



**Rivers Academy West London**  
an Aspirations Academy

# Attendance Policy

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## **1. Statement of Intent (Aims & Objectives)**

**Rivers Academy West London** believes that in order to facilitate teaching and learning, a maximum attendance at school is vital for achieving a student's full potential.

We are committed to meeting our obligation with regards to the Academy attendance through our whole-Academy culture and ethos that values good attendance, including:

- Promoting and modelling good attendance.
- Reducing absence, including persistent and severe absence.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure pupils have the support in place to attend the Academy.
- Maintaining positive and consistent communication between home and the Academy.
- Maintain effective partnerships with the Education Welfare Service and other appropriate support services and agencies. This will include regular meetings between appropriate student support staff and the Academy's designated Attendance and Family Engagement Lead.
- Provide support, advice and guidance to parents and pupils.
- Maintain a high percentage of student attendance and punctuality at Rivers Academy West London.
- Provide a systematic approach to gathering and analysing attendance related data to promote timely and effective intervention at all levels within the Academy.
- Recognise and take into account the needs of individual pupils when planning reintegration following significant periods of absence.
- Ensuring equality and fairness of treatment for all.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Rewarding regular attendance.
- Meeting the DfE requirement of at least 97% attendance.
- Following the framework set in section 7 of the Education Act 1996 which states that:  
"The parent of every child of compulsory Academy age shall cause him/her to receive efficient full time education suitable:  
(a) to age, ability and aptitude and  
(b) to any special educational needs he/ she may have  
Either by regular attendance at the Academy or otherwise".

## 2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#). These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)
- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#)

This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

All staff must ensure they adhere to and implement the requirements of any equality legislation.

The importance of regular attendance:

1. Any absence affects the pattern of a pupil's education and regular absence will seriously affect learning.
2. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.
3. The Academy has a legal duty to publish its absence figures and its Attendance Policy to parents / carers and to promote attendance. Academy attendance data must be available to the Local Authority and the Department for Children Academy's and Families (DCSF).
4. Ensuring regular attendance at Rivers Academy is the legal responsibility of parents / carers in the first instance and condoning absence on the part of parents/carers from the Academy without a good reason creates an offence in law and may result in legal action. This is enshrined in Section 444 (1) of the Education Act 1996. Failure of a parent to comply is an offence which can attract a fine of £1000.

## 3. Key roles and responsibilities

### 3.1 The governing board

The **governing board** has overall responsibility for:

- Monitoring the implementation of the attendance policy and procedures of **Rivers Academy**.
- Ensuring that the attendance policy, as written, does not discriminate on any grounds, including, but not limited to, ethnicity/national origin, culture, religion, gender, disability or sexual orientation.
- Handling complaints regarding this policy as outlined in the Academy's **Complaints Procedures Policy**.
- Promoting the importance of Academy attendance across the Academy's policies and ethos.
- Making sure Academy leaders **fulfil expectations** and statutory duties.
- **Regularly reviewing** and challenging attendance data.
- **Monitoring attendance** figures for the whole Academy.
- Making sure staff receive **adequate training** on attendance.
- Holding the Principal to account for the implementation of this policy.

### 3.2 The Principal

The Principal is responsible for:

- Implementation of this policy at the Academy.
- Monitoring Academy-level absence data and reporting it to governors.
- Supporting staff with monitoring the attendance of individual pupils.
- Monitoring the impact of any implemented attendance strategies.
- Issuing fixed-penalty notices, where necessary.

### 3.3 The designated senior leader responsible for attendance

The designated senior leader is responsible for:

- The **Assistant Principal leading attendance** is responsible for the day-to-day implementation and management of the attendance policy and procedures of **Rivers Academy**.
- Leading attendance across the Academy.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having an oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.
- Arranging calls and meetings with parents to discuss attendance issues.
- Delivering targeted intervention and support to pupils and families.

The designated senior leader responsible for attendance is Palmira Joao and can be contacted via email :[pjoao@rivers-aspirations.org](mailto:pjoao@rivers-aspirations.org)

### 3.4 The attendance officer

The Academy attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7).

- Benchmarking attendance data to identify areas of focus for improvement.
- Providing regular attendance reports to Academy staff and reporting concerns about attendance to the designated senior leader responsible for attendance and the Principal.
- Working with education welfare officers to tackle persistent absence.
- Advising the Principal/Assistant Principal (authorised by the Principal) when to issue fixed-penalty notices.

The attendance officer is Persis Katto- Nagel and can be contacted via 0208890836 and/or [attendance@rivers-aspirations.org](mailto:attendance@rivers-aspirations.org)

### **3.5 Class teachers/Academic Mentors**

- Class teachers/Academic Mentors are responsible for recording attendance on a daily basis, using the correct codes, using Arbor.
- Designated members of staff will take the attendance register at the start of each Academy day and at the start of each afternoon session which accounts for their registration mark. Registers will also be taken for every session during the day.

### **3.6 Academy admin/office staff**

Academy admin/office staff will:

- Take calls from parents /carers about absence on a day-to-day basis and record it on the Academy system
- Transfer calls from parents /carers to the attendance officer/ Coordinator / Assistant Principals / Vice Principals / support in order to provide them with more detailed support on attendance.
- Staff, including teachers, support staff will be responsible for following the attendance policy, and for ensuring pupils do so too. They will also be responsible for ensuring the policy is implemented fairly and consistently.
- Staff, including teachers, support staff and volunteers will be responsible for modelling good attendance behaviour and implementing the agreed policy.

### **3.7 Parents/carers**

Parents/carers are expected to:

- Make sure their child attends everyday and timetabled lessons on time
- Call the Academy to report their child's absence before **8.25 am** on the day of the absence and each subsequent day of absence, and advise when they are expected to return.
- Report any absence immediately if known to the attendance officer via school comms or attendance email: [attendance@rivers-aspirations.org](mailto:attendance@rivers-aspirations.org) with relevant evidence.
- Provide accurate and up-to-date contact details.

- Be responsible for updating the Academy if the details change.
- Provide the Academy with more than 1 emergency contact number for their child
- Ensure that, where possible, appointments for their child are made outside of the Academy day
- Take responsibility for the attendance of their child/children during term-time.
- Promote good attendance and ensure that pupils attend the Academy every day.
- Action any attendance concern letters / emails/ text / phone calls received.
- Attend attendance meetings to work with the Academy and local authority to help them understand their child's barriers to attendance.
- Engage with the support offered to prevent the need for more formal support.

### **3.8 Pupils**

Pupils are expected to:

- Attend the Academy and every timetable session on time every day and comply with the Partnership of Excellence contract at the beginning of each Academic year.
- Pupils are responsible for their own attendance at the Academy and any agreed activities throughout the Academy year.
- All pupils are responsible for their punctuality to lessons.
- Pupils must arrive to the Academy by **8.25am** on each Academy day

## **4. Recording attendance**

### **4.1 Attendance register**

We 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 of each Academy day and once during the second session. It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment



See **Appendix 1** for the DfE attendance codes.

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 3 years after the date on which the entry was made.

The register for the first session which will be the **AM** mark will be taken at **8.30am** and will be kept open until **8.35am** The register for the afternoon session will be taken at **1:40pm** and will be kept open until **1.45am** and will be the PM mark.

## **4.2 Unplanned absence**

The pupil's parent/carer must notify the Academy of the reason for the absence on the first day of an unplanned absence by **8.25am** or as soon as practically possible by

- A. Calling the Academy on **0208 890 0245 ext 836 (attendance)**
- B. By email on [attendance@rivers-aspirations.org](mailto:attendance@rivers-aspirations.org)
- C. Or using the School Gateway App. (see also section 7).

Parents are also required to send a note in their planner on the first day their child returns with a signed explanation as to why they were absent. This must be done even if we have already received a phone call/ email.

We will mark absence due to illness as authorised unless the Academy has a genuine concern about the authenticity of the illness.

If the authenticity of the illness is in doubt, the Academy may ask the pupil's parent/carer to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence. We will not ask for medical evidence unnecessarily.

If the frequency of illness reported increases or if the Academy is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents/carers will be notified of this in advance.

## **4.3 Planned absence**

Attending a medical or dental appointment will be counted as authorised as long as the pupil's parent/carer notifies the Academy in advance of the appointment.

However, we encourage parents/carers to make medical and dental appointments out of Academy hours where possible. Where this is not possible, the pupil should be out of Academy for the minimum amount of time necessary.

Parents must request leave of absence for medical / dental appointments by emailing the attendance officer (attendance @rivers-aspirations.org) along with evidence of appointments as soon as possible.

The parent is also expected to fill out the permission slip in the students planner , which must be shown to staff while signing out.

The child must show the permission slip to the subject teacher and arrive at the reception area at least **10 minutes** before the arrival of their parent.

If the appointment requires the pupil to leave during the Academy day, the pupil must be signed out by a parent.

Pupils must attend the Academy before and after the appointment wherever possible.

The pupil's parent/carer must also apply for other types of term-time absence as far in advance as possible of the requested absence. Go to section 5.1 to find out which term-time absences the Academy can authorise.

#### **4.4 Lateness and punctuality**

Punctuality is of the utmost importance, and lateness will not be tolerated. The Academy day starts at **8:25am**; pupils should be in the Academy at this time.

A pupil who arrives late:

- Pupils who arrive past **8.25am**; will be marked as late, using the appropriate code and will receive an on the day 30 minute Academy detention .The behaviour manager will run a report and send a text message to parents.
- Registers are marked by **8:30am**. After the register has closed the pupil will be marked as late.

##### **Academy Detentions for Lateness**

- Late to the Academy - 30 minutes. (These take place at break 1 ) failure to attend break 1 detention , will escalate to 60 mins after school detention.
- Late to lesson (once in a day) - 30 minutes.
- Late to lesson (twice in a day) or late to lesson once and late to the Academy - 1 hour.
- More than two lates in a day - isolation and 90 minutes.
- The reason for high staff presence at the gate is to monitor and record late students. It will enable members of staff to have meaningful one to one conversations with students about the importance of being on time and the factors that are preventing them from being on time at the moment.
- Persistent lateness to lessons will not be tolerated.
- The register closes at **8:35am**; pupils will receive a mark of absence if they do not attend the Academy before this time.
- Attendance after the register closes will receive a mark to show that they are on site, but will count as an absent mark.
- If Punctuality is an ongoing issue then a parental/ carer meeting will be held and the punctuality agreement will be signed .

Number of lates (Term)	Trigger
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3 Lates	AM Contact home
5 lates	Deputy Coordinator Contact home Punctuality report
8 Lates	Coordinator Contact home Contract / Action Plan
10 Lates	Faculty Assistant Principal Contact Home Attendance and Family Engagement Lead report / action plan

#### **4.5 Following up unexplained absence ( Absence procedures) ( Appendix 2 )**

Where any pupil we expect to attend Academy does not attend, or stops attending, without reason, the Academy will:

- Call/ text/email the pupil's parent/carer on the morning of the first day of unexplained absence to ascertain the reason. If the Academy cannot reach any of the pupil's emergency contacts, the Academy may contact police / home visit / contact the safer community support officer.
- The Academy will always follow up any absences in order to:
  - Ascertain the reason for the absence.
  - Ensure that proper safeguarding action is being taken.
  - Identify whether the absence is authorised or not.
  - Identify the correct code to use to enter the data onto the Academy Census System.
- Identify whether the absence is approved or not.
- Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session.
- Call /text / email the parent/carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absence continues, the Academy will consider involving an education welfare officer.

#### **4.6 Reporting to parents/carers**

The Academy will regularly inform parents about their child's attendance and absence levels.. The Academy will also regularly communicate with parents via school comms, letters /emails, attendance letters along with the attendance registration certificates.

#### **4.6 Reporting to the LA**

- The Academy will inform the LA of any pupil being deleted from the admission and attendance registers if they:

- Are being educated from home.
  - No longer live within a reasonable distance of the registered Academy.
  - Have an authorised medical note.
  - Are in custody for a period of more than four months and the proprietor does not reasonably believe they will be returning.
  - Have been permanently excluded.
- **Rivers Academy** will inform the LA of any pupil who fails to attend the Academy regularly, or has an unauthorised absence for a period of **3** days or more during the academic year.

## 5. Authorised and unauthorised absence

Every day absence from the Academy has to be classified by Rivers Academy West London (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required; preferably in writing.

### ABSENCE:

**Rivers Academy** defines “absence” as either:

- i. Arrival at the Academy after the register has closed.
- ii. Not attending the Academy for any reason.

### AUTHORISED ABSENCE

**Rivers Academy** defines an “authorised absence” as:

- iii. An absence for sickness for which the Academy has granted leave for a good reason.
- iv. Medical or dental appointments which unavoidably fall during the Academy time for which the Academy has granted leave.
- v. Religious or cultural observances for which the Academy has granted leave.
- vi. An absence due to a family emergency.
- vii. Family holidays will not be authorised even if a pupils attendance exceeds 97%.

### UNAUTHORISED ABSENCE

**Rivers Academy** defines an “unauthorised absence” as absences are those which the Academy does not consider reasonable and for which no “leave” has been given. This type of absence can lead to the Local Authority using sanctions and/or legal proceedings:

- i. Parents keep children away from the Academy unnecessarily or without reason.
- ii. Truancy before or during the Academy day.

- iii. Absences which have not been properly explained.
- iv. Arrival at the Academy after the register has closed.
- v. Shopping, looking after other children or birthdays.
- vi. Day trips and holidays in term time which have not been agreed.
- vii. Leaving the Academy for no reason during the day.
- viii. Excessive illness without medical evidence
- ix. Pupils acting as carers

## 5.1 Approval for term-time absence

The Principal will only grant a leave of absence to a pupil during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the Principal's discretion, including the length of time the pupil is authorised to be absent for.

### Exceptional circumstances

We define 'exceptional circumstances' when a pupil is unable to attend because:

- The Academy is fully or partially closed.
  - Transport provided by the Academy or LA is not available and the pupil's home is not within walking distance.
  - There has been widespread disruption to travel services which has prevented the pupil from attending.
  - The pupil is in custody and will be detained for less than four months.
- When absence is due to exceptional circumstances, the 'Y' code will be used on the attendance register.
- The use of the 'Y' code is collected in the Academy census for statistical purposes.

#### 5.1.1 Term-time leave

1. At **Rivers Academy**, our aim is to prepare pupils for their future lives and careers. With this in mind, we require parents to observe the Academy holidays as prescribed.
2. Leave during term time will only be authorised in exceptional circumstances, for example bereavement or serious illness.
3. Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account.
4. Requests for leave will not be granted in the following circumstances:
  - i. During Year 7 when a pupil is settling into the Academy
  - ii. Immediately before and during assessment periods
  - iii. When a pupil's attendance record shows any unauthorised absence
  - iv. Where a pupil's authorised absence record is already above **10** percent for any reason
5. If term time leave is not granted, taking a pupil out of the Academy will be recorded as an unauthorised absence and may attract sanctions such as a penalty notice. The Educational Welfare officer will be notified who will be in contact with the parents .

The Academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request.

Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence, and in accordance with any leave of absence request form, accessible via **Appendix 4**. The Principal may require evidence to support any request for leave of absence.

Valid reasons for **authorised absence** include:

**5.1.2 Illness and medical/dental appointments( evidence must be submitted )** (see sections 4.2 and 4.3 for more detail)

**5.1.3 Religious observance** – where the day(s) is exclusively set apart for religious observance by the religious body to which the pupil's parents belong. If necessary, the Academy will seek advice from the parents' religious body to confirm whether the day is set apart.

- **Rivers Academy** will take advice from local religious leaders of all faiths to establish the appropriate number of days required for religious festivals.
- Parents must inform the Academy in advance if absences are required for days of religious observance.
- As per the guidance document a pupil is allowed a maximum of **2 days** religious holiday ( R code ) during the whole academic year. Please note this absence decreases the pupils overall attendance.

#### **5.1.4 Travellers**

- Traveller pupils travelling for occupational purposes – this covers Roma, English and Welsh gypsies, Irish and Scottish travellers, showmen (fairground people) and circus people, bargees (occupational boat dwellers) and new travellers. Absence may be authorised only when a traveller family is known to be travelling for occupational purposes and has agreed this with the Academy, but it is not known whether the pupil is attending educational provision

## **5.2 Legal sanctions**

The Academy or local authority can fine parents for the unauthorised absence of their child from Academy, where the child is of compulsory school age.

If issued with a fine, or penalty notice, each parent must pay the fine . The payment must be made directly to the local authority.

Penalty notices can be issued by a Principal, local authority officer or the police.

The decision on whether or not to issue a penalty notice may take into account:

- The number of unauthorised absences occurring within a rolling academic year
- One-off instances of irregular attendance, such as holidays taken in term time without permission
- Where an excluded pupil is found in a public place during Academy hours without a justifiable reason

If the payment has not been made after 28 days, the local authority can decide whether to prosecute or withdraw the notice.

## 6. Strategies for promoting attendance

The Academy will ensure that every pupil has access to full-time education and will act as early as possible to address patterns of absence.

### 6.1 Parental Support

The Academy works in partnership with parents/carers to promote good attendance.

- Whilst any pupil may be off from the Academy because they are ill, sometimes they can be reluctant to attend the Academy. Any problems with regular attendance are best resolved between the Academy, the parents / carers and the pupil. If a pupil is reluctant to attend, it is never appropriate to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually exacerbates the situation.
- Parents / carers can support their son/daughter by:
  - Supporting their children in completing their homework.
  - Having uniform and equipment prepared the night before.
  - Providing a healthy breakfast.
  - Reporting any academic or social concerns promptly.
  - Retaining open and honest communication with the Academy.
  - Being positive about the Academy (even if their own experience was less than positive).
  - Ensuring regular and early bedtimes.

### 6.2 Young Carers

- **Rivers Academy** understands the difficulties young carers face, and will endeavour to identify young carers at the earliest opportunity from enrolment at the Academy, as well as throughout their time at Rivers Academy.
- **Rivers Academy** takes a caring and flexible approach to the needs of young carers and each situation will be examined on a case-by-case basis, involving other agencies if appropriate.

### 6.3 Celebrating good attendance / Rewards

#### Punctuality

Students will be rewarded for excellent punctuality with Aspiration Points. Failure to be on time for Academic Mentoring or for a lesson will result in an Academy detention.

#### Attendance

Students will be rewarded with Aspiration Points, Reward Trips ,certificates for excellent attendance.

Students are expected to attend the Academy every day of the academic year.

#### Rewards:

##### Weekly:

- The Academic mentoring group with the best attendance (InterFaculty) will receive the Faculty Trophy during weekly assemblies.

- Faculty attendance shared weekly during assemblies.
- AM attendance displayed on AM board.
- Faculty attendance is shared weekly during assemblies.

**Half termly :**

Trophy and reward to the Faculty with the best attendance during assemblies.

**Termly :**

- Trophy and reward for the Faculty with the best attendance during assemblies.
- Reward for 100% attendance.

**Annually :**

End of year assemblies to award the following:

- Reward for 100% attendance.
- Reward Trips for excellent attendance.
- Trophy and reward for the Faculty with the best attendance.

## **7. Attendance monitoring**

### **7.1 Monitoring attendance**

The Academy will:

- Monitor attendance and absence data daily, weekly fortnightly, half-termly, termly and yearly across the Academy and at an individual pupil level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying Academy-level absence data is published alongside the national statistics. The Academy will compare attendance data to the national average, and share this with Senior leaders, the governing board and the Trust.

### **7.2 Analysing attendance**

The Academy will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families.
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns.
- Attendance will be analysed weekly and addressed, ragged and actioned during Pastoral meetings.
- Persistent absence will be analysed fortnightly and actioned during Pastoral meetings and with middle managers and with Senior leaders.
- Attendance data will be ragged and actioned among all staff.

### **7.3 Using data to improve attendance**



Helping to create a pattern of regular attendance is everybody's responsibility – parents / carers, pupils and all members of Rivers Academy Staff. To help us focus on this

The Academy will:

- Provide regular attendance reports to class teachers/Academic mentors, and other Academy leaders, to facilitate discussions with pupils and families.
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies.
- Report to parents / carers on how their pupil is performing at the Academy, what their attendance and punctuality rate is and how this relates to their attainment.
- Reward outstanding or significantly improving attendance.
- We will adopt the following:
- **Rivers Academy** acknowledges 100 per cent attendance in the following ways:
  - **Letters of commendation**
  - **Aspiration Points**
  - **Postcards home**
  - **Faculty Cup competition**
  - **Inter AM attendance competition**
  - **Various Reward Trips**
- Display information around the Academy underlining the importance of attendance.
- Analyse attendance data daily, weekly, monthly, half termly and termly.
- Make attendance a feature of Faculty Assemblies.
- Academy trips and events are a privilege. Where attendance drops below **90** per cent, these privileges may be taken away.
- Display faculty attendance and Academic mentoring attendance on Attendance display board weekly

#### **7.4 Actioning Attendance the whole Academy approach :Appendix 2 Absence Tier structure**

- Rivers Academy will maintain a whole Academy culture that promotes the benefits of good attendance this will be achieved by using the absence Tier structure to:
- Proactively use data to identify pupils at risk of poor attendance.
- Work with each identified pupil and parents to understand and address the reasons for absence , including any in-Academy barriers to attendance.
- To support families by providing services and access to out of Academy services when required.
- Where there are safeguarding concerns intensify support through statutory children's social care.

#### **7.5 Reducing persistent and severe absence**

##### **Persistent absentee (PA)**

- Persistent absence is where a pupil misses 10% or more of school across the academic year for whatever reason, and severe absence is where a pupil misses 50% or more of school. Absence at this level is doing considerable damage to any pupils educational prospects and full parental support and co-operation is required to tackle this.

Rivers Academy will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Monitor and track all absences thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark, parents / carers will be informed of this immediately.
- Hold regular meetings with the parents of pupils who the Academy (and/or local authority) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at Academy.
- Provide access to wider support services to remove the barriers to attendance.
- Put in place appropriate supportive interventions where absence affects attainment. This could mean a parent contract and Action Plan will be drawn up with the parents to outline small steps that can be taken to improve attendance.
- In the case of persistent absence, arrangements will be made for parents to speak to the Attendance and Family Engagement Lead, Co-ordinator or Faculty Assistant Principal.
- Make the Education Welfare Officer aware of all PA cases
- Make staff within the Academy aware of PA students or at risk of moving towards that mark.
- Fortnightly share PA figures with all staff.
- Communicate with parents via attendance letters / email / school Comms.

#### **EWO:**

- If pupil attendance drops below 90 per cent, the local EWO will be informed.
- If they are persistently absent, pupils will be referred to the local Education Welfare Officer (EWO) who will attempt to resolve the situation through a parent agreement.
- If the situation cannot be resolved and attendance does not improve, the local EWO has the power to issue sanctions such as prosecutions or penalty notices.

#### **LA:**

Rivers Academy will inform the LA of any pupil who fails to attend the Academy regularly, or has been absent without the Academy's permission for a continuous period of 3 days or more.

### **7.6 Missing children**

1. Pupils are not permitted to leave the Academy premises during the Academy day unless they have permission from the **Vice Principal**.
2. The following procedures will be taken in the event of a pupil going missing during the Academy day:
  - i. The member of staff who has noticed the missing pupil will inform the **Principal** immediately.
  - ii. The Attendance and Family Engagement Lead will also be informed as they will act as a point of contact for receiving information regarding the search.
  - iii. On call and any other available members of staff will conduct a thorough search of the Academy premises as directed by the **Principal**.

3. The following areas will be systematically searched:
  1. All classrooms
  2. All toilets
  3. Changing rooms
  4. The library
  5. Any outbuildings
  6. The Academy grounds
4. Available staff will begin a search of the area immediately outside of the Academy premises, and will take a mobile phone with them so they can be contacted.
5. If the pupil has not been found after **10** minutes, then the parents of the pupil will be notified.
6. If the parents have had no contact from the pupil, then the police will be contacted.
7. The missing pupil's teacher will fill in a serious incident form, describing all circumstances leading up to the pupil going missing.
8. If the missing pupil has an allocated social worker, is a LAC, or has any special educational needs and/or disabilities, then the appropriate personnel will be informed.
9. When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
10. The **Principal** will take the appropriate action to ensure the pupil understands they must not leave the premises, and sanctions will be issued if deemed necessary.
11. Parents and any other agencies will be informed immediately when the pupil has been located.
12. The Principal will carry out a full investigation, and will draw a conclusion as to how the incident occurred.
13. A written report will be produced and policies and procedures will be reviewed in accordance with the outcome.

## 8. Training of staff

1. At **Rivers Academy**, we recognise that early intervention can prevent bad behaviour. As such, members of staff will receive training in identifying potentially at-risk pupils.
2. Teachers and support staff will receive training on the Attendance Policy as part of their new starter induction.
3. Teachers and support staff will receive regular and ongoing training as part of their development.

## 9. Monitoring and review

- **Rivers Academy** monitors attendance and punctuality throughout the year.
- **Rivers Academy's** attendance target is **95%** percent each year with an aspirational target of 97%

This policy will be reviewed as guidance from the local authority or DfE is updated, and as a minimum annually by **Palmira Joao/ Assistant Principal** overseeing attendance and the **Attendance and Family Engagement Lead**. At every review, the policy will be approved by the full governing board.

- Any changes made to the policy will be communicated to all members of staff.

## 10. Links with other policies

This policy links to the following policies:

- Child protection and safeguarding policy
- Behaviour policy

## Appendix 1: attendance codes

The following codes are taken from the DfE's guidance on school attendance.

Code	Definition	Scenario
<b>I</b>	Present (am)	Pupil is present at morning registration
<b>\</b>	Present (pm)	Pupil is present at afternoon registration
<b>L</b>	Late arrival	Pupil arrives late before register has closed
<b>B</b>	Off-site educational activity	Pupil is at a supervised off-site educational activity approved by the school
<b>D</b>	Dual registered	Pupil is attending a session at another setting where they are also registered
<b>J</b>	Interview	Pupil has an interview with a prospective employer/educational establishment
<b>P</b>	Sporting activity	Pupil is participating in a supervised sporting activity approved by the school
<b>V</b>	Educational trip or visit	Pupil is on an educational visit/trip organised, or approved, by the school

<b>W</b>	Work experience	Pupil is on a work experience placement
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<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>Authorised absence</b>		
<b>C</b>	Authorised leave of absence	Pupil has been granted a leave of absence due to exceptional circumstances
<b>E</b>	Excluded	Pupil has been excluded but no alternative provision has been made
<b>H</b>	Authorised holiday	Pupil has been allowed to go on holiday due to exceptional circumstances
<b>I</b>	Illness	School has been notified that a pupil will be absent due to illness
<b>M</b>	Medical/dental appointment	Pupil is at a medical or dental appointment
<b>R</b>	Religious observance	Pupil is taking part in a day of religious observance

<b>S</b>	Study leave	Year 11 pupil is on study leave during their public examinations
<b>T</b>	Gypsy, Roma and traveller absence	Pupil from a traveller community is travelling, as agreed with the school
<b>Unauthorised absence</b>		
<b>G</b>	Unauthorised holiday	Pupil is on a holiday that was not approved by the school
<b>N</b>	Reason not provided	Pupil is absent for an unknown reason (this code should be amended when the reason emerges, or replaced with code O if no reason for absence has been provided after a reasonable amount of time)
<b>O</b>	Unauthorised absence	School is not satisfied with reason for pupil's absence
<b>U</b>	Arrival after registration	Pupil arrived at school after the register closed

<b>Code</b>	<b>Definition</b>	<b>Scenario</b>
<b>X</b>	Not required to be in school	Pupil of non-compulsory school age is not required to attend

<b>Y</b>	Unable to attend due to exceptional circumstances	School site is closed, there is disruption to travel as a result of a local/national emergency, or pupil is in custody
<b>Z</b>	Pupil not on admission register	Register set up but pupil has not yet joined the school
<b>#</b>	Planned school closure	Whole or partial school closure due to half-term/bank holiday/INSET day. This code will also be used to record year groups who are not due to attend because the Academy has set different term dates for different years, for example: induction days.

**All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment, and the name and role of the person who made the amendment.**

**Every entry into the attendance register will be preserved for three years.**

**Appendix 2 : Student Absence Tier Structure (Attendance Target / Trigger and support )**

## Student Absence Tier Structure

Tier 1 & 2 - Below 97%	Tier 3 - Below 94%	Tier 4 - Below 90%
<p><b><u>Attendance Officer/ operations</u></b></p> <p><b><u>Monitoring daily attendance</u></b></p> <ul style="list-style-type: none"> <li>Edit registers from messages via school Comms / attendance emails and phone calls to parents/carers</li> </ul> <p><b>Truancy call by 10 am</b></p> <p><b><u>Daily absence Calls</u></b> Attendance officer to contact parents via school comms text /email/phone call. Details to be recorded on Arbor</p> <p><b><u>Session Marks</u></b></p> <ul style="list-style-type: none"> <li>Attendance officer Edits Late marks</li> <li>Clears 'N' Marks on a daily basis</li> <li>Chase missing registers</li> <li>Chase teachers with incorrect Registers</li> <li>Clears all registers before the end of the day.</li> <li>Late report to behaviour Manager by 10am.</li> <li>Communicate with safeguarding team to alert any concerns.</li> </ul> <p><i>Refer to AM /Tier 2 if attendance &gt;97%</i></p> <p><b><u>Term time leave</u></b> Attendance officer to alert AP attendance lead - Refer to EWO- send <b>Term time absence letter</b></p>	<p><b><u>Academic Mentors</u></b></p> <p><b><u>AM Sessions</u></b></p> <ul style="list-style-type: none"> <li>Mark Registers</li> <li>Monitor lates and absences</li> </ul> <p><b><u>Assembly Days</u></b></p> <ul style="list-style-type: none"> <li>Mark register on Arbor(laptop)</li> <li>Share Faculty attendance.</li> </ul> <p><b><u>Attendance Totals</u></b></p> <ul style="list-style-type: none"> <li>Share AM's weekly attendance</li> <li>Students record in planners half termly attendance.</li> </ul> <p><b><u>Telephone Calls</u></b></p> <ul style="list-style-type: none"> <li>AM's to make a call home on the third day of absence.</li> <li>Record details on Arbor.</li> </ul> <p><i>Refer to Deputy Coordinator /Tier 3 if no improvement attendance &lt;94%</i></p> <p><b><u>Attendance celebration</u></b></p> <ul style="list-style-type: none"> <li>Reward 100% attendance and improved attendance and Punctuality</li> </ul> <p><b><u>Fire Alarm</u></b></p> <ul style="list-style-type: none"> <li>Mark paper Registers</li> </ul> <p><b><u>NON Contact / CFAN</u></b> Refer with no contact is made with parent / carer for 3 days</p> <p><b><u>CME referrals</u></b> Refer to LA if a child is missing education for a long period</p>	<p><b><u>Deputy Coordinator/ Coordinator</u></b></p> <p><i>1st attendance concern letter</i></p> <p><b><u>Communication</u></b></p> <ul style="list-style-type: none"> <li>Attendance report card to Coordinator</li> <li>Inform staff at faculty meetings.</li> <li>Referral to Faculty Team for Tier 3 Support.</li> <li>Consider Referral.</li> </ul> <p><b><u>Support</u></b></p> <ul style="list-style-type: none"> <li>Further support from Deputy Coordinator/ Coordinator</li> <li>Deputy Coordinator / Coordinator to meet with students and call home.</li> </ul> <p>If improvement after 4 weeks end involvement</p> <p><i>Refer to Coordinator /Tier 4 if no improvement attendance &lt; 90%</i></p>
		<p><i>Meeting Invite</i> <i>Failure for attendance to improve after 1st attendance letter.</i></p> <p><b><u>Communication</u></b> Coordinator to monitor for 4 weeks. Coordinator to meet students during AM time. Attendance officer to inform if no improvement in attendance.</p> <p><b><u>Support</u></b></p> <ul style="list-style-type: none"> <li>Further support from Coordinator</li> <li>Coordinator to meet with students and call home.</li> <li>Coordinator to write a support programme/action plan and review.</li> <li>If no improvement after 4 weeks end involvement</li> </ul> <p><i>Refer to SLT if no improvement</i></p> <p><b><u>SLT ( Faculty AP)</u></b></p> <p><i>Attendance Meeting</i> <i>Failure for attendance to improve after 2nd attendance letter</i></p> <p><b><u>Meeting</u></b></p> <ul style="list-style-type: none"> <li>Faculty AP and attendance officer to meet with family.</li> <li>Sign attendance Meeting form with 4 week Target.</li> <li>Monitor for 4 weeks.</li> <li>Liase with VP if alternative provision required / reduced timetable.</li> </ul> <p><i>Refer to AP in charge of attendance if no improvement</i></p> <p><i>Refer to EWO with CFAN/CME</i></p>

<p><b><u>Early Identification</u></b></p> <ul style="list-style-type: none"> <li>When attendance reaches 5 I, L or O communicate with students and parents <b>send letter ( punctuality / Illness concern letter)</b></li> <li>Attendance officer to flag students on Persistent Absence for previous academic year :AM's to discuss attendance in 1:1 meetings <b>and sign attendance agreement</b></li> </ul>
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### . Appendix 3 : ATTENDANCE STATS & FIGURES





.....  
.....  
I understand that if the absence request is unauthorised the Education Welfare Service may be notified of the holiday taken and a Penalty Notice may be issued. I understand that a Penalty is issued to each parent for each child taken out of the Academy. I understand that if I do not pay this it may result in legal action.

Name(s) of Parent/Carer (s) making application Dr/Mr/Mrs/ Ms  
Forename..... Surname .....  
Signed .....  
Dated ..... (Please ensure you are giving at least 4 weeks' notice of the proposed absence; retrospective applications cannot be authorised).

**Appendix 5 : Attendance Meeting**



**RIVERS ACADEMY ATTENDANCE PANEL MEETING AGREEMENT**

**School Parent/Pupil Contract**

Date of Meeting :

DOB:

Name of student:

Address:

YEAR:

FACULTY:

Persons with parental responsibility ( i.e this includes a natural parent , a person with parental responsibility or who has care of the child )

**Present at Meeting Parent / Carer name :**

**Relationship to student :**

**Parent Carer : Attended Yes / NO**

**Reason for Attendance meeting: Failure to attend school regularly.**

DFE targets for attendance is **97%** for secondary schools.

Your child's attendance is currently:	
Your child's punctuality is currently	
Unauthorised absence:	
Does the Pupil suffer from a medical condition preventing him/her from attending school regularly?	<input type="checkbox"/> <b>Yes / No</b>
Has medical confirmation been provided to date	Yes/ No
If Yes brief description :	
Is the Family receiving any support?	

**Actions to date:** (school & Parent/carer)

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**Barriers/issues raised and discussed for poor attendance so far**

**School:**

**Parent:**

**Pupil:**

**Parents /Carers will:**

1. Ensure their child attends everyday and be on time to the Academy.
2. Parent/ carer will now be required to telephone/ email the school on each day of absence.
3. Provide medical evidence to the academy if the child's absence is due to illness.
4. Contact the Attendance officer should there be any difficulties with the above issues.

It is not necessary for you to attend the review but if you do have any comments that you wish the Panel to consider, please advise the Attendance officer in writing (attendance@rivers-aspirations.org) prior to the review date.

**Student Action:**

Student will:

Attend and be on time to the academy.



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Attendance target:	97 %
Timescale for Improvement	4 weeks
Date for Review call / meeting	
<p>I confirm that this attendance support Plan was agreed and understood that where the attendance does not improve/ failed Target , a referral and a copy of this plan will be sent to the school attendance support service.</p> <p>Parent/Carer informed that all parents have a legal duty to ensure their child receives an education at school or otherwise to ensure they meet their fullest potential. If attendance fails to meet target set, consideration will be given to a referral to the School Attendance Support Service who may take legal action under Section 444(1a) Education Act 1996.</p>	
Parent/ carer	<b>Name :</b>  <b>Signature:</b>
Pupil	<b>Name :</b>  <b>Signature:</b>
Staff conducting meeting	<b>Name :</b>  <b>Designation:</b>  <b>Signature:</b>
School Attendance lead	
Other service	