



Running Deer Alternative Provision

Attendance Policy 2023-2024

Statement of Intent

Running Deer Alternative Provision is committed to the permanent raising of achievement of all our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them. We celebrate success. Good attendance is fundamental to a successful and fulfilling experience. Pupils are expected to arrive at their agreed starting time.

The Role of the Running Deer Staff

At Running Deer Alternative Provision, there is a responsibility and approach for improving school attendance, with specific staff taking individual responsibility. Upon arrival, the staff member will call the funding authority to log their arrival. Furthermore, the Administrator will complete the internal register to track attendance.

The Role of Parents/Carers

It is the responsibility of the parents/carers to communicate with the Administrator with any issues that might hinder attendance. Pupils should attend school unless there is a valid medical reason or appointment. Parents/carers should contact Running Deer at the start of the day if a pupil is absent. Parents/carers will receive a text if no call/message is received, as a reminder to contact school. Where pupils "miss" the contracted transport, parents/carers should make every effort to bring their child to school via private or public transport.

The Role of Pupils

It is the responsibility of pupils to actively get themselves on site, be punctual and open to building relationships with trusted adults.

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

- If the whereabouts of the child is unknown and the 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 funding authority will be called to discuss non-attendance.

The following codes will be used in completing registers:

/ Attended

B Educated off site

C Other authorised circumstances

E Excluded

H Holiday

I Illness

J Interview

L Late (9.30am-9.45am)

M Medical/Dental Appointment

N No reason for absence provided yet

O Unauthorised absence

R Religious Observance

U Late

V Educational Trip/Visit

W Work experience

Y Partial or Forced