

## Attendance Policy Local Procedures Aurora Ivy Lane 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 am on each school day.

The register for the first session will be taken at 9.00 am and will be kept open until 9.30 am. The register for the second session will be taken at 1pm and will be kept open until 1.30 pm.

### **2 Unplanned absence**

The student’s parent/carer must notify the school on the first day of an unplanned absence by 9 am or as soon as practically possible

Parents/carers should phone the school office on 01924 927 280, a message can be left if the school is not yet open. This is then picked up by the administration team on arrival. It is the parents’ responsibility to notify the taxi company for pupils with LA provided taxis

### **3 Planned absence**

The 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, however, work can be provided to ensure that any young person does not miss a full day of education.

### **4 Lateness and punctuality**

The majority of students arrive by school transport and routes are carefully planned to ensure students arrive on time. Where students are transported by taxi or parents/carers any persistent lateness will be challenged. Individual attendance and punctuality are closely monitored and the school will implement action plans to support where necessary

### **5 Following up absence**

Where any child 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, contact parents/carers if their child is absent and if school hasn’t received a message from parents. Should absences persist we

will invite parents/carers to meet with the Head teacher who could refer to the Children Missing Education Officers if attendance falls below 90%

## 6 Reporting to parents

We will report on your child's attendance during Annual review and end of year reports.

## 7 Strategies for promoting attendance and reducing persistent absence

Unauthorised absences are those which the school does not consider reasonable and for which no leave has been given.

Parents or carers keeping children off school unnecessarily.

Unexplained absences

Children who arrive at school after registers have closed.

Looking after other children or birthdays.

Holidays in term time and day trips which have not been agreed.

### Persistent absentees

A pupil becomes a 'persistent absentee' when they miss 10% or more schooling across a school year for whatever reason.

A meeting with the headteacher will be arranged in which strategies to improve attendance will be discussed.

If a child is regularly absent due to sickness a parent/carer may be invited to school to discuss their child's absences with the head teacher. The school may request a parent/carer to provide medical details from their doctor before continuing to authorise further absences.

## 8 Attendance monitoring

Our school uses an online MIS to record and monitor attendance.. We use this to:

Track the attendance of individual students.

Identify whether there are groups of children whose absences may be a cause for concern.

Monitor and evaluate those children identified as needing intervention and support.

Report to placing local authorities.

Report to parents/carers

## 9 Roles and responsibilities

### The Head teacher

- Monitors attendance data across the school and at an individual pupil level.

- Initiates and oversees attendance plans where students need further support with their attendance.
- Works with education welfare officers to tackle persistent absence.
- Arranges calls and meetings with parents to discuss attendance issues.

### **School admin/office staff**

School administration staff are expected to take calls from parents about absence and record it on the register.

Any noticeable concerns/obvious patterns relating to pupil absence, will be reported to the Head teacher.

Local procedure dates align with any previous school versions and should be ratified/signed off by the Head Teacher and OD