Attendance Monitoring and Reporting

Process Creative Makers CIC

1. Purpose and Scope

Creative Makers CIC maintains robust attendance monitoring systems in line with Local Authority expectations for Alternative Provision and early intervention placements.
The purpose of this process is to ensure safeguarding, support the graduated response framework, and contribute to improved attendance and engagement outcomes for children and young people.

Provision operates during term time and school hours, delivering half-day or full-day placements as commissioned.

2. Daily Attendance Recording

• Attendance registers are completed at the start of each morning and afternoon session. • Registers record: pupil name, date, session time, present/absent status, reason for absence (where known).
• Registers are signed by the session lead and securely stored in compliance with UK GDPR. • Digital or secure physical registers are maintained and retained in line with data retention policies.

3. Same-Day Absence Procedures

In line with safeguarding expectations and local authority guidance:

• Unexplained absences are followed up promptly.
• Referring schools and/or commissioning bodies are notified on the same day where required.
• Where appropriate, parents/carers are contacted in accordance with agreed communication protocols.
• Attendance concerns that raise safeguarding issues are escalated in line with the Safeguarding Policy and relevant Local Authority procedures.

4. Monitoring, Early Identification and Graduated Response

Attendance data is reviewed regularly to identify:

• Emerging patterns of absence
• Indicators of emotionally based school avoidance (EBSA)
• Escalating anxiety or dysregulation
• Barriers to engagement

Creative Makers CIC contributes to the graduated response process by:

• Sharing attendance data with the referring school/SENDCo
• Participating in review meetings where required
• Supporting reintegration planning
• Aligning attendance monitoring to EHCP outcomes where applicable

5. Reporting to Commissioners and Schools

Attendance reporting can be provided:

• Weekly summaries (where commissioned)
• Half-termly attendance reports
• Termly outcome summaries
• Written updates for review meetings

Reports may include:

• Attendance percentage
• Commentary on engagement and participation
• Identified barriers and interventions implemented
• Progress towards agreed placement outcomes

6. Safeguarding and Data Protection

All attendance records are:

• Stored securely with controlled access
• Managed in accordance with UK GDPR
• Shared only with authorised professionals
• Retained in line with organisational retention schedules

Attendance monitoring forms part of the organisation’s safeguarding oversight arrangements.

7. Accountability and Oversight

Overall responsibility for attendance monitoring and compliance sits with:

Rebecca Knee
Director
Creative Makers CIC

The Director ensures systems are reviewed regularly and remain aligned with safeguarding, SEND and Local Authority expectations for Alternative Provision.

Signed,

Rebecca Knee
Director
Creative Makers CIC

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