

Attendance Policy Local Procedures Aurora Mansfield 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:

Students must arrive in school by 9.00am on each school day.

The register will be taken:

Tutor time – 9.00pm

Lesson 1 – 9.30am

Lesson 2 – 11.00am

Lesson 3 – 12.45pm

Lesson 4 – 2.00pm

Home time – 3.00pm

For learners accessing commissioned alternative provision

Attendance at alternative provision is recorded by the provider and marked as 'B'. The time of recording attendance will be governed by the policy provided by the AP provider. It is the responsibility of the School Lead and Pastoral Lead to ensure that attendance is monitored daily, and reports are provided to the school to confirm attendance. It is the responsibility of the AP to report any non-attendance to the School Lead/Pastoral Lead and ensure their attendance and safeguarding procedures are followed should there be any concerns. There will be a termly quality assurance visit to any commissioned AP where attendance will be reviewed.

2 Unplanned absence

The student's parent/carer must notify the school on the first day of an unplanned absence by 8.30am, or as soon as practically possible, and give a reason for the absence.

The parents/carers should call the Personal Tutor in the first instance, and then the School Lead should the Personal Tutor not be available. If both are non-contactable, the parent/carer should contact our Head Office.

Students over 18 should report any absence to their Personal Tutor, or School Lead, or call Head Office should neither be contactable. This absence should be reported by 8.30am each morning.

3 Planned absence

The parents/carers should report any planned absence to the students' Personal Tutor by phone. Details of the reasons for absence should be provided to the Personal Tutor, and any evidence submitted via email (e.g. appointment letter). If the Personal Tutor is not available, then the School Lead should be contacted.

4 Lateness and punctuality

Morning Registration

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

Afternoon Registration

- Attendance needs to be recorded by 12.45pm
- Students arriving 12.45 - 1.00pm will be marked as a late code (L code)
- Students arriving 1.00pm - 1.15pm will be marked as an unauthorised absence (U code)

We work closely with our students and their families to promote the importance of being on time to school. This is done through our Parent/Carer newsletters, parent / carer events, phone calls home, home visits, celebrations of good punctuality, meetings, and EHCP reviews.

5 Following up absence

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

1st day of absence: Pastoral Lead/School Lead to contact parent/carers to establish the nature of the absence and agree to any follow-up actions.

2nd day of absence: Pastoral Lead/School Lead to contact parent/carers to establish the nature of the absence and agree to any follow-up actions.

3rd day of absence: Safe and well check completed by appropriate staff and recorded on CPOMS

4th day of absence: Pastoral Lead/School Lead/LEAL to meet with parents/carers and student to discuss any barriers and supports.

6 Reporting to parents

Attendance reports to parents/carers are provided through the EHCP review, and an end of year report. If there are any concerns with attendance, we will meet with parents/carers and

discuss absence, and if absence persists, we will write to parents/carers to highlight our concerns, and our expectations.

Whole school attendance figures are shared termly in the parent / carer newsletter.

7 Strategies for promoting attendance and reducing persistent absence

Our Assistant Headteacher for Pastoral is responsible for the strategic oversight of attendance, working closely with our Pastoral Leads to analyse attendance figures and patterns for students on an individual level, as a key stage, as year groups and on sites. During our weekly attendance meetings, learners are identified who need targeted support and Pastoral Leads follow work with School Leads to ensure the appropriate support is actioned.

We recognise, promote and acknowledge good attendance and any improvements in students attendance journey through phone calls home, well done cards and certificates. Positive relationships with students and parents/carers ensures that we promote an ethos of good attendance and punctuality across the school.

8 Attendance monitoring

- School Leads/Pastoral Leads are responsible for ensuring that all attendance is accurately coded for learners in their localities. Daily and weekly monitoring to ensure improvements and good attendance is shared and celebrated with learners, parents/carers and the locality team.
- The Assistant Head for Pastoral and Pastoral Leads should monitor daily, weekly and half termly attendance for Aurora Mansfield to ensure improved and good attendance is celebrated, and identify learners who require targeted support.
- Assistant Head for Pastoral and Pastoral Leads meet weekly to discuss learner attendance for all localities, identify learners for targeted support and assess impact of interventions.
- Assistant Head for Pastoral, Pastoral Leads and Safeguarding Manager to meet fortnightly to ensure joined up working and information sharing.
- The Enhanced Support Provision team meet twice a term to ensure all interventions for targeted learners are planned and impact reviewed.

9. Part-time timetables:

- Part-time timetables are reviewed each half term by the Assistant Head for Pastoral, School Lead, Parent/carer and learner to ensure provision and progress towards a full time table can be discussed.
- Part-time timetables should be reviewed and approved by the Headteacher and Local Authority.

10. Roles and responsibilities

Personal Tutor:

- First point of contact for parent/carer to share the reason for a student's planned absence.

- Ensure information is shared and attendance and notes are recorded accurately on Engage.

Pastoral Leads:

- Work across localities to monitor attendance and develop targeted support for students to improve and support their attendance journey.
- Liaise with student/ parents/carers/School Lead and any other professionals involved.
- Monitoring attendance daily to ensure that all attendance codes are marked correctly following the DFE guidelines.
- Liaising with parent/carers to ensure all reasons are discussed and recorded for any student absence.
- Keeping an overview of attendance, looking for either poor overall attendance, anomalies in patterns of attendance and unusual explanations for attendance offered by parent/carers.
- Working as part of the ESP team to identify, support and deliver interventions for targeted students in their locality.

School Leads:

- Overall monitoring of their locality attendance.
- Monitoring interventions and sharing with locality team and Assistant Headteacher for Pastoral.
- Promoting a positive culture and ethos in their locality to ensure that all staff have high expectations of student attendance.
- Ensure that 'meet and greet' and 'positive noticing' principles are embedded on site by staff to promote a strong sense of belonging where students feel valued, safe, connected and included in their school community.

Assistant Principal for Pastoral:

- Strategic overview and monitoring of school attendance.
- Providing and analysing data in all attendance matters to the Headteacher, SLT and Governors.

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