

## Attendance Policy Local Procedures Fairways 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:

Students must arrive in school by 8.45 am on each school day. The register for the first session will be taken at 9:00am and will be kept open until 9:30am. Anything after 9.30am will be classed as late (late after register has closed). The register for the second session will be taken at 1.15 pm and will be kept open until 1.30pm.

**Offsite provision** – 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 by 9.00 am or as soon as practically possible. Parents can leave a voicemail message out of school hours. This is then picked up by the administration team on arrival. It is the parents' responsibility to notify the taxi company if applicable.

Students will be marked as unauthorised until a reason for absence is provided.

#### 3. Planned absence

School must be notified of any planned absence e.g., CAMHs, hospital appointments, prior to attending. Evidence of this appointment may also be provided for this to be agreed authorised absence.

Since September 2013, changes to Government regulations and guidance mean that Headteachers can no longer authorise leave of absence unless there are exceptional circumstances. Although we acknowledge the difficulty for some families in planning holidays for young people with SEN, we are unable to authorise holidays during the school term.

When children attend school regularly, they're more likely to feel connected, confident, and ready to achieve their goals. Developing routines, relationships and skills that last a lifetime. Home is an essential partner in making this possible.

#### 3.2 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.

#### 3.3 Gypsy, Roma and Traveller students

Gypsy, Roma and Traveller (GRT) students are among the lowest achieving groups of students 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:

- 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 school as a registered student as regularly as the nature of that trade or business permits, and
- 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. Lateness and punctuality**

As students may arrive by local taxis, there may be an issue with students arriving too early before staff arrive. Students are required to stay in their vehicle until the site is open. Continued early arrival will be noted and this will be communicated with the relevant local transport office. 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. The school reports attendance every day for every Local Authority via data collection. Welfare call also contact school daily to ascertain attendance for children who are looked after by the local authority.

- If school are unable to contact the student's parent/carer, 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 called.
- If school cannot contact the student's parent/carer, and the child's whereabouts/safety can not be established, a home visit may be carried out by an appropriate member of staff.
- If a student is subject to a Child Protection Plan, their allocated social worker will be contacted in the event of any unplanned absences.
- If the school are not satisfied with the reason for an absence an appropriate member of staff may facilitate a home visit. Multiple absence and illness reports without evidence may trigger a safeguarding concern, home visit and/or a referral into Children's Services.

- If a child has not been seen for a week, school staff will contact the family to arrange a face-to-face visit, either virtually or in person. These circumstances will be considered on a case-by-case basis.
- If a child leaves school without permission, parents/carers will be contacted immediately.

## 6. Reporting to parents

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

## 7. Reducing persistent absence

The Pastoral Lead monitors attendance both to school and into class, weekly, and follows up any persistent absence with clear actions e.g. Parent meetings. These are noted in the Pastoral weekly report

Where there are absence concerns a letter will be sent from school to the home in the first instance. If attendance does not improve we may also involve the Attendance Improvement Officer from the Local Authority.

## 8. Strategies for promoting attendance

Attendance is expected and therefore not rewarded. Where students are struggling with attending then a plan to support them based on their individual circumstances and needs will be put in place by the pastoral team, this could include the use of incentives.

In exceptional circumstances, we may decide to implement an adjusted re-integration timetable. Adjusted timetables will only be implemented for a time limited period to support the transition of the student back into school, ensuring that this meets the student's needs and where safe to do so.

Adjusted timetables are only a short-term solution and will have regular review dates to seek to increase time in school. If the student is not making progress and or is not attending full-time, an alternative provision may be sought.

Adjusted timetables will only be put in place with the agreement of parent/carer and/or other professionals working with the family and in agreement with the Local Authority.

## 9. Attendance monitoring

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.

## 10. Roles and responsibilities:

### 10.1 The Pastoral Lead

The Pastoral lead will monitor attendance data across the school and at an individual pupil level. They will also report concerns about attendance to SLT and work with Attendance Improvement officers to tackle persistent absence. They will arrange calls and meetings with parents to discuss attendance issues and work with the Local Authority to issue fixed penalty notices.

### 10.2 Class teachers/form tutors/TAs

The class teachers are responsible for taking class registers morning and afternoon and returning these to reception. The school receptionist is expected to take calls from parents about absence and record it on the school system. They are also responsible for informing the SLT and tutors of any absence or appointments.

## Appendix 1 – Attendance Codes

Present Codes	
/	present during AM registration
\	present during PM registration
B	educated off site and taster days and do not fit K, V, P or W codes
K	attending provision arranged by the local authority
L	arrived after the register has started but before it has closed (9.15am-9.30am)
P	Sporting activity with prior agreement from school
V	educational visit or trip
W	work experience
Absent Codes	
Authorised Absences	
C	exceptional circumstances
C1	in a regulated performance/undertaking regulated employment abroad
C2	absent due to part-time timetable
D	dual registered
E	suspended or permanently excluded
I	illness (not medical or dental appointments)
J1	job/school/college interview
M	medical or dental appointment
Q	unable to attend because of a lack of access arrangements
R	religious observance (only 1 day allowed, any more coded as C if agreed)
S	study leave
T	parent travelling for occupational purposes
X	non-compulsory school age pupil not required to attend school
Y1	unable to attend due to transport provided not being available
Y2	unable to attend due to widespread transport disruption

Y3	unable to attend due to part of the school premises being closed
Y4	unable to attend due to whole school closure
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 due to other avoidable cause (must affect the pupil NOT the parent)
<b>Unauthorised Absence</b>	
G	holiday (not agreed)
N	reason for absence not yet established (must be corrected within 5 days)
O	absent in other or unknown circumstances
U	late after register has closed (9.30am)
Z	pupil not yet on register
#	planned whole school closure (eg holidays, insets and polling station days)