

Staff Daily Student Attendance Response

Student fails to attend at 10am... give 15 mins as they may simply be running late

by 10.15am start to make contact with parents / carers to ascertain if they have set off, are on their way or are not attending.

report non-attendance to referrer by telephone no later than 10.30am and back this up with emailed details of the situation who contacted etc..

When students Attend on time

referrers do not hear from us (albeit some referrers may on occasion give us a quick call to see if a student has attended)

referrers then receive detailed feedback after the session regarding the productivity of the session completed that day, this email is usually sent to the referrer by 3pm the same day