Attendance Policy, Procedures, and Register

Policy Information

Responsible Person	**Wayne Stewart**
Date	**03/09/2026**
Review Date	**03/09/2027**
Review frequency	**Annually**
Version No.	**1.3**

Introduction

We strive to provide a welcoming, caring environment whereby each member of the New Roots Workshop CIC community feels valued and safe.

New Roots Workshop CIC is committed to providing a full and efficient educational experience for all pupils. We believe that if pupils are to benefit from education, good attendance is crucial. Any problems that impede full attendance are identified and addressed as speedily as possible.

We are committed to meeting our obligations with regards to pupil attendance by:

- Promoting good attendance and reducing absence, including persistent absence.
- Ensuring every pupil has access to the New Roots setting.
- Acting early to address absence.

We will also support parents with good attendance and will promote and support punctuality in attending the provision.

Aims

The aims of this policy are to:

- Promote a welcoming atmosphere that makes attendees feel safe and valued.
- Encourage good relationships between the New Roots Workshop CIC staff and parents/carers.
- Stress the importance of good attendance and punctuality.
- Ensure that attendance is monitored effectively, and absence followed up quickly.

Registered Office: New Roots Workshop CIC, Queensgate House, 48 Queen Street, Exeter, Devon, EX4 3SR | Company No. 14933996
www.newrootsworkshop.co.uk | contact@newrootsworkshop.co.uk | 07852 322159

New Roots Workshop CIC Staff

New Roots Workshop CIC administrative staff are responsible for recording attendance daily and then reporting attendance/non-attendance to the referrer immediately. New Roots Workshop will also engage with parents where appropriate regards attendance.

Parents/carers of students are asked to contact the New Roots setting on the first day of absence and every subsequent day unless notified in advance. Contact can be made by telephone (please refer to www.newrootsworkshop.co.uk) or by email to newrootsworkshop@gmail.com

Pupils

Pupils are expected to be at the designated point (within a max 15mile radius from NRW setting) for collection by the agreed start time. We will wait for a maximum of 15 minutes at the designated collection point. Pupils arriving late for the collection are expected to make their own way to the New Roots setting once permissions have been sought.

Registers will close 30 minutes after the published start time of the provision.

Any student arriving after registers closes, will be marked as late and a genuine reason should be provided to explain their absence.

Such students will be included on the register as not in attendance.

New Roots Workshop CIC staff are happy to meet with parents/carer or referrer to discuss any potential issues regarding non-attendance.

Recording Attendance and Attendance Register

New Roots Workshop CIC will keep an attendance register and place all pupils onto this register.

We will take our attendance register at the start of the first session or at the designated collection point. It will mark whether every pupil is:

- Present
- Absent
- Unable to attend due to exceptional circumstances

Planned Absence and Non-Attendance

Parents/carer or the referrer are requested to contact the New Roots setting to inform us of a non-attendance at the earliest opportunity. Non-attendance for a pre-planned medical or dental appointment will be agreed by the parent/carer or referrer as soon as possible.

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Following up non-attendance

Where any Young Person we expect to attend the New Roots Workshop CIC setting does not attend, or stops attending, the referrer will be informed by:

- A follow up call on their non-attendance with their parent/carer or referrer to ascertain the reason.
- Ensure proper safeguarding action is taken where necessary.
- Identify whether the non-attendance is approved or not

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