

Woodnewton- a learning community

Attendance Mini Bus Policy



Approved by: Governance
Last reviewed on: 1 st September 2025
Next review due by: 1 st September 2026
Date: 1 st September 2025

Woodnewton Bus Expectations

At IFtL Trust Schools, we are relentlessly driven by our pursuit of excellence and high expectations of learning, behaviour and respect for every member of our community. We strive to promote and create responsible citizens who are punctual and who have consistently high rates of attendance.

Aspirations

We strive to promote and create responsible citizens who:

- Arrive to school on time and ready to start the day calmly and focussed prepared for learning.
- Excellent levels of attendance for all groups of pupils.

Core Values

We believe everyone within the IFtL community has the right:

1. To learn
2. To be respected
3. To be safe and supported

To achieve these things, children need to be in school on time and regularly.

At Woodnewton our aim is to promote good attendance and support our community of families to achieve this. As part of this offer we are able to offer a school Mini Bus. This mini bus is used to support children to get into school.

Criteria to be met in order to access mini bus:

- Persistently absent or persistently late
- Part of one of our Vulnerable Groups

When families meet the criteria and are selected by the Attendance Team they will be notified that a place on the bus is available for their child/ren. Parents/carers are requested to give signed permission (See Appendix 1) before a child is able to access the place on the bus. The school bus leaves school at 8am to begin pickups. When your child is allocated a place on the bus you will be made aware of the time that the bus would arrive to you as part of the route.

Parent / Bus agreement:

- Parent / Carer to have notified the bus mobile of absence by 8am before the bus starts it's journey.
- Parent / Carer / Child/ren to be ready when the bus arrives and watching for the bus to enable them to come out promptly.
- Parent / Carer to be aware that this is a time limited support and shall be reviewed each half term with a notification sent via the school to inform you if your place is to be continued.
- If the bus is unable to collect your Child/ren we shall notify you the day before, the expectation is that you then get your Child/ren into school when the bus is not available to do so.
- If there are 2 Missed pick ups e.g where the bus has been to collect but your child did not come on the bus and we have had no notification of their absence, your child's place on the bus shall be reviewed and possibly the offer shall be retracted.
- Behaviour on the bus needs to be in line school behaviour policy at all times.
- If attendance does not improve with the support of the Mini Bus as above the place shall be reviewed and maybe retracted.
- Please also ensure that you bring/ observe your child/ children walking to the transport, they remain your responsibility until they are on the bus.

Appendix I

Dear Parent/Carer,

As we have previously discussed with you, your child's attendance is below where we would expect it to be, therefore we are going to be offering transport for your child from XXXX in order to support you with improving their attendance.

In line with the school Attendance Policy, if you do not require transport due to the child being absent from school then please contact the school attendance team on 07909257781 between 7.30am and 8am to cancel. If there are 2 occasions of non-attendance without contact then we will withdraw this service.

Please also ensure that you bring/ observe your child/ children walking to the transport as they remain your responsibility until they are on the bus. Please can you ensure that the children are ready for the bus when it arrives as waiting times can delay the further pick ups on the bus. Once on the bus, your child will be supervised and will be the responsibility of the member of staff from school, located on the bus.

This offer shall be reviewed at the end of the term and a decision discussed with as to whether a place on the bus will be offered again.

To accept this place please sign the permission slip below. If we do not hear from you your child's place on the bus may be offered to another child.

If you have any further questions please do not hesitate to contact us via the school office on 01536 265173.

Yours sincerely

The Attendance Team

I give/do not give permission for my child (insert child's name) to access the transport provided by Woodnewton- a learning community. I agree to ensuring the school are informed if my child/children are unwell and do not require transport before 8am on the day of absence.

Signed: Date:

Parent/Carer Name: