

Attendance Policy Local Procedures Aurora Summerfields

Please refer to Main Policy A6 Attendance Policy

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 am. Attendance to school after 9.05am up to 9.30am will be classed as late. Past 9.30am attendance is classed as absent (late after register has closed). The register for the second session will be taken at 12.30pm and will be kept open until 1pm.

Offsite provision

Any child attending an alternative provision or offsite event will register at school prior to departing. This logging is also important for fire reporting purposes.

2 Unplanned absence

The student's parent/carers must notify the school on the first day of an unplanned absence by 9.00am or as soon as practically possible (see also section 7). 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.

3 Planned absence

Every effort should be made to avoid making appointments during the school day. If this is not possible, 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 as an authorised absence. Given the distance appointments may be from school, families may feel that it is not possible for a child to attend before/ after. A full day authorised absence cannot be given, however, but with advanced notice (of at least 2 days) work can be provided to ensure that any young person does not miss a full day of education.

4 Lateness and punctuality

Students are required to stay in their vehicle until the site opens at 8.45am.

If a taxi is consistently arriving late (i.e. after 9am or after 3pm) this will be noted and communicated to parents who will liaise with the transport provider. If a parent is arriving late to deliver or collect a student then this will be supported by the Pastoral Lead.

We do however appreciate that transport times are affected by unplanned roadworks, train strikes and the weather so will accommodate and support as best as we can.

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/carers to ascertain the reason, by phone contact.
- Welfare Call contact school daily to ascertain attendance for children who are looked after by the Local Authority.
- Where an unauthorised absence or illness relating to mental health issues exceeds 6 school days, an unannounced safeguarding visit will be completed by a member of staff. This is usually

conducted by a member of the safeguarding team and is recorded on MyConcern as a welfare check.

6 Reporting attendance

Attendance is reported to all relevant agencies (e.g. LA, parents, social care etc) and is detailed in School Educational Reports and noted in the EHCP review. Where there are concerns the pupil may be supported by a Team Around the Child meeting (TAC) to work with families to resolve any attendance concerns.

7 Strategies for promoting attendance and reducing persistent absence

Proactive and positive strategies to promote school attendance include:

- Detailed and comprehensive work prior to placement start including a consultation and transition meeting.
- Enhanced transition team (ETT) for students who present with emotionally based school avoidance and may need additional support to transition
- Half termly reward systems (e.g. trips to bowling, Chester Zoo etc.)
- Certificates for the most improved and best attender per half term – awarded by the Pastoral Lead

8 Attendance monitoring

The Pastoral Lead and Head of School monitor attendance weekly and raise concerns with the DSL as they arise. Full findings are presented to the MDT (Pastoral Lead, Principle, HOS, AH, Thrive Lead) in a monthly KPI report. Lesson attendance is monitored by the Pastoral Lead and class team by the use of engagement trackers for any student who requires this.

Any persistent absence will have clear actions e.g.:

- Informal communication between parents/ carers and the Pastoral Lead
- Formal communication (if a student has 10 unauthorised sessions within 10 school weeks) – letter 1 (notice to improve)
- Parent meetings
- Possible contact with EWO, LA etc.
- Formal communication – letter 2 (notice to improve failed)
- Section 444 (Single Justice Procedure)

9 Roles and responsibilities

The Site Lead, Pastoral Lead and Administration will:

- Monitor attendance data across the school and at an individual pupil level
- Reports concerns about attendance to the Principal, SENCo or DSL
- Plan/deliver/support school interventions to improve attendance including referring to the clinical team should a higher level of assistance be required.
- Work with Education Welfare Officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues and set objectives to increase attendance.
- Report up any attendance issues that may affect the school placement.
- Work with the Local Authority to issue fixed penalty notices.