



Attendance within Aireborough Learning Partnership Trust: Agreed Principles and ways of working

Closing Registers:

- All registers will close within 30 minutes of the start of each session

Exceptional Leave:

- Exceptional leave will only be granted in exceptional circumstances at the Headteacher's discretion
- Where there is a sibling in an ALPT school communication will take place prior to decision making

Role of Local Authority:

- Schools will notify the LA following ten days continuous unauthorised absence
- All unauthorised leave of absence, including holidays, of ten sessions or above will be referred for fixed penalty notice fines
- Schools will notify the LA of any children with 20 days consecutive unauthorised absence and following a home visit

Safeguarding Visits:

- School staff will undertake safeguarding or 'safe and well' checks in line with their agreed trigger points
- Safeguarding checks will be documented on child protection records
- If a safeguarding visit is not successful the case will be escalated through each school's internal processes and could lead to a referral to Local Authority partners (Attendance, CME, CSWS or Police)

Attendance Coding:

- Absence will be unauthorised where attendance is under 90% unless appropriate evidence provided

Part time Timetables:

- Last resort
- Reviewed regularly in line with school processes
- Requests for reduced timetables, including from professionals, will be considered against other risk factors and school based evidence