ATTENDANCE PROCEDURE

Recording attendance and supporting safe arrival and departure

ORGANISATION	SKAPE North East Ltd	**SITE ADDRESS**	Whessoe Road, Darlington, DL3 0QT
UPDATED	04 November 2026	**NEXT SCHEDULED REVIEW**	November 2027
PROCEDURE OWNER	Linda James – Acting Centre Manager	**CENTRE CONTACT**	centremanager@skape-centre.co.uk

This attendance procedure should be followed alongside SKAPE's Admissions Policy.

01 ARRIVAL ON SITE

The registered school is responsible for any travel costs incurred to enable a student to attend SKAPE Alternative Provision, Darlington. Transport arrangements will be agreed and explained at the initial admissions meeting with the registered school and the student's parents or carers.

The registered school will remain responsible for arranging for the student to be transported safely and securely to SKAPE and for ensuring that the student understands these arrangements. This also applies to transport from the Centre at the end of the SKAPE school day.

On arrival at SKAPE, students and accompanying adults should ring the buzzer and wait for a member of staff to let them in. A member of SKAPE staff will then welcome the students and escort them into the building.

Access to the building is through the double automatic entrance doors. Once students are inside, the internal entrance door will be kept locked, and SKAPE staff will manage entry and exit. There will be no unrestricted access for the general public during the school day.

Anyone needing access, such as a delivery driver, should ring the buzzer and wait for a member of staff. SKAPE staff will attend to deliveries in the initial reception area, and delivery drivers will not be given access further into the site.

02 DAILY REGISTRATION OF STUDENTS

Tracking and reporting attendance at alternative provision is an essential part of safeguarding and promoting the welfare of children and young people. SKAPE staff will monitor attendance closely and will ensure that accurate attendance records are maintained.

SKAPE staff will maintain a daily electronic record of student attendance, as well as a written register. Staff will manage electronic records in accordance with the data protection arrangements set out in SKAPE's GDPR Policy. SKAPE staff will regularly update the registered school about the student's attendance.

Whenever a student is absent, SKAPE staff will inform the registered school. The registered school will then contact the student's parents or carers and work with them to resolve any issues affecting regular attendance.

The registered school will formally monitor attendance, update its records and maintain weekly contact with SKAPE. Where a student's attendance falls below the registered school's target, the school will normally put in place the interventions set out in its own Attendance Policy.

03 SUPPORTING STUDENT ATTENDANCE

SKAPE will support students to attend the Centre regularly so that they can get the most out of their placement. SKAPE staff will build positive relationships with students and provide a welcoming and supportive learning environment. Where a student finds it difficult to attend, staff will work with the student, their parents or carers and their registered school to understand the barriers and agree appropriate support. Staff will encourage students, recognise improvements in attendance and help them to build confidence in attending and taking part in learning.

04 ILLNESS AND EARLY DEPARTURE

SKAPE's Medication Policy explains the procedure staff will follow if a student needs to leave the Centre for medical reasons. If a student needs to leave for medical reasons or another legitimate reason, SKAPE staff will contact the registered school. Students will not be allowed to leave the Centre alone.

The registered school will arrange the student's transport home or back to school and will agree these arrangements with the student's parents or carers.

05 TRANSPORT AT THE END OF THE SCHOOL DAY

Transport arrangements for the end of the school day will be agreed with the registered school and the student's parents or carers at the initial admissions meeting.

At the end of the SKAPE teaching day, SKAPE staff will escort students safely out of the building to their waiting transport. Once students have left the building and entered their transport vehicle.

06 DOCUMENT REVISION HISTORY

DATE	CHANGE	APPROVAL	REV.
October 2025	Procedure implemented	Kelly Watson	01
October 2026	Procedure reviewed	Kelly Watson	02
04/11/2026	New site entry details, student attendance support added	Linda James	03