



Redbridge Alternative Provision

Attendance Policy

Written by

Charles Knight

Reviewed on

Sep 18

Due for review on

Sep 19

Attendance Policy

- Parents/Carers have a legal duty to ensure their son/daughter attends school punctually and regularly.
- RAP lesson times are as follows;

	KS3	KS4	SSP
Registration	9:00 – 9:30	9:15 – 9:30	9:25 – 9:30
Lesson 1	9:30 – 10:15	9:30 – 10:15	9:30 – 10:15
Lesson 2	10:15 – 11:00	10:15 – 11:00	10:15 – 11:00
Break	11:00 – 11:15	11:00 – 11:15	11:00 – 11:15
Lesson 3	11:15 – 12:00	11:15 – 12:00	11:15 – 12:00
Lesson 4	12:00 – 12:45	12:00 – 12:45	12:00 – 12:45
Lunch	12:45 – 13:15	12:45 – 13:15	12:45 – 13:15
Lesson 5	13:15 – 14:00	13:15 – 14:00	13:15 – 14:00
Registration	14:00 – 14:10	14:00 – 14:25	14:00 – 14:30

- If a student is suffering from an infectious illness, they should not attend until the risk of infection has passed.
- Medical certificates and/or appointment cards may be required to authorise medical absences.
- If a student is going to be absent, RAP should be informed as soon as possible on each day of the absence.
- If a student is absent without an explanation being given, RAP will attempt to make contact with parents and/or carers to determine the reason for absence.
- If a student arrives at school after the register has closed, this is recorded as an absence.
- Where a student has developed a pattern of persistent absence or lateness, RAP may refer to appropriate agencies for support.
- London Borough of Redbridge may issue penalty notices for persistent or unexplained absences. This can result in a fine, court appearance, parenting order or custodial sentence.
- Requests for leave during term-time may be addressed to the head teacher.