



Redgate Sports: Attendance Policy

Statement of Intent

For a child to reach their full potential a high level of attendance is essential. We are committed to providing fun and purposeful sessions for our students which they want to attend. However, we also recognise that our pupils can sometimes be struggling emotionally and can be disorganised in the school environment. As such, our attendance policy sets out how we will work to support the maximum attendance possible.

Redgate Sports delivers in 2 differing ways, as such, the attendance policy needs to reflect this.

- Sessions where we are delivering in a partner's setting, for example, at a school
- Sessions where we are the lead, for example, a holiday camp

It also must be understood that Redgate delivers 2 types of session. The type of session does not alter how we respond to non-attendance, although, we need to recognise that for the referring partner non-attendance will be viewed differently for these 2 situations:

- Wellbeing, curriculum enhancement
- Curriculum / statutory provision

How we Support Attendance

- Sessions where we are delivering in a partner's setting:
 - Always agree with a student where you will meet for a session
 - Emphasise to the student that we don't cancel for weather or injury. We will do what we can to work around any issues – and sometimes maybe we will just chat
 - If a pupil has potential to be an irregular attender then email their pastoral lead 1st thing on the day of the session and ask them to remind them
 - If a pupil does not arrive for a session then do what you can to achieve attendance. The most efficient option is to stay at the agreed meeting point but to call reception and ask them to find the student
- Sessions where Redgate are the lead:
 - For term times always have school contact details. For holidays always have social worker contact details
 - Reinforce arrangements the day before the session via email / text

- Always record attendance and report non-attendance on the Redgate tracking app
- If a child does not arrive for a session call school, parents, carer and find out what has happened
- See if they can get there – even if late

Responding to attendance issues

- Always record attendance. Report non-attendance on the Redgate tracking app.
- Report not attendance to the school contact
- If non-attendance repeats then report to Redgate Sports lead – and we will follow up with the school / referring partner to discuss solutions
- Students use up our coaches' time and Redgate's funding. While we always be patient and give students every opportunity to attend there does come a point where we have to halt provision

This policy is recommended for approval by:



Dan Thorp

Redgate Sports CEO and Welfare Officer

Date: 04/08/25

POLICY REVIEW:

Redgate Sports review all policies every August. Policies may be reviewed and amended more frequently if the need arises. Changes in legislation and guidance or learning from incidents/near miss event may require a review and change to take place.

Policy/ Procedure	Date Last Reviewed	Amendments Made	Date Next Review	Amended By
Attendance	06.08.23	Addition of Review Procedure	06.08.24	DT
	01.08.24		01.08.25	DT
	04.08.25		04.08.26	SK

This policy is circulated to all staff annually. The policy is also circulated to all referring partners.

Redgate Sports holds staff training every 6 months and aspects of this policy are included in every training session.

This Policy has been developed by the Redgate Sports team and approved by the Board.