



ATTENDANCE POLICY

Reviewed September 2025

ATTENDANCE

Rhino Sports Academy hopes that all children enjoy our clubs and want to keep returning. In some of our clubs, especially the sports ones, attendance is important as the staff plan for a whole term to ensure children have the ability to learn skills and implement them in games. If a child misses a few lessons and then returns, they may have missed out on valuable skill learning opportunities.

We do understand that sometimes life gets in the way. At Rhino we ask parents to please let us know if their child is going to miss more than one lesson. If a child misses 3 or more sessions, we will contact the parents/guardians to find out why, and if there is anything we can help with. If we do not get a response, we may correspond with the school to see if the child still attends there. Consideration must be given to the child's vulnerability, parents and/or carer's vulnerability and their home life. Any concerns must be referred to local children's social care services and/or police to do a welfare check.

If your child receives Pupil Premium and has missed a lesson with no contact, then we may offer that pupil premium place to another child.

Children get collected by staff members from the teachers, and a register is taken to transfer that child into our care. It is the parents' responsibility to ensure the children have the correct clothing and football for the club they are attending.

If a pupil repeatedly detracts from the objectives of the service(s) and threatens the enjoyment and safety of others, the Parents or Carers will be contacted and will be asked to remove that pupil. Any applicable refund shall not be payable in these circumstances.

REFUSAL OF CHILD TO GO TO CLUBS/CAMPS

Rhino Sports Academy reserves the right to exclude or refuse any pupil from participating in any clubs/camps at any time. Managers will pass on the relevant information/evidence to the Director, who will then have the final decision. Schools will be notified if a child has unfortunately had to be excluded. The Director may choose to give a session ban to see if behaviour improves, and the situation will be monitored.

Unacceptable behaviour will not be tolerated. The staff member will attempt to deal with it in the first instance within the confines of the group and in accordance with our Behaviour policy.

If a pupil repeatedly distracts and threatens the enjoyment and safety of others, the Parents or Carers will be contacted and will be asked to remove the pupil. Any applicable refund shall not be payable in these circumstances.



At Rhino Sports Academy, we recognise that regular attendance is essential to ensuring the safety, wellbeing, and developmental progress of every child. We have clear procedures in place for responding to and following up on all absences. These procedures are particularly important in identifying potential safeguarding concerns at the earliest opportunity. Even though wraparound care may be outside of a child's funded education hours, our duty of care remains in force and we are expected to monitor attendance and act on any unexplained absence or welfare concern.

Reporting and Monitoring Absences

Parents and carers are expected to notify the setting of any absence before the first day of non-attendance, providing a reason.

All absences are recorded on Enrolmy and monitored regularly by the Manager and/or Designated Safeguarding Lead (DSL).

Escalation Procedure for Unexplained Absences

Day	Procedure	Responsible Staff Member(s)
Day 1 – Unexplained Absence	Confirm with school (if applicable) whether the child attended during the school day. Contact parents/carers immediately if the child has not arrived as expected.	Key Person / Admin
Day 2 – Continued Absence with No Contact	Again, speak to the school to find out if this absence is explained. Make a second contact attempt. Escalate to the DSL. All attempts must be documented on the child's record.	Key Person / DSL
Day 3–5 – Ongoing Absence or Concerns Identified	The DSL and/or Manager will assess the level of concern. Where appropriate, consider conducting a home visit or seeking support from external agencies such as the Health Visitor or Early Help Team.	DSL / Manager



**Beyond Day 5 or
Immediate
Concern**

Where there is still no contact or a potential safeguarding concern is identified, a referral may be made to Children's Services. All decisions and actions will be recorded in accordance with the setting's Safeguarding Policy.

DSL / Manager

Children with Known Vulnerabilities

Where a child is:

- Subject to a Child Protection Plan or Child in Need Plan,
- A Looked After Child,
- Receiving support from early help or social care,
- Known to have additional safeguarding vulnerabilities,

Any unexplained absence must be escalated to the DSL without delay. The DSL will follow local safeguarding protocols and liaise directly with the allocated social worker or relevant professional.