

Attendance Policy Local Procedures Aurora Severnside School

Please refer to Main Policy A6 Attendance Policy

1 Attendance register – times:

Pupils must arrive in school by 9.00 on each school day.

The register for the first session will be taken at 9.00 and will be kept open until 09.30. The register for the second session will be taken at 13.00 and will be kept open until 13.30

Offsite provision

If a student attends an offsite provision without school staff present, the office staff (or outreach team depending on the student) will contact the provision to check on attendance by 4pm.

2 Unplanned absences

Student's parent/carer must notify the school on the first day of an unplanned absence by 8.45, or as soon as practically possible.

Parents/carers are required to phone the main school office and leave a message if there is nobody available to answer the phone.

3 Planned absence

If a parent/carer wishes to request a planned absence for a medical appointment, they should phone the school office. Proof of appointment may be required to secure approval.

If a parent/carer wishes to request leave for a funeral/wedding/family occasion or holiday, they should fill in an absence request form, which can be provided by the school office. This form is then submitted to the Headteacher who will approve or decline the request on an individual basis.

***Please note that requests for holidays during term time are likely to be refused by the school in accordance with DfE guidance.**

4 Lateness and punctuality

Students are expected to be in school by 9.00 am at the latest. If a student is going to be late, then Parents/Carers must inform the school of their estimated arrival time and the reason for lateness.

As a school, we understand that sometimes students are late for reasons beyond their control (car breakdown/traffic) but, wherever possible, the expectation is that students are on time for school each day unless previously agreed by staff.

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. The school will phone the Parents/Carers by 10am on the day of absence if the parent/carer has not reported the reason for absence to ascertain why the student is not at school. If the school is unable to reach a parent or carer, additional safeguarding measures such as a home visit or referral to the Local Authority Safeguarding team may be completed.

6 Reporting to parents

The school will report to parents on attendance three times per year in their child's school report as well as during Annual Reviews. If attendance drops below 90% (or 90% of a transitional timetable) at any time, the tutor will inform the Parent/Carer and the Attendance Lead, and an attendance plan will be put in place in conjunction with Parents/Carers and the student to ensure that attendance improves.

This will be monitored monthly until attendance improves above 90%. If attendance does not improve within one calendar month, the issues raised will be escalated to our Attendance Lead who will meet with the family and student.

7 Strategies for promoting attendance and reducing persistent absence.

At Severnside, we are committed to supporting pupils to attend school regularly and receive an uninterrupted education, and we believe that it is important for us to act quickly when attendance for a pupil drops.

SLT meet fortnightly in an attendance high priority group meeting to monitor all students below 90% attendance and implement strategies to raise these figures.

Students who have attendance figures which fall below 90% for a month or more, will be allocated an attendance plan which is shared with parents, carers and, where appropriate, the local authority and key professionals.

We are aware that many of our students suffer from high levels of anxiety, and this has a significant impact on their attendance. Therefore, we are committed to providing a flexible and adaptable approach to our curriculum which allows our students to feel safe and supported and access the curriculum in a variety of ways.

If a student is unable to attend our setting consistently after all reasonable measures have been put in place, then the school will seek further advice on their placement in consultation with the commissioning local authority and parents/carers.

8 Attendance monitoring

SLT monitor attendance weekly as part of SLT meetings with a monthly 'deep dive' analysis presented by the Dep Head for Behavior and Safeguarding at bi-weekly Attendance High Priority Group meetings.

If any child is deemed to be missing in education, the school will inform the Local Authority Safeguarding Team following the third day of unexplained absence. The school will also endeavor to carry out a home visit to establish the location of the child and carry out a welfare check.

9 Roles and responsibilities

The Deputy Head Behaviour and Safeguarding:

- Monitors attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the wider Senior Leadership Team
- Works with the Local Authority to tackle persistent absence.
- Arranges calls and meetings with parents to discuss attendance issues.

Class Teachers/Tutors:

Class teachers/form tutors are responsible for recording attendance daily, using the correct codes, and submitting this information to the school office.

School Admin Staff

School [admin/office] staff are expected to take calls from parents about absence and record it on the school system and contact any parents/carers who have not contacted the office to report absence or lateness in a timely fashion.

School admin staff also monitor registers daily and ensure that they are completed in a timely and appropriate manner.