



Appropriate Provision Attendance Procedures

Owner	Mr T Barradas-Lingard – Vice Principal Mr G Holmes – Appropriate Provision Manager
Reviewed by:	Local Governing Body
To be Ratified:	
Next Review:	September 2026

The Appropriate Provision is part of the St Regis Academy and as such follows the Three Spires Trust Attendance and Absence Policy. However, due to the nature of the provision and the dual registration of our pupils, we recognise that there must be set procedures in place to safeguard and ensure that we are working together with all agencies involved in each child.

We have developed the attendance procedures below to ensure that all professionals are kept informed of the attendance of the children they work with.

Any safeguarding concerns relating to attendance and/or absence of a child attending the Appropriate Provision, must be shared with:

- Mr Tom Barradas-Lingard (DSL, Vice Principal)
- Mr Garfield Holmes (DDSL, Appropriate Provision Manager).

Daily attendance responsibilities

The school day at the Appropriate Provision starts at *9am- 3pm*. *Pupils are expected to arrive by this time and meet AP staff in reception to be escorted to provision.*

It is the responsibility of the *Josh Merchant (DDSL)* to complete the daily register and log the attendance of each student. The register is completed on arbor by *9.30am* each day. Following this time, registers are closed in line with whole school attendance procedures.

Once a child has arrived on site, confirmation of attendance must be sent to the referring school or agency by *9.30am* to inform of their arrival.

In the event of absence

If a student has not arrived by *9.30am*, contact with the parent/carer must be made via *phone/email* to confirm a reason for absence and to ensure the safeguarding of the child.

Kate Barratt will contact the named contact at the referring school or agency to inform of the pupil absence and agree the appropriate next steps. This may include further attempts to make contact or a home visit.

Parents/carers must notify the Appropriate Provision of any absence in advance where possible e.g. in the event of a pre-arranged appointment. Permission for any pre-arranged absence must *be requested via the Appropriate Provision Manager* who will liaise with the referring school/agency.

Any absence (planned or otherwise) will be shared with the relevant contacts at the referring school or agency.

Arrangements during the school day

If a pupil is leaving site during the school day due to illness or an otherwise planned absence, the referring school/agency must be informed by (*Garfield Holmes/ Josh Merchant*). The Appropriate Provision Manager will ensure that appropriate supervision is in place until collection has taken place.

If a pupil leaves our site during provision hours without permission, then parents/carers will be contacted immediately, and the referring school/agency will be notified. The Appropriate Provision team will follow the procedures set out in the Three Spires Trust Safeguarding and Child Protection policy in this instance.

We expect all parents/carers will:

- Ensure that they contact Kate Barratt on each day of absence by 9am or if known in advance if the child is unable to attend the Appropriate Provision
- Attempt to arrange any appointments outside of the Appropriate Provision day
- Contact the provision promptly whenever any concerns arise that may keep their child from attending the provision
- Notify the provision immediately of any changes to contact details
- Agree on transportation arrangements for their child and inform the Appropriate Provision Manager of any changes