

Progress Reporting & Communication Framework

PROGRESS REPORTING & COMMUNICATION FRAMEWORK Creative Makers CIC

Purpose

This document outlines the structured processes in place to provide attendance, progress and safeguarding information to parents/carers and commissioning schools or Local Authorities.

1. Attendance Monitoring

- Attendance is recorded at each session.
- Unexplained absence is followed up on the same day.
- Weekly or half-termly summaries are available to commissioning schools.
- Patterns of absence are reviewed in line with graduated response principles.

2. Behaviour & Safeguarding Reporting

- Significant incidents are recorded on the day they occur.
- Safeguarding concerns are escalated immediately to the DSL.
- Referring schools/Local Authorities are informed in accordance with statutory safeguarding procedures.
- Risk assessments are reviewed following serious incidents.

3. Progress Monitoring

Progress is monitored through:

- Engagement levels
- Emotional regulation development
- Participation in structured creative tasks
- Attendance trends
- Social interaction and relational trust
- EHCP outcome alignment (where applicable)

4. Reporting Frequency

Depending on commissioning agreement:

- Informal updates as required
- Weekly summary (if agreed)
- Half-termly written progress report
- Contribution to EHCP/TAC/review meetings

5. Communication Methods

- Secure email (AIP/OME compatible)
- Scheduled review meetings
- Telephone communication
- Written reports

6. Placement Review

Placement effectiveness is reviewed:

- At agreed intervals
- Following significant incidents
- Where attendance concerns arise
- Where needs change

Creative Makers CIC operates in partnership with the commissioning school or Local Authority and does not operate as a standalone provision.

Signed:

Rebecca Knee
Director
Creative Makers CIC

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