



Stop Gap Attendance Procedure 2026/2027

At Stop Gap, we place a high priority on student safety and clear communication with schools regarding attendance and collection.

1. School Attendance Notification

- Upon the student's scheduled arrival at Stop Gap, staff will confirm attendance.
- Within 30 minutes of the student's expected arrival time, the office team at Stop Gap will contact the attendance officer at school via email to confirm whether the student has arrived or has not arrived at Stop Gap. The attendance officer email address is outlined in the referral form process.
- This communication ensures both Stop Gap and the school are aware of the student's whereabouts and can respond promptly to any discrepancies.

2. No Answer on Collection

- If staff attend a student's home or designated pick-up location and receive no answer at the door, Stop Gap will make reasonable efforts to contact the parent/guardian immediately.
- If we are unable to make contact, the office team or the manager at Stop Gap will notify the school within 30 minutes to inform them that collection was attempted was unsuccessful.

3. Record Keeping

- All attendance checks and communications with schools or parents/guardians will be recorded by Stop Gap in the student communication form in the case of a telephone conversation with the attendance officer at the school or with an email to the designated attendance officer at the school the student is on roll with.