

## AURORA ACADEMIES TRUST

<b>Policy Title:</b>	Attendance Policy
<b>Policy Reference:</b>	AAT ATN - Exp July 2019
<b>Function:</b>	For Information and Guidance/ <u>Statutory</u>
<b>Audience:</b>	Prospective Parents, Trustees, Governors, Executive Headteachers, Head, Teachers, Support Staff, as necessary
<b>Ownership/ Implementation:</b>	The Trustees/LAB Governing Body (as required) have overall responsibility for ensuring that this policy is implemented
<b>Version:</b>	001
<b>Approved by Trust Board:</b>	July 2016
<b>Next Date for Review:</b>	April 2019



## **Attendance Policy**

Our policy on attendance is written to support parents and pupils in order to achieve the highest possible attendance rates at our academies. With effective communication and clearly defined structures and guidance we aim to achieve good school attendance, and the key people involved are parents, pupils and the school. Our school policy is intended to clarify the areas of responsibility.

### **The Role of the Parent**

The responsibility for ensuring that children attend school regularly and punctually each day, rests with the parents. Our parents are informed via the School Prospectus, induction meetings and letters, that reason for absence must be given by 9am on the first morning, by phone, by note or by adult messenger.

#### Procedure for first day absence contact

It is the responsibility of parents/carers to inform the school of their child's absence 9am of the first morning of absence.

This can be done in one of the following ways:

- By telephone. The school has an overnight answerphone to receive messages, and the office is manned from 8.30am in the morning,
- By adult verbal message to the class teacher or school office,
- By note delivered from the parent/carer to the class teacher or school office.

Failure to inform the school of absence on the first day will result in a letter from the Head requesting the reason for absence and non-compliance with the Absence Policy. It is the parent's responsibility to deliver and collect all Key Stage 1 pupils. It is a parent's decision as to when to allow their child to make their own way to and from school, without their supervision.

Parents are also informed of the fact that children are not allowed to leave school during the school day, unless collected by a parent or known responsible adult.

Where children become ill during the school day, parents are requested to provide home and work telephone numbers. We also require an appointed person to contact in case of emergency. Parents will be formally asked for this information annually and are expected to update our records when necessary.

All children being collected during the school day must be signed-out at reception.



## **The Role of the School**

The school has an active policy of first day contact, making it clear to pupils and parents that absence is a matter of concern and will be followed up.

It is the responsibility of all staff within the establishment to promote and support our school attendance policy in order to minimise absenteeism and establish good routines of attendance and punctuality. Procedures are in place to work with parents to achieve child safety and good attendance.

### School Registers

It is important that class teachers complete attendance registers at the beginning of each session, i.e. the morning and afternoon session. On completion of the register, teachers are requested to fill-in codes for absences as set out in the class register. Registers are then sent to be held in the school reception. Letters from parents and phone messages should be kept for reference.

It is the class teacher responsibility to monitor individual children's attendance and punctuality. Parents should be contacted by letter where attendance gives cause for concern and if problems concerning a pupil were to continue, the class teacher and Head would look to request discussions with the parents to find an effective way forward to support the welfare of the pupil.

If the attendance of the pupil continues to cause concern, a letter will be sent from the Head outlining the concern and informing parents of the referral to the Education Support. Behaviour and Attendance Service (ESBAS)

In order to improve child safety and late notification of absence by parents/carers our schools will adopt the following procedures.

### **Procedure for when there is no first day contact.**

- Following registration a list of absent pupils for whom there has been no first day contact will be made by admin staff.
- The late register will close at 9.30am and the code added for late arrivals by the admin staff. These pupils will then be crossed from the list.
- Telephone messages, written contact and verbal messages should be passed to the admin staff by 9.20am for those pupils to be crossed of the 'no contact' list.
- Parents/carers of pupils who still remain on the 'absence with no contact' list, will be notified.



- Two attempts will be made by telephone to request the reason for absence and to inform the parent of their responsibility to contact the school on the first day of absence.
- Failure to make contact on two separate occasions will result in a letter being sent.
- Children on the Child Protection Register or known to have Social Services involvement should be considered to be a high risk. If the school is unable to contact the parent/carer then Social Services should be informed.
- In the event of a large number of absentees for whom there has been no first day contact, (e.g. flu epidemic or inclement weather conditions) the school will prioritise who they contact. If contact cannot be made by phone, a letter will be sent home.
- Failure by parents/carers to make contact on the first day of absence on a regular basis will be referred to ESBAS.

### **Prioritisation**

Examples of children and families that should be given priority are:

- Children on Child Protection Register,
- Children with medical conditions such as epilepsy, asthma, etc,
- Children where there are special concerns over the child or family (e.g. parents are known drug addicts, have health problems or mental illness, etc.),
- Children have recent emotional difficulties,
- Known truants,
- Children whose parents are normally fastidious in making contact with school,
- Children who have friends who are absent without reason and may be truanting together.

### **Referral to the Education Support, Behaviour and Attendance Service (ESBAS)**

- It is a legal requirement that all schools should notify the local authority of irregular attendance or of continuous absences of two weeks or more that are not supported by a medical certificate. Before formal referrals are made however, informal discussion about individual cases needs to take place between the ESBAS and pastoral staff in schools. It is expected that schools will have investigated irregular attendance and have made efforts to resolve unauthorised absences before a formal referral to ESBAS is made.
- When it is agreed that ESBAS needs to become involved in a specific case, either to investigate irregular attendance, or to respond to unauthorised absences, then a referral needs to be made using the appropriate form. The referral will be made to ESBAS.



- Requests for, 'Withdrawal from Learning' must be made using the appropriate form and may be contacted by a senior member of staff to discuss any request for absence. This will determine if a withdrawal from learning is agreed as authorised or unauthorised.

