**Attendance Policy**

This policy has been created to outline staff responsibilities in registering attendance for all children and young people who are attending CrossFit Shropshire Alternative provision.

The Lead Coach will be responsible for registering all children and young people. Internal records of attendance will be kept and the school will be informed via email to the named attendance offer by 9:30am.

If a young person cannot attend, it is the school responsibility to contact and inform us if they are unable to attend.

Should there be any safeguarding/ concerns around the child or young person CrossFit Shropshire Alternative Provision will contact the school immediately and follow the CrossFit Shropshire Safeguarding Policy.