

Procedures for Monitoring Attendance

1. Introduction

Turning Point Leeds (TPL) recognises that good attendance is a key factor in pupil progress, safeguarding, and engagement. Attendance is closely monitored in partnership with host schools to ensure pupils are safe, accounted for, and fully supported to engage in education.

This procedure sets out how TPL records, tracks, and reports attendance, using our **CLM system, dual registers, and live recording processes**.

2. Purpose

The purpose of this procedure is to:

- Ensure accurate, real-time recording of attendance.
- Meet statutory safeguarding requirements by knowing the whereabouts of all pupils during the school day.
- Provide transparency for host schools, parents/carers, and external agencies.
- Identify patterns of absence early and intervene to support improved attendance.

3. Principles

- **Safeguarding Priority:** Attendance is a safeguarding measure. Pupils not accounted for may be at risk.
- **Accuracy:** All registers must be completed live and accurately at the start of each session.
- **Partnership:** TPL will always inform the **host school DSL and attendance lead** of any concerns.
- **Transparency:** Host schools retain overall responsibility for statutory registers, supported by TPL's dual-register system.

4. Recording Attendance

1. Dual Register System

- The pupil's host school remains responsible for the statutory attendance register.
- TPL maintains a **daily dual register** in line with the host school register.
- Attendance is recorded both at the host school and at TPL to ensure consistency and accountability.

2. CLM System

- TPL uses the **CLM attendance management system** for secure, live recording.
- Staff complete registers in real time at the start of morning and afternoon sessions.
- Absence codes follow DfE guidance and are aligned with host school codes.

3. Live Recording

- Attendance is updated immediately and can be viewed live by Directors and safeguarding staff.
- Any discrepancies or unexplained absences are flagged instantly.

5. Absence Procedures

- **Unexplained Absence:** If a pupil is not present and no reason has been provided, staff will:
 - Check with transport/parents/carers if relevant.
 - Contact the host school attendance officer and DSL within 30 minutes of register close.
 - Record all actions on CLM.
- **Authorised Absence:** Host schools must confirm authorisation. TPL records this on CLM and the dual register.
- **Persistent Absence:** Where attendance falls below 90%, TPL will:

- Inform the host school DSL and attendance officer.
- Contribute to an attendance plan and review meetings.

6. Monitoring and Reporting

- Attendance data is reviewed **weekly by Directors**.
- Monthly attendance summaries are shared with host schools.
- Patterns of absence, lateness, or safeguarding risks are reported immediately to host schools.
- Concerns may also be raised with parents/carers and external agencies if necessary.

7. Responsibilities

- **Staff:** Complete live registers accurately and promptly.
- **Directors:** Oversee monitoring and ensure compliance with safeguarding duties.
- **DSL:** Ensures host school DSLs are informed of any safeguarding-related absences.
- **Host Schools:** Maintain statutory attendance registers and lead any attendance enforcement action.

8. Review

This procedure is reviewed annually, or sooner if legislation or recording systems change.

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Next Review August 2026