Attendance Policy

Aurora Charnwood School

Policy Reference:	A6-CWS
Version Number:	1
Applies to:	Schools and Colleges
Associated documents:	
Approved by:	Operational Director
Implementation date:	September 2026
Next review due by:	September 2027
This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups	

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0 Summary of changes since previous version of the policy:

Change to section 1 to reflect the morning and afternoon register times across all three Aurora Charnwood sites. This reflects the changes to the various start times for vocational and non-vocational students.

Change to section 1 to standardise reporting an absence.

1 Attendance register – times:

Aurora Charnwood School conduct a morning and an afternoon session. The member of staff facilitating the session has the responsibility for keeping an accurate record of attendance on the schools Management Information System (MIS.)

The morning session starts at 9.00am and finishes at 12.00pm. Afternoon sessions start at 12.45pm and finish at 3.00pm.

Morning Registration

- Attendance needs to be recorded by 9.30am
- Students arriving from 9.30am - 9.45am will be marked as late (L code)
- Students arriving after 9.45am will be marked as an unauthorised absence

Afternoon Registration

- Attendance needs to be recorded by 1.15pm
- Students arriving from 1.15pm - 1.30pm will be marked as late (L code)
- Students arriving after 1.30pm will be marked as an unauthorised absence

Offsite provision – if applicable

Any student attending offsite provision of any form will still have their attendance recorded in the register. This information will be gathered at the start of each session by the admin team.

2 Unplanned absence

The commissioner and/or the student's parent/carer must notify Aurora Charnwood on the first day of an unplanned absence prior to 9am or as soon as practically possible (see also section 7). Commissioners, parents and carers can leave a voice mail message out of hours. Once administrative staff have arrived to site, absence messages can be addressed. It is the commissioner/parents' responsibility to notify local transport operatives.

Commissioners/parents/carers should clearly state the child's name and the reason for absence.

Where the reason for absence is known by us, we will record it, however where it is unknown we will report this back to commissioners.

3 Lateness and punctuality

Where there have been persistent incidents of lateness, pastoral leads will have a discussion with the student/commissioners/parents/carers advising them of the concerns and where appropriate provide opportunities for support and advice to address these issues.

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4 Following up absence

Where a learner is absent from Aurora Charnwood School and the school have not received any verbal or written communication from the commissioner/parent/carer, then the first day contact process is initiated and contact is made with the commissioner/parents/carers to check the reasons for the students absence. If the child is subject to a Child in Need Plan or a Child protection Plan, the school will inform the commissioner and where appropriate the social worker of the absence.

When students have an illness that means they will be away from school for a long time, a pattern of absence has emerged or a repeat absence will occur, the school will initiate interventions to support the student and family to help return.

5 Reporting to commissioners

Commissioners will receive regular communication on attendance through the allocated channels relating to individual learners.

6 Strategies for promoting attendance and reducing persistent absence

Aurora Charnwood School maintain and promote good attendance and punctuality through:

- Raising awareness of attendance and punctuality issues among all staff, parents/carers and students.
- Ensuring that parents and carers have an understanding of the responsibility placed on them for making sure their child attends regularly and punctually.
- Equipping students with the life skills needed to take responsibility for good attendance and punctuality appropriate to their age and development.
- Maintaining effective means of communication with parents/carers, students, staff and governors on attendance matters.
- Developing and implementing procedures for identifying, reporting and reviewing cases of poor attendance and persistent lateness.
- Supporting students who have been experiencing any difficulties at home or at school which are preventing good attendance.
- Developing and implementing procedures to follow up non-attendance.

7 Attendance monitoring

Attendance is logged on the schools Management Information System (MIS) and a clear overview is available to leaders on the Power BI system. Attendance is reported to LA's and commissioners as required.

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