

## Attendance Policy Local Procedures

### Aurora Woodlands School

**Please refer to Main Policy A6 Attendance Policy**

#### **1 Attendance register – times:**

Pupils must arrive in school by 9.15am on each school day.

The register for the first session will be taken by 9.15am and will be kept open until 9.30am. Arrival after 10.00am will be marked as late. The register for the second session will be taken at 12.00pm and will be kept open until 12.15pm.

**Offsite provision** – Pupils who arrive in school and then attend offsite provision will be registered in school. Pupils transported directly will be registered at school remotely. In the event of a pupil attending alternative provision without staff, a designated member of staff will be the contact point to record on the register for 9.30am

#### **2 Unplanned absences**

The student's parent/carer must notify the school on the first day of an unplanned absence by 9.15am or as soon as practically possible.

Parents can leave a voice mail 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 for pupils with LA provided taxis. This information should then be shared with the designated person to activate FLOW CHART.

#### **Unacceptable reasons for absence include**

Holidays in term time will be considered unauthorised absence /Looking after siblings

#### **3 Planned absences**

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 days 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**

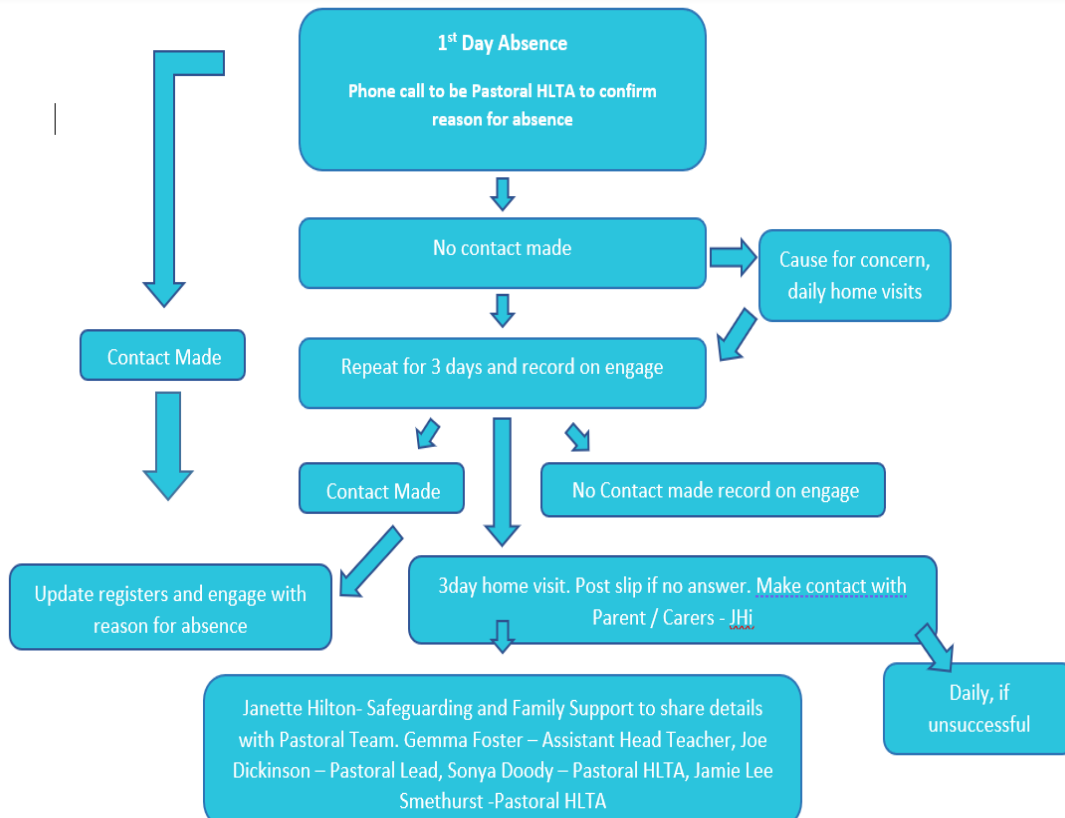
Majority of students arrive by school transport and routes are carefully planned to ensure students arrive on time. Where students are transported by taxi or parents/carers any persistent lateness will be challenged.

#### **5 Following up absence**

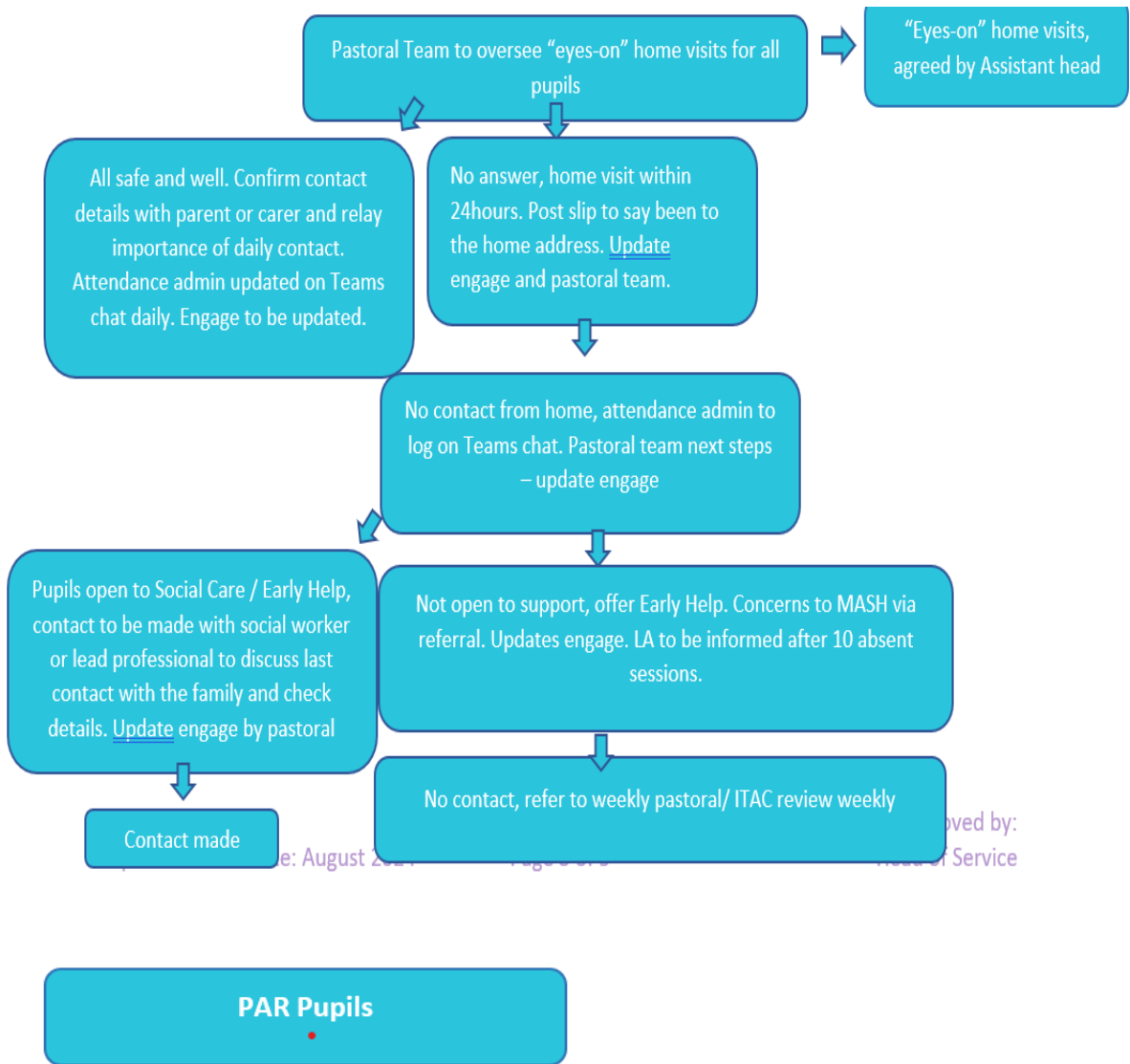
Where any child we expect to attend school does not attend, or stops attending, the school will:

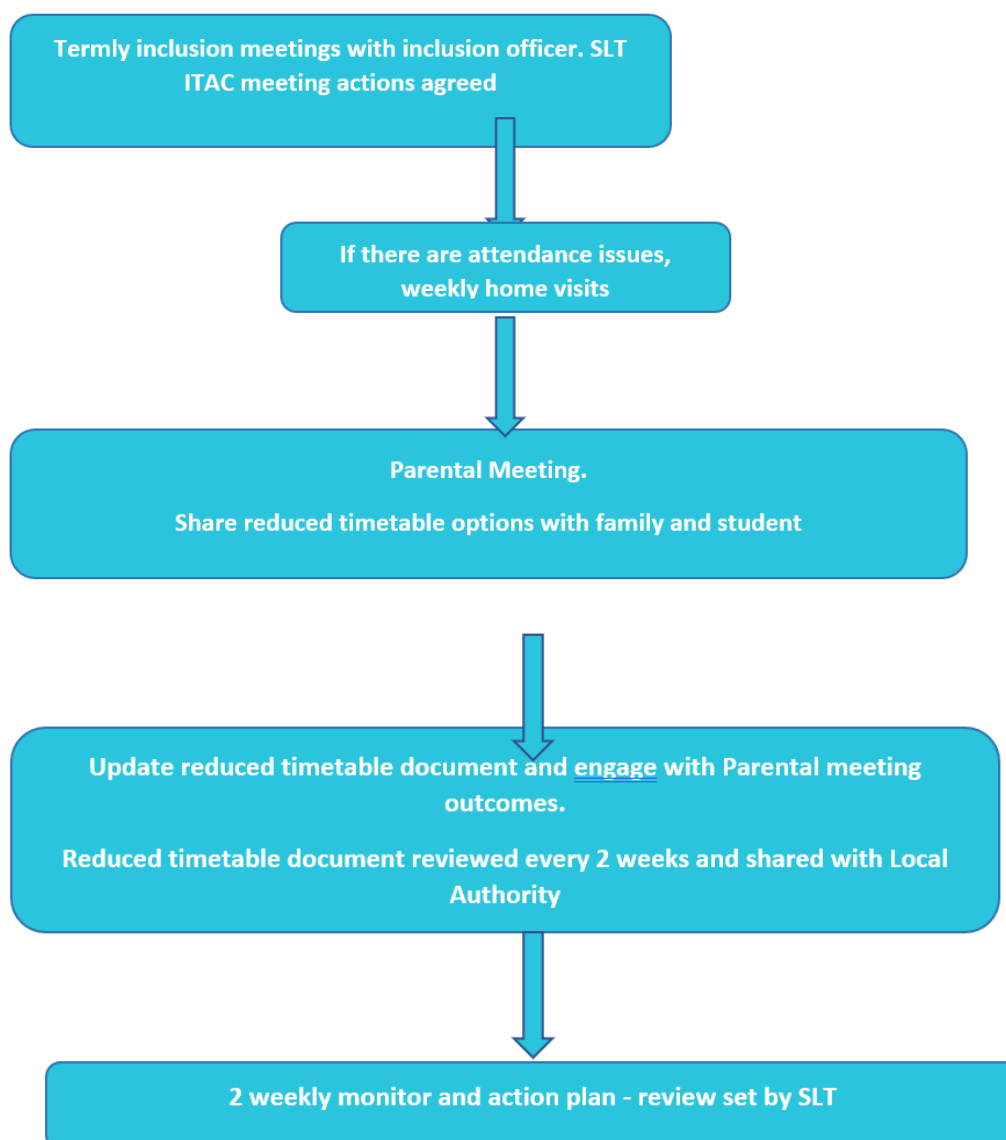
Follow up on their absence with their parent/carer to ascertain the reason, by phone contact. The school reports attendance every day for every Local Authority via data collection.

## Absence Procedure Flowchart



# Aurora





## 6 Reporting to parents

Attendance is reported in educational reports every half term along with progress data and noted in the EHCP review and shared at professionals' meetings with agencies involved.

## 7 Strategies for promoting attendance and reducing persistent absence

The pastoral team monitors attendance. Where there are absence concerns a letter will be sent to arrange a meeting with Parents / Carers

Reward trips at the end of term are based on good attendance and attitudes to learning. Reward points for each lesson are gifted in line with school values.

## 8 Attendance monitoring

School report daily to the Local Authority. If a child is absent and non-contactable for 10 days this will be followed by CME procedures

## 9 Roles and responsibilities

The Pastoral Team

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the head of school and school principal
- Arranges calls and meetings with parents to discuss attendance issues
- Co-ordinate home visits and follow up – Home Visit “champion” to ensure expectations are relayed home.

### School admin staff

The admin team are responsible for recording attendance daily, using the correct codes, and submitting this information.

School admin staff are expected to take calls from parents about absence and record it on the school system and share with the Pastoral Team, via Teams attendance chat.

Any staff receiving individual absence/ attendance updates will ensure notifications are shared with reception.

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