



Running Deer Intervention Services Alternative Provision Attendance Policy

Reviewed: 28.04.2026 | Next date for review: 01.04.2027

Statement of Intent

At Running Deer, we recognise that people from all backgrounds access the Intervention Service, recognising that people will have different strengths and different needs. We are committed to a Trauma and Mental Health Informed ethos by creating an environment of safety that has strong, positive and supportive relationships between everyone at its heart. All staff are responsible for adhering to positive practice that promotes a young person's ability to engage in, and access, their learning. This is based on the understanding that children best achieve, develop, and reach, their true potential when staff are fair, flexible, trustworthy, respectful, and model positive relationships. It is the expectation at Running Deer that all staff, regardless of role, act in this way.

We take an active approach to promoting good attendance, with the support of parents, the wider community, the local authority and the students themselves.

Reporting an Absence

All absences must be reported to Running Deer by 9.00 am on each morning of your child's absence. Please telephone the centre and leave a message stating the full reason for the absence. Each day, all attendance is reported to the young person's main school setting or the LA (depending on referrer). Where young people miss any contracted transport, parents/carers should make every effort to bring their child to school via private or public transport.

Please note that absence from Running Deer Alternative Provision can only be authorised by the main school setting/LA as to whether a child's absence is recorded as authorised or unauthorised.

Persistent Absence (PA)

The Department for Education (DfE) defines a 'persistent absentee' as a student who, at any point in the year, has accumulated absence at 10% or more of the available sessions regardless of whether or not any of it is authorised.

Registration Codes

There are a series of codes (see Appendix) which are used to denote authorised and unauthorised absence. It is Running Deer's responsibility to ensure the correct codes are recorded and that patterns and trends in a student's absence are analysed.

Close of Register: We need students to arrive punctually so that they can access all learning opportunities. A typical day is 10am-3pm and registers close 30 minutes after the agreed start time.

Late Arrivals: Students arriving after the register has closed should be recorded as late, this will be an attendance log.

Medical Appointments: We encourage families to book medical appointments outside of Running Deer hours, although we realise this cannot always be achieved.

Intervening with Attendance Concerns

Running Deer Alternative Provision has a duty of care and must report daily attendance in accordance with the school, agencies and council guidance and instructions. This includes Running Deer reporting daily attendance using the CLM system under Devon County Council. We have a duty of care and must report all absences to the student's allocated school and/or local authority. This may result in the student's school/local authority taking action in regard to low attendance, .

Children Missing from Education (CME)

Where a child is missing from education, Local Authority guidance will be followed, by completing a Child Missing Education (CME) referral for the following circumstances:

- If the whereabouts of the child is unknown and the referring school has failed to locate him/her.
- The family has notified Running Deer that they are leaving the area, but no Common Transfer Form (pupil file) has been requested by current on roll school. Running Deer will liaise with the funding school to investigate.

The Legal Framework

Under the provision of the Education Act 1996 (s434) and the Student Registration Regulations 1995 alternative provisions must keep an attendance register. Under Section 7 of the Education Act 1996, parents are responsible for making sure that their children of compulsory school age receive full-time education. Parents have a legal

responsibility to ensure their child's regular attendance where they have been allocated a placement

Contact Running Deer Intervention Services

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Website: <https://www.runningdeer.org.uk>

Appendix

The following codes will be used in completing registers:

Register Code	Description
/	Present AM
\	Present PM
L	Late (before registers closed) marked as present
K	Attending education provision arranged by the local authority
C	Authorised absence as pupil is absent due to other authorised circumstances
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad.
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
E	Authorised absence as pupil is excluded, with no alternative provision made
I	Illness (NOT appointments)
M	Authorised absence due to medical/dental appointments
R	Authorised absence due to religious observance
S	Authorised absence due to study leave
T	Authorised absence due to traveller absence
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
B	Approved education activity as pupil being educated off site (NOT dual registration)
P	Approved educational activity as pupil is attending an approved sporting activity
V	Approved education activity as pupil is away on an educational visit or trip
W	Approved educational activity as pupil is attending work experience
K	Attending education provision arranged by the local authority
G	Unauthorised absence as pupil is on a family holiday, NOT agreed, or is taking days in excess of an agreed family holiday
N	Unauthorised absence as pupil missed sessions for a reason that has not yet been provided
O	Unauthorised absence as pupil missed sessions for an unauthorised absence not covered by any other code/description
U	Unauthorised absence as pupil arrived after registers closed
D	Dual registered (at another establishment - NOT counted in possible attendance
X	Not required to be in school - for non-compulsory school age children
Y	Unable to attend due to exceptional circumstances - not counted in possible attendances
Z	Pupil not yet on roll - not counted in possible attendances
#	Planned whole or partial school closure - NOT counted in possible attendances
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause