

## Attendance Policy Local Procedures

### Aurora Hanley 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 9.00 am on each school day.

The register for the first session will be taken on arrival up to 9.am and will be kept open until 9.30. Anything after 9.15 up to 9.30 will be classed as late. Arrival after 9.30 is classed as late after register has closed. The register for the second session will be taken at 1pm and will be kept open until 1.15 pm.

#### Offsite provision – if applicable

Any child attending any provision or event will have had to register at school prior to departing.

#### 2 Unplanned absence

The student's parent/carer must notify the school on the first day of an unplanned absence prior to 9am or as soon as practically possible (see also section 7). Parents can leave a voice mail message out of school hours or if the receptionist is not available. This is then picked up by the administration team on arrival. It is the parents' responsibility to notify the taxi company.

Parents/Carers must clearly state the child's name **and** the reason for absence. Failure to provide a reason for absence may lead to the absence being recorded as unauthorised.

#### 3 Planned absence

School must be notified of any planned absence e.g., CAMHs, hospital appointments, prior to attending. Evidence of this appointment **must** be provided for this to be recorded as an authorised absence.

As many of our students live a considerable distance from school at times we have a child missing a full day of schooling for an appointment at one end of the day. Where students are unable to attend for this reason, the school will send out work for the other half day. Where work is completed and returned we will authorise the absence.

Where parents need to request time out of school, an 'Exceptional leave of Absence' form must be completed in advance of the absence (unless unavoidable). Due to DfE Attendance guidance – August 2024- Holidays are **unlikely to be authorised** and families are advised against booking any holidays until they have had a discussion with the Head of School and submitted the request form.

## 4 Lateness and punctuality

As nearly all students arrive by local taxis, there is at times an issue with students arriving too early before staff arrive. Students are required to stay in their vehicle until the site door is open at 8.45.

Continued early arrival will be noted and this will be communicated with the relevant local transport office and parents.

Similarly, if a vehicle is consistently arriving late this 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 by 9.30.

Where no contact is made and a child is missing for 5 school days, the school will make reasonable enquiries including an unannounced call to the home (on Day 6) to check on the child's wellbeing as part of our safeguarding procedures.

## 6 Reporting to parents

Attendance is reported in Annual Education Reports and noted in the EHCP review. Cumulative attendance for the year is reported to parents termly on IPP documents.

## 7 Strategies for promoting attendance and reducing persistent absence

Where absence/poor attendance to lessons has impacted on pupil's work, pupils may be required to complete catch up work on a Friday afternoon during Feel Good Friday time. This reduces pupil anxiety as they are up to date with learning and therefore avoid anxiety building up the next week.

Attendance is recognised and rewarded each term with certificates/rewards.

The Pastoral Lead monitors attendance to school weekly, and follows up any persistent absence with clear actions e.g. Parent meetings. Attendance is reported on and data shared with the Head of School. Attendance actions are agreed at the weekly Team Around the Child meeting (TAC). This may include clinical support, timetable adaptations, sleep support etc. Assistant Head monitor attendance to class weekly and take proactive steps to increase engagement in lessons.

Where there are absence concerns a letter will be sent from school to the home in the first instance inviting the parent to a meeting to discuss ways forwards.

We will always endeavour to work in partnership with parents to resolve barriers to attendance and to put in place strategies and support.

We have an escalation process that is used where we have exhausted other strategies.

If attendance does not improve despite extensive work with parents/carers we may involve the Educational Welfare Officer from the Local Authority or liaise with key workers. We may also refer pupils into the Local authority processes where all other avenues have failed. This may lead to the issuing of fines for non-attendance/fixed penalty notices or other further action.

## 8 Attendance monitoring

Attendance is logged on Engage and a clear overview is available to school leaders on the Power BI system. Whole school attendance forms part of the Principal's monitoring process and is also monitored by the wider Aurora Quality assurance team.

The school reports attendance daily to each Local Authority via electronic data collection points. Welfare call also contact school daily to ascertain attendance for children who are looked after by the Local Authority.

## 9 Roles and responsibilities

### The site Pastoral Lead:

- Monitors attendance data across the school and at an individual pupil level in a proactive way
- Carries out daily monitoring of morning attendance and takes proactive steps to address issues as soon as possible
- Takes a proactive approach to improving attendance through removing barriers -this may involve other school resources such as ELSAs (Emotional Literacy Support Assistants), Clinical team, Home School Link lead.
- Reports concerns about attendance to the Head of School
- Liaises with other key staff/DSLs to ensure 'eyes on' visits take place when required
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Head Teacher when to refer to the LA / consider issuing a fixed penalty notice
- Monitors wider statistical information about attendance and related matters
- Ensures all registers are fully complete each Friday
- Liaises with the Safeguarding team to ensure eyes-on visits take place on day 6 of school absence or that any concerns are raised and actioned

### Class teachers/Form tutors/Class staff

- Form tutors are responsible for completing daily registers and recording attendance on a daily basis, using the correct codes, and submitting this information to the school office.
- Form tutors are expected to work proactively with the Pastoral lead and Assistant Heads to improve school attendance/raise any concerns
- Form tutors are required to send out work when requested for pupils missing school due to an appointment and unable to attend the other half day, and to inform the receptionist whether work has been returned.

- All school staff are expected to reinforce the importance of daily attendance to school and to proactively support any work being done to improve attendance.

## **School office staff**

- Prioritise the answering of calls during the school day / monitor voicemail
- take calls from parents about absence and record it on the school system accurately
- Ensures correct Attendance codes are used and comments/times recorded where relevant
- Recheck system records/registers each day to ensure there are no gaps
- Ensure that copies of medical appointments etc. are on file
- Liaise closely with the Pastoral lead so she can proactively resolve issues on the day
- Ensure staff are aware of any absence/appointments etc to aid smooth running of the school
- Ensures 'N' codes procedures are followed (see Attendance code guidance)
- Ensures requests for Exceptional absence from school forms are completed and passed to Head
- Inform class teams/Pastoral lead where a child has a part day appointment and requires work for the remaining half day-liaising with class team regarding return of work.

## Aurora Hanley Attendance Process - Flow chart

Group Policy

- Set Group policy in line with DFE Guidance
- Set attendance codes and how they should be used (leaving no blanks).
- Sets general group approach to Attendance
- High expectations/Early Intervention and action
- Generic approach (Hanley takes students from around 10 LAs so have to navigate local procedures)

Local Procedures

- Attendance remains high profile through regular whole school Parent letters around procedures and expectations in relation to absence reporting
- Regular item in Heads half termly newsletter
- Attendance certificates and rewards / Positive liaison with parents
- All staff trained to promote good attendance through praise/nurture/proactive approach
- Whole school messaging 'avoidance makes anxiety worse'

Admin Team

- Telephone home on the first day of absence by 9.30.
- If no response, leave voicemail and text parent requesting the contact with explanation as soon as possible.
- Offer support/call back from class team/Pastoral Lead/Home School Link
- Follow scripts- Reinforce messaging that we have a team of trained staff who can support with anxiety, and a clinical team -encourage family to make their way in- support on arrival.
- Ensure parents provide medical appointment evidence
- Ensure 'Exceptional leave of absence' forms sent out/returned/dealt with/stored

Pastoral Team

- Daily liaison with admin to ensure proactive approach to absence
- Weekly monitoring of absence and early intervention / Personalised transitions into school
- Monthly analysis of attendance data alongside HoS
- Pastoral Lead/Class tutor make contact with Pupil/family to identify/address any issues.
- Arrange meetings to discuss/find solutions.
- Support for anxiety/peer or staff conflicts/review SSP/OT&aLT interventions.
- Offers of support to remove barriers to learning. Close liaison with Safeguarding team.

Gov. definition of Persistent absence is 66+

Whole School Target 96%

85-100%

**Tutor Responsibilities**

- Daily reflections with class to identify successes/prepare for next day
- Pro-active approach to resolving worries/issues/reinforcing good attendance
- Up to date SSP's
- Positive relationships/communications with families.
- Certificates to celebrate attendance over 95% (Pastoral co-ordinates)
- Set work for students absent through illness etc as required

50-85%

**Pastoral Lead (in conjunction with class teams)**

- Meeting with Parents/students
- Daily reflections/de-briefs /resolutions/anxiety reduction
- communications with families/solution focused.
- Meet and greet/Personalized intervention/TT changes
- Discussion/actions at weekly multi-disciplinary 'Team around Child' forum (TAC)
- Referral to ELSA/clinical/therapy dog/external agencies
- Safeguarding / Early Help/ other intervention/Welfare checks /eyes on
- Issue letter 1-2 as appropriate
- Liaise with EWO / seek advice and support

0 - 50%

- Notice to Improve
- Clinical referrals
- Tailored return to support reengagement
- Welfare checks/eyes on every 6 days of absence (safeguarding).
- Referrals to external agencies /Liaison with LA