

## Protocol for Registration at Red Kite School

The school opens its doors to welcome students at 9.00am where they have a soft start to the day with breakfast and games or they can go straight to their form base.

Registration is open from 9.00am – 9.15am when students will be marked Present (P) if on school site. Students are expected to attend form time from 9.15am – 9.30am for a check in with their form tutor and TA.

Students arriving between 9.15am and 9.45am are marked late (L). If students arrive after 9.45am, they are marked late after register closes (U).

Parents and carers will be called after 9.45am to establish reasons for absence. Red Kite uses the following:

- M – Medical
- C – Authorised absence for specific reasons
- N – No reason for absence given
- O - Unauthorised absence
- I – Illness
- G – Unauthorised holiday

The safeguarding team at Red Kite follows up where reasons for absence are not given within 48 hours. A home visit or TEAMS call with the student in view is held on a weekly basis if not attending on school site e.g. home provision on Tute in place.

Our aim with attendance is always to be supportive and work with families in a trauma informed way.

Staff involved in the Attendance process at Red Kite:

