of Birth:

School:

## Details of the absence

Date of First day of absence:

Date of last day of absence:

Total Number of days absent:

Expected date of return to school:

Please provide the reason for this request including supporting evidence:

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**Please read the following statement and sign to indicate you understand the this:**

I would like to request the above absence. I understand that the school strongly advises against taking unnecessary absence during term time and accept that this may have a detrimental impact on my child/ren's progress. I understand that a penalty notice may be issued if this request is denied and my child is absent during this period. I understand that a fine will be payable per child, per parent of £120 if paid within 28 days but reduced to £60 per child, per parent if paid within 21 days.

**Signed:**

**Full name:**

**Date:**

**Signed:**

**Full name:**

**Date:**

**To be completed by the school:**

**Date request received by the school:**

**Total number of days requested:**

**Child's Name:**

**Current % Attendance**

**Application Authorised or Declined?**

**Reason for school's decision:**

**Headteacher:**

**Signed:**

**Date:**

**Regular School Attendance and Parent's Legal Responsibilities**

# Aurora

At Aurora Eccles School and Aurora White House School our aim is to collaborate with parents to ensure that all our students receive the most from their education and reach their full potential.

This letter is to remind all parents about the law that requires them to ensure that their child attends school regularly. The Government is very clear that no child should miss school apart from in exceptional circumstances and schools must take steps to reduce absence to support children's attainment.

## The important legal information

The Local Authority operates a system where any student with at least **9 sessions (4.5 school days) of unauthorised absence within 6 school weeks** meets the criteria for legal intervention. The intervention could be in the form of a fixed penalty notice. Any student at Aurora Eccles School and Aurora White House School who meet that criteria, will be referred to the Local Authority for action to be considered.

In some circumstances, the Norfolk County Council Attendance Team may choose not to issue a penalty notice and may instead choose to prosecute a parent under the Education Act 1996 S444.

## Requests for leave of absence

The DfE advises all schools that they should only grant a leave of absence during term time in exceptional circumstances, considering each request on a case-by-case basis. If a leave of absence is granted, it is for the headteacher to determine the length of the time the student can be away from school. Although we recognise the value and benefits of family holidays, it is unlikely a leave of absence will be granted for a family holiday during term time as they would not typically be seen as an exceptional circumstance.

If the school does not receive a request for leave, we will be unable to consider your individual circumstances and the absence will be recorded as unauthorised. Headteachers are not obligated to reconsider authorising leave if an application was not made in advance.

## Appendix 3 – Student Leave of Absence – Headteacher Response

Parent Name  
Address line 1  
Address line 2  
Address line 3  
Address line 4

# Aurora

Postcode

Date:

Dear **Parent Name**,

## **Leave of Absence Request**

**Re: CHILD NAME DOB XX/XX/XXXX**

Thank you for your leave of absence request for **[Pupil Name]** to be absent from school from **[Insert date – first day of expected absence]** to **[Insert date – last day of expected absence]**, a total of **Enter Number** school days.

You will already be aware from your leave of absence request, our school's attendance policy and the Norfolk County Council Code of Conduct, Government guidelines prevent headteachers from granting any leave of absence during term time unless there are exceptional circumstances. Following due consideration, I am unable to agree to your request as the reason provided, **ADD REASON provided by parent**, is not considered exceptional.

I must warn you that if you do take your child out of school for this time the absences will not be authorised, and I will be referring the matter to the Local Authority for consideration of further action. Please find attached a further copy of the guidance for parents from Norfolk County Council outlining key information for penalty notices regarding school absence.

We support the Government's stance on trying to reduce the amount of school missed and we hope that you will continue to support us by not planning a leave of absence during term time. If you would like to meet with me to discuss this matter and/or you believe there are exceptional circumstances which mean the absence cannot be taken during a school holiday period, please contact me to arrange an appointment.

Yours sincerely,

Headteacher

## **Appendix 4 – Student Leave of Absence – FPN Request**

Parent Name

Address line 1

Address line 2

Address line 3  
Address line 4  
Postcode

Date:

**Dear Parent/Carer,**

**Re: Unauthorised Term-Time Holiday**

We are writing to inform you that your child's recent term-time holiday has been recorded as unauthorised because the reason given was not exceptional as defined in the relevant Government Guidance to schools.

*Government exceptional circumstances are defined as a serious illness or bereavement, a housing crisis or a religious observance.*

*The Department for Education (DfE) does not consider a need or desire for a holiday or other absence for the purpose of leisure and recreation as an exceptional circumstance.*

In line with our attendance policy and this national guidance, we have referred this absence to the **Local Authority (LA)**. Please note that this referral does **not** mean that you **are** being automatically prosecuted or fined. It simply ensures that the LA is aware of the absence and can provide any necessary support or advice. The Local Authority will decide whether they wish to proceed with a prosecution following this absence.

We understand that family circumstances can be complex, and we encourage you to contact us in writing if you think that the reason for your holiday meets the meaning of exception as outlined above. Our aim is always to work together to support your child's education and ensure they have the best possible attendance.

Thank you for your understanding and cooperation.

Yours sincerely

**Head Teacher**

**Appendix 5: Attendance Policy Quick Guide for Parents**

**Attendance Policy Quick Guide for Parents**

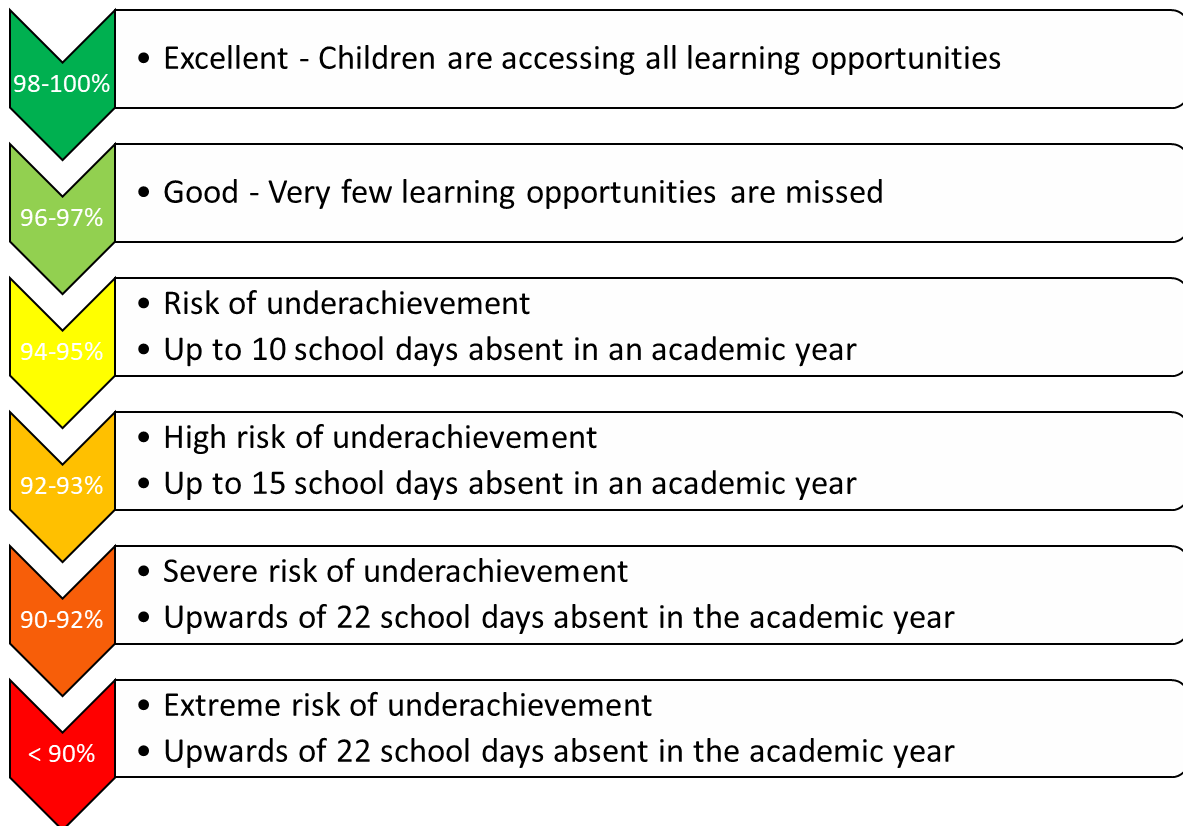
We expect students to attend school for 100% of the academic year.

**You can support your child to have excellent attendance by taking these steps:**

# Aurora

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Students must be in school by **0900**.
- Avoid taking holidays during term time.
- If your child appears to be only slightly ill, send them in to school. We have staff who will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



## **‘On the day’ absences: what should I do if my child is not ‘fit’ to go into school?**

On each day your child is unfit to come to school, please report this absence using the Eccles Absence Mailbox [ecclesabsence@the-aurora-group.com](mailto:ecclesabsence@the-aurora-group.com) or by calling the absence line - 01953 887217- to let us know. In the message you must leave your child’s full name, year and tutor group and give the specific reason for absence. The information you give will be recorded on our official register.

## **Leave of Absence**

# Aurora

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted in advance of the leave of absence, via **[ecclesabsence@the-aurora-group.com](mailto:ecclesabsence@the-aurora-group.com)** You will receive a letter in response, to advise if the request has been granted or declined.

## **Punctuality**

Students are expected to arrive on time for school in the morning and for every lesson during the day. Your child is late to school if they are not in school by 0900.

The Government remains very clear that no child should miss school apart from in exceptional circumstances and schools must continue to take steps to reduce absence to support children's attainment. I hope we can count on your support in this matter.

Please contact **[ecclesabsence@the-aurora-group.com](mailto:ecclesabsence@the-aurora-group.com)** if you require any support with ensuring your child's regular school attendance.