

Attendance Policy

Local Procedures

Aurora Vincent House 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:

The school day starts with tutor time and registration at 8:50. Students can arrive from 8:45 onwards.

The register for the first session will be taken at 0850 and will be kept open until 0930. The register for the second session will be taken at 1330 and will be kept open until 1345.

2 Unplanned absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 0850 or as soon as practically possible.

3 Planned absence

All planned absences should be submitted by email to the Headteacher.

4 Lateness and punctuality

A student will be marked as arriving after the register has closed (U) after the close of registers at 0920.

5 Following up absence

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

Follow up on their absence with their parent/carer to ascertain the reason will be completed by 0930 by administration staff. If they are not able to speak to any of the student's contacts then safeguarding protocols will be followed which begins with immediately informing the DSL and the Headteacher.

6 Reporting to parents

Vincent House School reports attendance on a termly basis and the end of year report as well as at the annual review of EHCP. A report may also be given when there is reason for concern.

7 Strategies for promoting attendance and reducing persistent absence

7.1 Vincent House School supports students who have high anxiety and invariably have had past traumas related to school. Some students have mental health difficulties that can be significant too. Therefore our approach to supporting increased attendance is multi-disciplinary.

7.2 The clinical psychologist as Lead therapist will be consulted on all strategies used to support attendance.

7.3 The school works in cooperation with both the local authority and the families and can use strategies and support systems as set out by West Sussex [Emotionally Based School Avoidance | West Sussex Services for Schools](#) .

8 Attendance monitoring

8.1 Attendance monitoring is analysed based on a wide range of factors in order to identify patterns and potential causes that are discussed at a multi-disciplinary level internally and externally as required.

We will inform local authority of absence for CME within 5 days.

9 Roles and responsibilities

In addition to the main policy

The DSL/Pastoral lead:

- Monitors attendance data across the school and at an individual pupil level, and identifies strategies and responses to low or decreasing attendance
- Reports concerns about attendance to SLT for discussion
- Works with social care and the local authority to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the head teacher when to issue fixed-penalty notices

Form tutors

Form tutors are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information to the school office via the Engage system.

School admin staff

School admin staff are expected to take calls from parents about absence and record it on the school system. If staff have any concerns they will immediately report these to a member of the safeguarding team.