Cycloan Education & Restorative Approaches Ltd.,
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Swallow Street, Higher Hillgate,
Stockport SK1 3HJ.
0161 474 0990
www.ceracycloan.co.uk
Company Registration Number: 8974225
UK Registered Learning Provider: 10066015

Morning Attendance & safeguarding procedure

1. If student does not arrive with us by 10.15am ring parents to find out if they are attending, if there's no answer leave a message.

2. If you do not get an answer from Parents at 10.15am also ring school immediately to see if they can give any information.

3. If you have been informed that the student is running late update the system with this information and "Wait" for the student to arrive giving the student a late mark on arrival and record time of arrival

4. If you have received information saying the student is not going to attend due to illness, its an inset day or any other valid agreed reason update the system by 10.30am with information you have received and give the student an authorised absence mark.

5. If you have received information that the student is simply refusing to attend update the system with the information you have been given and record a "did not attend" mark

The CERA Cycloan Hub system automatically updates school regards attendance recording

Brian Pendlebury
Company Director