Alternative Provision Attendance Policy

1 Attendance Register and Times

Kick-Off Sports Alternative Provision (AP) delivers both a morning and afternoon sessions. The tutor facilitating each session is responsible for accurately recording attendance. As learners access provision across a variety of sites and travel arrangements may differ according to individual needs, attendance procedures may vary where specific arrangements have been agreed as part of a learner's programme.

The morning session runs from 9.00am-12.00pm and the afternoon session runs from 13.00pm-3.00pm.

Registration:

- Attendance must be recorded by 9.15am in the morning and 13:00pm in the afternoon
- Learners arriving after 9:15am or 13.15pm will be recorded as late (L code)
- Learners arriving after 9.30 or 13:30pm will be recorded as an unauthorised absence for the session.
- In the event the learner has not arrived within 15min of the agreed start time at an offsite provision the parent/carer will be contacted. If this is onsite then the commissioner will be contacted.
- If there is a valid reason from the parent/carer the learner is not able to attend the provision this will be marked as an unauthorised absence and the commissioner will be informed via a phone call and email immediately. Reasoning will be recorded for future reference.
- In the event that the parent/carer is not contactable then a phone call will be made to the commissioner.
- Where transport has been arranged, it is the responsibility of the commissioner and/or parent/carer to notify the taxi company of the learner's absence. When reporting an absence, commissioners and parents/carers should provide the learner's full name, date of the absence and the reason for the absence. Where the reason for absence is known, this will be recorded on the Kick-Off Sports system. Where no reason has been provided, or the information is insufficient to determine the nature of the absence, the absence will be recorded accordingly, and the matter will be followed up with the commissioner.

Where individual timetables or adjusted start and finish times have been agreed to meet a learner's specific needs, attendance will be recorded against the agreed timetable and monitored.

2 Unplanned absences

The commissioner and/or the learner's parent/carer must notify Kick-Off Sports of any unplanned absence, ideally before 9.00am or as soon as reasonably possible. Parents/carers may leave a voicemail message outside of normal operating hours or where the relevant member of staff is

unavailable. Messaged will be reviewed and actioned by the administration team at the earliest opportunity. Where transport has been arranged, it is the responsibility of the commissioner and/or parent/carer to notify the taxi company of the learner's absence. When reporting an absence, commissioners and parents/carers should provide the learner's full name, date of the absence and the reason for the absence. Where the reason for absence is known, this will be recorded on the Kick-Off Sports system. Where no reason has been provided, or the information is insufficient to determine the nature of the absence, the absence will be recorded accordingly, and the matter will be followed up with the commissioner.

3 Lateness and Punctuality

Where there are persistent incidents of lateness, the relevant Manager or Provision Mentor will discuss the concerns with the learner and, where appropriate, their parent/carer and commissioner. The purpose of these discussions is to identify any barriers contributing to the lateness, reinforce the importance of regular and punctual attendance, and agree appropriate actions to support improvement.

4 Following up absence

Where a learner is absent from AP and no verbal or written notification has been received from the parent/carer or commissioner, a first-day absence procedure will be initiated. AP staff will contact the parent/carer and commissioner to establish the reason for the learner's absence. If the learner is subject to a Child protection Plan, the commissioner and, where appropriate, the learner's social worker will be informed of the absence in line with safeguarding procedures. Where a learner experiences a prolonged period of illness or a pattern of repeated absence, AP staff will work collaboratively with the learner, parent/carer and commissioner to provide appropriate support and facilitate a successful return to provision.

5 Reporting to commissioners

Commissioners will receive regular communication regarding attendance for individual learners through the agreed reporting channels for example a phone call or email.

6 Strategies for promoting attendance and reducing persistent absence

Kick-Off Sports are committed to maintaining and promoting high standards of attendance and punctuality by:

- Raising awareness of the importance of good attendance and punctuality among learners, parents/carers, staff and other relevant stakeholders.
- Ensuring that parents/carers understand their responsibility for promoting and supporting their child's regular and punctual attendance.
- Supporting learners to develop the skills, behaviours and attitudes needed to take increasing responsibility for their own attendance and punctuality, in line with their age, stage of development and individual needs.
- Maintaining effective communication with learners, parents/carers commissioners and staff regarding attendance matters.
- Implementing clear procedures for identifying, monitoring, reporting and reviewing poor attendance, persistent lateness and punctuality concerns.
- Providing appropriate support and interventions for learners whose attendance is affected by barriers such as health needs, family circumstances, emotional well-being or other factors.
- Following up all unexplained absences promptly and in accordance with safeguarding and

attendance procedures.

7 Attendance monitoring

Attendance is recorded electronically on the Kick-Off Sports information system and is monitored regularly by Kick-Off Sport Managers.

Kick-Off Sports Managers regularly review attendance data which provides a clear overview of attendance patterns, trends and areas of concern across the provision. Attendance is reviewed to identify leaners who may require additional support, intervention or follow-up. Reports are provided to commissioners and Local Authorities (LAs) as required, enabling effective monitoring of learner engagement and compliance with commissioning arrangements. Attendance information may also be shared with other relevant professionals where appropriate and in accordance with data protection and safeguarding requirements.

This policy was ratified on 28/8/2026 by Adam Clements