Attendance Policy Local Procedures

Aurora Peartree 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/college by 8.45am on each school day.

The register for the first session will be open from 8.45am and close at 9.15am, after which students will be marked as late/absent.
Afternoon sessions will open from 12:50 and close at 1:15pm, after which students will be marked as late/absent.

2 Unplanned absences

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.

Parents/carers can notify the school by calling 01684 355145 and leaving a voice message if outside of school hours or emailing the school attendance officer and SENDCo

Students over 18 should follow the procedure above.

3 Planned absences

Where possible we ask that medical and dental appointments are made out of school hours, however, we appreciate that this is not always possible.

Planned absences must be requested using the Student Leave Request Form available from reception.

If you need to make an urgent appointment during the school day, please let us know either by telephone on 01684 355145 or by emailing PeartreeSchool@theauroragroup.co.uk

Planned medical absences will be marked as authorised as long as the school have been notified in advance and evidence of the appointment has been provided.

Unfortunately, family holidays cannot be authorised and will be coded accordingly.

4 Lateness and punctuality

Any student who arrives at school late before the register has closed will be marked as late. If they arrive after the register is closed, they will be marked as late after registration has closed, and this will be recorded as an unauthorised absence.
Persistent lateness will be monitored accordingly by the Senior Leadership Team, and appropriate action will be taken to support the student and parent/carers to improve this.

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5 Following up absences

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, by phone contact. The school reports to the DfE, Local Authority, and Welfare. Where no contact is made and a child is missing from education for 5 days or more, then school will make an unannounced call to the home to check on the child's wellbeing.

For over 18's the same procedure will apply.

6 Reporting to parents

Attendance is reported in educational reports and noted in EHCP reviews.

7 Strategies for promoting attendance and reducing persistent absence

Our Attendance Lead will monitor attendance in school on a daily basis and liaise with parents/carer and the local authorities accordingly.

If there are any concerns regarding persistent absence, this will be closely monitored by the Senior Leadership Team and Safeguarding Lead. Any concerns may be raised in a letter from the school to the parent/carer in the first instance. SLT will work closely with the parents/carers to improve attendance. If the absence does not improve, then the school may ask for support from the Educational Welfare Officer from the Local Authority.

8 Attendance monitoring

Our Attendance Lead will monitor attendance in school on a daily basis and liaise with parents/carer and the local authorities accordingly.
The school will monitor attendance in line with Worcestershire Education Welfare advice. The school regularly meets with the Attendance team at Worcestershire Local Authority.

9 Roles and responsibilities

The Deputy Headteacher is Auroa Peartree's Attendance Officer

The Deputy Headteacher and Pastoral Lead:

- Monitors attendance data across the school and at an individual student level
- Reports concerns about attendance to the Headteacher
- Works with education welfare officers to tackle persistent absence
- Arranges calls and meetings with parents to discuss attendance issues
- Advises the Headteacher when to issue fixed-penalty notices

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

School admin staff
School admin staff are expected to take calls from parents about absence and record it on the school system.

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10 Transition timetables, induction and Specialised Personalised Learning Plans (SPLP)

To ensure that all students are supported to settle safely and successfully into Aurora Peartree School, the school reserves the right to implement a structured transition timetable for an initial period of up to six (6) weeks. This transition timetable enables staff to complete a full review of the students' needs and to plan appropriate support to aid a positive and well-managed integration into the school environment.

Where it is identified that a student requires an extended transition period beyond the initial six weeks, the school will consult with the Local Authority to initiate a Special Personalised Learning Plan (SPLP). This plan will outline any additional adjustments or provision required to meet the students' individual needs.

The SPLP and any extended transition arrangements will be reviewed internally on a fortnightly basis to ensure that the support in place remains appropriate, effective, and responsive to the evolving needs of the student concerned. Parents/carers will be updated regularly, and adjustments will be made as necessary in collaboration with the Local Authority.

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