



# Newton's Walk Attendance Policy

Due for Review: Summer 2018

## **Introduction:**

Newton's Walk believes that good attendance and punctuality are essential if students are to learn effectively and reach their full potential. The School strives to provide a welcoming, caring and safe environment where every member of the school community feels valued.

The School aims to achieve good attendance and punctuality by working with an attendance policy where the staff, students, parents, work in partnership.

The Attendance Policy links closely to the School's Teaching and Learning Policy, Behaviour and Safeguarding Policies. The School sets rigorous targets for attendance and has high expectations. The School has a systematic approach to gathering and analysing attendance related data and protocols and monitoring procedures which reinforce the high expectations set for students. Individual attendance is closely monitored and targets are reviewed regularly. Good attendance is rewarded and the importance of good attendance and punctuality is supported by celebrating positive attendance across the School.

Where individual students have identified problems, these will be handled with care and sensitivity to support the student and the family.

## **Protocols:**

### **Registration**

The School uses a web-based e-portal system for registration. Attendance is registered at the beginning of each half day.

### **Use of Codes**

Registers are completed using the codes outlined by the Education Welfare Service.

### **Authorisation and unauthorised absences**

All unexplained absences will be claimed as unauthorised. All absences will be followed up. Newton's Walk attendance lead will judge whether absences that are explained can be judged to be authorised or unauthorised. All absences must be confirmed by a parent/carer before it can be authorised. Examples of the type of explanation that cannot be authorised:

- Appointment for a haircut
- Mainstream sibling at home due to inset day
- Waiting for a maintenance person to visit the home
- Not up in time for the taxi

### **Holidays during school time**

Newton's Walk discourages students going on holiday during term time. A decision to authorise holiday during term-time will be discussed with the Headteacher first.

### **Registering off-site provision**

It is the responsibility of the outside provider to inform Newton's Walk of absences as soon as possible after registration closes. Rigorous systems are in place for the registering of students at external provision. The follow up of absences will be the same as within Newton's Walk.

### **Morning processes**

Newton's Walk staff will greet all children on their arrival at school in their taxi. Each class will have a folder and list of children to confirm the times that they arrive and leave site. After all children have arrived any absences will be followed up immediately. Forms are available in the back of each class folder to enable logging of contacts with parents/carers. Before contact with home a call to transport will be necessary to ensure collections have been attempted. (See Appendix 4 flowchart)

### **Tracking Attendance**

The Complex Case Manager meets weekly with Admin Officer to review absences. Initial concerns will be discussed with the parent by the family officer assigned. If continued absence problems are noted then a letter will be sent home.(Appendix 1) Continued absence will necessitate a further letter. (Appendix 2)

### **Attendance less than 85%**

When monitoring attendance, part-time timetables can result in very low attendance. Careful monitoring of absence levels are required to ensure that attendance is as high as it can be. If poor absence is identified then attendance letters are to be sent home.

### **Role of the Education Welfare Officer**

The principal education welfare officer will be contacted when absence rates continue to be poor and interventions/letters home have proven unsuccessful. A final letter see Appendix 3, should be sent to organise a meeting within school.

### **Punctuality**

Children are transported by taxi for a majority of students attending the school. Consequently punctuality may be concerning. If continued lateness becomes an issue, contact with the transport department will be necessary.

### **Rewards**

Good attendance will be celebrated not only by rewards but during 'Welcome' assemblies.

100% attendance rewards/certificates are issued each half-term.

### **Role of the Attendance Officer**

- Support and train relevant staff on the use of the registration system
- Review attendance regularly to identify any concerns
- Each half-term produce a report showing actual attendance and attendance impact of flexible time-tables and exclusions for consideration by SLT



Child address

Your ref  
Our ref  
Contact James Stanley  
email james.stanley@newtonswalk.derby.sch.uk  
Tel 01332 717997  
Fax  
Minicom 01332 716709  
Date

Newton's Walk Pupil Referral Unit, Cedar Grove, Cedar Street, Derby, DE22 1HL

Dear Parents,

Re: child name

Your child's current attendance is a cause for concern. Regular attendance at Newton's Walk is vital if children are to make progress and to benefit from the opportunities that the school offers.

We will continue to monitor the attendance, and hope to see an improvement in the coming week. If there are particular problems which we might help you with, or, if your family officer or child's keyworker could be of any assistance, please do not hesitate to contact us.

If you have any concerns or queries, please do not hesitate to contact me on the above number

Yours sincerely

James Stanley

Attendance Officer



Child address

Your ref  
 Our ref  
 Contact James Stanley  
 email james.stanley@newtonswalk.derby.sch.uk  
 Tel 01332 717997  
 Fax  
 Minicom 01332 716709  
 Date

Newton's Walk Pupil Referral Unit, Cedar Grove, Cedar Street, Derby, DE22 1HL

Dear Parents,

Re: child name

Your child's attendance is continuing to cause concern. Attendance and attainment are closely linked, therefore the better a young person's attendance the better the outcome. Non school attendance holds implications where parents may find themselves in a position where legal action is being taken against them. This is a situation we all want to avoid.

It is important that we are notified of any absence on the first day as we want to ensure the safety of your child. We will continue to monitor your child's attendance and hope to see an improvement in the near future.

If there are particular problems which we might help you with, or, if your family officer or child's keyworker could be of any assistance, please do not hesitate to contact us.

If you have any concerns or queries regarding your child's provision, please do not hesitate to contact me on the above number

Yours sincerely

James Stanley

Attendance Officer



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Our ref  
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Newton's Walk Pupil Referral Unit, Cedar Grove, Cedar Street, Derby, DE22 1HL

Dear Parent,

I have written to you on two occasions expressing concern regarding your child's attendance however this has not improved and remains a concern.

We have arranged a meeting at school on xxxxxxxxxxxx at xxx pm to discuss the current situation.

A referral has been made to the Education Welfare Service. Your child's attendance will be monitored closely and continued non-school attendance may lead to court action and fines.

Should you wish to discuss this further, then please do not hesitate to contact me on the above number.

Yours sincerely

James Stanley  
Attendance Officer

## Newton's Walk First Day Contact

