

Attendance Policy–Aurora Wilden View - Local Procedures

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

1 Attendance register – times:

Pupils arrive in school between 8:45am and 9am. Tutorial times begins at 9.00 am on each school day running until 9:30am.

Normal registers for the first session will be taken during the Tutorial session and registers will be kept open until 9.30 to enable the arrival due to transport.

- Any student arriving after 9.15 up to 9.30 will be marked as ‘L’, late before the register closes.
- Any student arriving after 9.30 will be marked as ‘U’, late after register has closed.
- On-site pupils are counted as present.
- The register for the second (afternoon) session shall be taken during the afternoon tutorial time at 12:45pm and will be kept open until 1pm.

Arrangements where a student is on a transition timetable will be discussed and agreed with Parent /Carers and Case Officers will be informed ahead of the placement at Aurora Wilden View commencing.

Offsite provision

Students attending off site provision or attending visits from the start of the day, will be registered by their staffing team who attend from their location and school will be informed of the appropriate attendance code keeping to the times above where appropriate.

2 Unplanned absences

The student’s parent/carer must notify the school on the first day of an unplanned absence by 9.00am or as soon as practically possible (see also section 7). Parents can leave a voice mail message out of school hours or email or message staff. This is then picked up by the administration team on arrival. It is the parents’ responsibility to notify the taxi company.

If your child is absent, please let us know by 9am by calling 01562 541191.

3 Planned absences

Where possible we ask that medical including dental appointments are made outside of school hours, however we do appreciate that this is not always possible.

If a child has an appointment during the school day, please let us know by calling 01562 541191.

School must be notified of any planned absence e.g., CAMHs, hospital appointments, prior to attending. Planned absences will be marked as authorised, as long as evidence is provided of the appointment. Holidays during term time will be marked as unauthorised.

4 Lateness and punctuality

Any students arriving early, before school has opened, will be greeted by our greeting team who are by the entrance gate. Staff will accompany students to ensure they are supported appropriately. Continued early or late arrival by taxi will be noted and this will be communicated with the relevant local transport office.

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, by phone contact. Welfare Calls are also made to the school daily to ascertain attendance for children who are looked after by the local authority. We will make every attempt to locate and find out the reason for absence on the first day of absence. Should we be unable to ascertain a child's whereabouts or safety then we shall follow our relevant safeguarding protocols.

Where absence exceeds 5 school days with no contact a safeguarding self and well check may occur with 24 hours' notice to the family.

6 Reporting to parents

Attendance is reported in educational reports and noted in the EHCP review.

7 Strategies for promoting attendance and reducing persistent absence.

The Senior Leadership Team monitors attendance at school and any persistent absence with clear actions. For example, telephone calls and parent/carer meetings. Form Tutors are asked to follow up attendance with individual students through welfare calls or check ins to encourage attendance.

Attendance is also recognised each term with staff recognising positive attendance for each class however we do recognise that many of our students have significant mental health needs and therefore ensure we aren't causing any anxiety for others so we don't celebrate 100% attendance awards.

8 Attendance monitoring

The school records attendance daily. Registers are checked regularly and attendance reports completed. Attendance is also monitored by the Governors.

9 Roles and responsibilities

Students should:

- Attend school each day unless they are unwell and unable to attend or have a valid reason.
- Ensure they are ready each morning on time for transport to avoid late arrival.

Parents/carers should:

- Call the School as soon as possible to notify of any unplanned absence.
- Ensure their child(ren) is present for School and arrive punctually (unless they have a valid reason, please refer to the section on absences).

Or

- Ensure their child(ren) are ready to be collected on time by the transport services.

The SENCo will:

- Monitor attendance data across the school and at an individual pupil level.
- Reports concerns about attendance to the Head Teacher or DSL
- Draw up an attendance action plan for any students who attendance is causing concern
- Arranges calls and meetings with parents to discuss attendance issues.