

Attendance Policy – Transitional Learning Programme

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Record of changes

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Attendance Recording

Attendance is recorded once daily on our internal programme, Schoolworks for all learners. Additionally, for learners who are referred by the local authority, we record attendance twice daily on CLM. We expect attendance to be marked within thirty minutes of the beginning of the session.

Attendance Reporting

Attendance is reported to schools through our programme Schoolworks. Automated emails are sent to attendance officers at each school on the morning that their learner is booked in with us. For all sessions attended or late arrivals up to thirty minutes, the automated email confirms attendance. For any absences that are marked, our administrator contacts parents/carers to ascertain a reason for the absence before reporting to schools any non-attendance by phone.

CLM is utilised in the morning and afternoon of each session of learners who are referred directly by the local authority.

Attendance Concerns

Repeated non-attendance should be noted by the referring school or organisation, though we do follow up with stakeholders to report any patterns or concerns that we note within the Transitional Learning Programme.