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Date of next Review:	September 2027	**Owner:**	Assistant Principal
Type of Policy:	Trust	**Approval level:**	Regional board

Document Title	**Attendance and Punctuality Policy**
Purpose	To outline the approach of Rivers Academy towards attendance and punctuality.
Summary	This policy outlines the legal framework that our procedures are based upon. It also acknowledges the importance of safeguarding, regular attendance to the Academy and the systems used by the Academy to track and support excellent attendance and punctuality.
Statutory	Yes

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Aims

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

We are committed to fulfilling our obligations regarding academy attendance through our whole-academy culture and ethos, which values good attendance, including:

- Promoting and modelling excellent attendance.
- Reducing absence, including persistent and severe absence.
- Acting early to address patterns of absence.
- Building strong relationships with families to ensure that students have the support they need 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 consider 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 to age, ability, and aptitude and to any special educational needs he/she may have, either by regular attendance at the academy or otherwise.".

1.1. We will also promote and support punctuality in attending lessons.

Legislation and Guidance

This policy meets the requirements of working together to improve academy attendance from the Department for Education (DfE) and refers to the DfE's statutory guidance on academy attendance parental responsibility measures. These documents are drawn from the following legislation, which sets out the legal powers and duties that govern academy 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 (Student 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 Academy census, which explains the persistent absence threshold.
- All staff must ensure they adhere to and implement the requirements of any equality legislation.
- The Academy has a legal duty to publish its absence figures and its attendance policy to parents and carers and to promote attendance. Academy attendance data must be available to the local authority and the Department for Children's Academy and Families (DCSF).
- Ensuring regular attendance at Rivers Academy is the legal responsibility of parents and carers in the first instance, and condoning absence on the part of parents or carers from the academy without a good reason creates an offence under the law and may result in legal action. This is enshrined in Section 444 (1) of the Education Act of 1996. Failure by a parent to comply is an offence that can result in a £1000 fine.
- The importance of regular attendance:
- Any absence affects a pupil's educational pattern, and regular absences will have a serious impact on learning.
- Any pupil's absence disrupts teaching routines and may affect other students' learning in the same class.

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 or 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.
- Monitoring the impact of any implemented attendance strategies.
- Holding the Principal accountable for the implementation of this policy.

3.2. THE DESIGNATED SENIOR LEADER RESPONSIBLE FOR ATTENDANCE

3.2.1. The designated senior leader is the Assistant Principal and is responsible for:

- Leading attendance across the academy.
- Offering a clear vision for attendance improvement.
- Evaluating and monitoring expectations and processes.
- Having oversight of data analysis.
- Devising specific strategies to address areas of poor attendance identified through data.
- Coordinating targeted intervention and support for students and families.

3.2.2. The designated senior leader responsible for attendance is Palmira Joao and can be contacted via email pjoao@rivers-aspirations.org.

3.3. THE ATTENDANCE OFFICER

3.3.1. 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.
- Arranging calls and meetings with parents or carers to discuss attendance issues.
- Working and maintaining a partnership with the London Borough of Hounslow (LBH) Academy Attendance Support Service (SASS) to tackle persistent absence. If attendance does not improve following academy intervention, the family may be referred to LBH SASS. The service may pursue the issuing of a fixed penalty notice (FPN) or other legal sanctions.

3.3.2. The Attendance Officer is Persis Katto- Nagel and can be contacted **ONLY** via Priority 1: attendance@rivers-aspirations.org priority 2) 02087519836

3.4. Class teachers/ Academic Mentors

- Class teachers/Academic and academic mentors are responsible for recording attendance on a daily basis using the correct codes.
- 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.

3.5. ACADEMY ADMINISTRATIVE STAFF

Academy administrative staff will:

- Monitor the inbox of attendance@rivers-aspirations.org
- Take calls from parents or carers about absences on a day-to-day basis and record them on the Academy system.
- Transfer calls from parents or carers to the Attendance Officer in order to provide them with more detailed support on attendance.

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3.6. PARENTS/CARERS

Parents/carers are expected to:

- Make sure their child arrives on time every day, at 8.25 a.m. This includes sixth-form students.
- On the first day of the absence (and each subsequent day), parents should email attendance@rivers-aspirations.org or call the academy to report their child's absence and advise when they should return. The attendance officer will only respond if there are any queries.
- With evidence, report any illness or appointments.
- Provide accurate and up-to-date contact information, as well as an emergency contact number for their son, daughter, or ward.
- Be responsible for updating the academy with parent/carer contact details.
- Ensure that, where possible, appointments for their child are made outside of the academy day.
- Take responsibility for the attendance of their child or children during term time.
- Encourage good attendance and make sure that students attend the academy every day.
- Take action on any attendance-related letters, emails, texts, or phone calls you receive.
- Participate in attendance meetings and collaborate with the academy and local authorities to better understand their child's attendance barriers.
- Participate in the provided support to avoid the need for more formal assistance.

3.7. STUDENTS

Students are expected to:

- Attend the academy every day, on time and by 8.25 a.m.
- Attend every timetabled session on time.
- Comply with the Partnership of Excellence contract.
- Be responsible for their own attendance at the academy and any agreed activities throughout the academy year.

3.8. LOCAL AUTHORITY

The Local authority are expected to:

- Rigorously track local attendance data to devise a strategic approach to attendance.
- Have a school attendance support team (SASS) that provides communication and advice, targeted support meetings, multi-disciplinary support for families, legal intervention, and so on.
- Monitor and improve the attendance of children with a social worker.

4. Recording Attendance

4.1. ATTENDANCE REGISTER

By law, all schools (except those where all students are boarders) are required to keep an attendance register, and all students must be placed on this register.

4.1.1. We'll keep an attendance register and place all students on it.

4.1.2. Registers will be taken for all periods of the day, including morning meeting time.

4.1.3. Teachers register students electronically.

4.1.4. We will register our attendance at the start of each academy day's first session, as well as once during the second session. It will indicate whether each student is present or absent.

- 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 2** for the DfE attendance codes.

4.1.5. We will also record:

- For students of compulsory Academy age, determine whether their absences are authorised or not.
- If a student is participating in an approved educational activity, what is the nature of the activity?
- The nature of circumstances where a student is unable to attend due to exceptional circumstances.

4.1.6. Every entry in the attendance register will remain on file for three years after the entry date.

4.1.7. On each academy day, students must arrive by 8.25 a.m.

4.1.8. We will take the registration for the first session, the AM mark, at 8.30am and keep it open until 9.00am. We will take the register for the second session at 1:40 pm and keep it open until 3.05 pm.

4.2. UNPLANNED ABSENCE

4.2.1. In the event of an unplanned absence, the student's parent/carer must notify the academy on the first day of absence (and each subsequent day of absence). Contact the Academy by 8 a.m. or as soon as practically possible by emailing attendance@rivers-aspirations.org or by telephone at 02088900245 ext. 836. The reason for the absence and an expected date of return should be provided.

4.2.2. The Academy will record the absence with the relevant code; if it is for a medical or dental appointment, proof of appointment is required.

4.2.3. Absence due to illness will be recorded as authorised, unless the Academy has expressed concerns regarding the level of Academy attendance, there is a genuine concern about the authenticity of the illness, or the family has been referred to the Academy Attendance Support Service (SASS).

4.2.4. If Academy attendance is low, the authenticity of the illness is in doubt, possibly due to patterns and frequency of illness reported, pupil attendance below 95%, attendance concerns have been raised, or a referral to SASS has taken place, the Academy may ask the student's parent or 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 unnecessary medical evidence. If this is not provided, absences will be recorded as unauthorised.

4.3. PLANNED ABSENCE

4.3.1. Attending a medical or dental appointment will be counted as authorised if the student's parent/carer notifies the Academy at **least 1 day** in advance of the appointment with evidence.

4.3.2. To request a planned absence, email the Academy at attendance@rivers-aspirations.org.

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

4.3.4. Pupils must attend the academy before and after the appointment, wherever possible.

4.3.5. Additionally, the parent must complete the permission slip in the student's planner and present it to the staff when signing out.

4.3.6. The child must present the permission slip to the subject teacher and arrive at the reception area at least 10 minutes before their parent's arrival.

4.3.7. A parent must sign out the student if the appointment requires them to leave during the academy day.

4.3.8. The pupil's parent or 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

A student who arrives late:

- Past 8:30 a.m. students will be marked as late, using the appropriate code, and will receive a sanction on the day.
- After the register has closed, the student will be marked as absent using the appropriate code.
- Students that are late to the academy without a valid reason will repay this time at the end of the academy day with their form tutor or a member of the pastoral team.
- 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 minutes after academy detention.
- Late to lesson (once 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 latenesses in a day—isolation and 90 minutes.
- Excessive lateness to the academy without reason will result in a 60-minute academy detention. Students that arrive persistently after 8.40 a.m. will receive a 60-minute detention.

The high staff presence at the gate is intended to monitor and record late students. It will enable members of staff

to have meaningful one-on-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.

- If punctuality is an ongoing issue, then a parent-career meeting will be held and the punctuality agreement will be signed.

4.5. FOLLOWING UP UNEXPLAINED ABSENCE

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

- Where any student we expect to attend the academy does not attend or stops attending without reason, the academy will:
- Call, text, or email the pupil's parent, carer, or emergency contact 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 visits, or the safer community support officer.
- 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.
- Contact the parent or carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If the absence continues, the academy will consider involving the SASS.
- Call, text, or email the parent or carer on each day that the absence continues without explanation to ensure proper safeguarding action is taken where necessary. If absences persist, the academy will consider involving an education welfare officer.
- Any absence of three or more days without contact from the family or without sufficient evidence will be considered for a home visit by a member of the academy/safeguarding team and/or a local authority professional to ascertain the child's safety and well-being, as well as the reason for their absence from the academy.
- We will hand deliver an absence letter during a welfare check and email a copy to parents for any absence lasting five consecutive days.
- Any student who has been absent without explanation for 10 consecutive days will receive a report from the LA--CME. The report will include details of all calls, messages, welfare checks, and 5-day letters as evidence of the child's absence and lack of contact with the named parent or carer.
- A home visit will be considered for students who are persistently or severely absent and have insufficient evidence or reason for their absence.

4.6 CHECKING ATTENDANCE REGISTERS

The Attendance Officer is responsible for checking that all the registers are completed each morning and afternoon during each lesson. It is also the responsibility of the Attendance Officer to ensure that where another code is appropriate to denote an absence, that this is altered and recorded in the electronic registration system.

● Every morning and afternoon if a register is incomplete or inaccurate, the Attendance Officer will send an email to the subject teacher , Academic Mentor ,Coordinator , Assistant principal, copying in the CTL to rectify the issue.

● It is the Academic Mentor's and period 1 Teacher responsibility to ensure that the registers are completed each morning and afternoon and the Attendance Officer's role is to check not complete.

● The accuracy of the register is of paramount importance both to provide a solid foundation for analysis of absence and to support any statutory interventions that may be required. Rivers Academy acknowledges that it is an offence not to maintain accurate registers. Principals may be called to Court as witnesses and explain their registration processes and in particular the marking of a register in question. The Student Registration Regulations, Keeping Student Registers (Guidance on applying the Regulations) and Guidance on the use of the Attendance and Absence Codes will all be read and followed by Rivers Academy (Ensuring Children's Right to Education, DfE).

● Accurate registers are paramount to safeguarding our students during the academy day

● It is also the role of the Attendance Officer to ensure that paper registers for legal regulations are printed and kept to hand for circumstances such as the failure of ICT systems, or a fire alarm/drill. In these instances it is the role of the Attendance Officer to hand the paper registers to the Assistant Principals, collect them in after the agreed time period taken to complete them and enter the data onto the electronic system at an appropriate time, as close to the closing of the registers as possible.

- **4.7 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 Academy comms, letters/emails, attendance letters along with the attendance

registration certificates.

4.6. Reporting to the Local Authority

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 or no contact has been made for a period of 3 days or more during the academic year.

TYPES OF ABSENCE (AUTHORISED / UNAUTHORISED)

Non-Attendance

Non-attendance at the academy for any reason is an important issue that must be treated promptly and seriously. Every case is different and there is no standard path that can be followed.in applying intervention strategies. In some cases, prosecution may be used as the last resort when other intervention strategies have failed to bring about an improvement in attendance. In other cases, prosecution may be the only appropriate response where acting early will prevent problems from worsening. In all cases of non-attendance, it is essential that early action is taken.

Types of Absence

Absence due to illness will be authorised unless the academy has a genuine concern about the authenticity of the illness, or there are on-going attendance concerns. If the authenticity of the illness is in doubt, the academy may ask parents/carers to provide medical evidence, such as a doctor's note, prescription, appointment card, or other appropriate forms of evidence. 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. Parents/carers may be invited in to discuss any health concerns that are impacting on attendance. Rivers Academy will work in partnership with parents/carers and health professionals, to support students in maximising their attendance and achieving their potential.

5.1. Authorised Absence

Rivers Academy defines an "authorised absence" as absence where the Academy has granted leave for a good reason.

Valid reasons for **authorised absence** include:

5.1.1. Illness (including mental illness) and medical/dental appointments

5.1.2. Medical or dental appointments
Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents/carers to make medical and dental appointments out of school hours where possible. Where this is not possible, the student should be out of the academy for the minimum amount of time necessary and bring in their appointment card or evidence of the appointment.

5.1.3. Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents/carers belong. If necessary, the Academy will seek advice from the parents/carers' religious body to confirm whether the day is set apart. London Borough of Hounslow policy states that a maximum of 3 Academy days in the academic year should be recorded as Religious Observance.

5.1.4. Traveller students 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 travelers or new age travelers. 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 student is attending educational provision.

5.1.5. Outstanding opportunities, for example, participation at elite sporting level, a unique musical or dramatical opportunity.

Examples of Authorised Absence:

- Valid illness
- Permission from Rivers Principal
- Educated off site
- Academy authorised work experience
- Treatment for illness supported by medical evidence
- If your child is unwell and sent home from the academy

- Hospital, CAMHS or Orthodontic appointments supported by appointment letters or cards
- Unavoidable GP or dental appointments supported by cards or slips
- Advance notice of days of religious observance
- A student suspended for a fixed period while remaining on roll with Rivers Academy

Parents/carers cannot authorise absence. This decision rests with the academy in accordance within the boundaries set by The Education (Student Registration) Regulations 1996 (last amended 2016). Where deemed necessary the academy reserves the right to request medical evidence to support absence due to illness.

5.2. 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:

5.3. Valid reasons for un**authorised absence** include:

5.3.1. Parents keep children away from the Academy unnecessarily or without reason.
5.3.2. Truancy before or during the Academy day.
5.3.3. Absences which have not been properly explained.
5.3.4. Arrival at the Academy after the register has closed.
5.3.5. Shopping, looking after other children or birthdays.
5.3.6. Day trips and holidays in term time which have not been agreed.
5.3.7. Leaving the Academy for no reason during the day.
5.3.8. Excessive illness without medical evidence
5.3.9. Pupils acting as carers
5.3.10. Family holidays / day trips

5.4. APPROVAL FOR TERM-TIME LEAVE

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

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

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

5.4.3. Any request should be submitted in writing by emailing the Principal' PA at tbuckley@rivers-aspirations.org as soon as it is anticipated and, where possible, at least 4 weeks before the absence. The Principal will require evidence to support any request for leave of absence. **Appendix 6**

Exceptional Circumstances

Some examples of exceptional circumstances where leave may be granted during term time.

- Funeral of a parent/carer, grandparent, or sibling – The Principal should use their discretion having heard from the parent/carer about travel and funeral arrangements and taking into account the distance to be travelled.
- Sudden loss of housing through eviction or domestic violence – up to a maximum of 3 days.
- Serious illness of a close relative – only if the Principal is satisfied that the circumstances are truly exceptional.
- Teenage parent/carer(s) responsible for the care of their own child – at the Principals discretion.
- Out of academy programmes such as music, arts or sport operating at a high standard of achievement and agreed by the LA – as appropriate.the local Authority can advise School/Academies on individual circumstances if required.
- Religious observance – The Education Act 1996 S444(3)(c), states "on any day exclusively set apart for religious observance by the religious body to which his parent belongs". This would include the Islamic Eid, as well as religious observance days of the orthodox Christian, Jewish and other religions. Principals may specify that only one day will be authorised at a time. Weddings of parent/carer(s) and siblings – weddings can be arranged at weekends or during academy holidays; however, there are times when the dates are dependent on other factors, such as the needs of the couple getting married. Leave should only be authorised for this purpose when the Principal is satisfied that there is a persuasive reason for holding the wedding during term time. In difficult family situations the Principal may use his/her discretion in granting leave, for example where natural parents are separated, and in new relationships as it may cause a child further difficulty if he/she is excluded from a wedding. Each case should be addressed on its individual merits, considering the overall welfare of the child.

Examples of circumstances NOT considered as exceptional:

- Holidays abroad for the purpose of visiting a sick relative, excepting where that person is seriously ill. Medical evidence may be requested.
- Pilgrimages (e.g. Hajj). These are rare but can result in children being away from academy for significant

periods of time (at least 5 days). They are not regarded as exceptional, as children themselves do not perform Hajj, but tend to travel with their parent/carer(s) when they go.

- Holidays taken in term time due to lower cost/parental work commitments.

5.4.5. 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.

5.4.6. 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 SASS team will be notified who will be in contact with the parents .

Family Holidays

Families should not take students on holiday during term time. The academy does not support holidays and the absence is recorded as unauthorised. The law states that schools may not grant any leave of absence during term time unless there are exceptional circumstances. A Penalty Notice will be issued to a parent/carer taking a student out of the academy during term time for a holiday.

The following are examples which may not be counted as exceptional circumstances and may lead to requests not being granted:

- Cheaper holiday dates
- Attendance at a wedding or christening
- Visiting relatives either abroad or in the UK
- Limitations on parents/carers leave

The academy considers each application for term-time absence individually, taking into account the specific facts, circumstances and relevant context behind the request. A leave of absence is granted entirely at the Principal's discretion. If leave of absence is taken without authorisation it will be considered as an unauthorised absence.

Persistent Absence

Persistent absence is when a student's attendance falls below 90% in any academic year. We acknowledge, in a small number of cases, medical reasons can cause a student's attendance to fall into this category and is beyond the control of parents/carers and students. However, this is very rare and persistent absence is often down to generally poor attendance at the academy,unauthorised holidays or ineffective parenting. The academy and the law are very clear, it is a parental responsibility to ensure that your child attends the academy regularly. A referral to the SASS team LBH will be considered unless evidence has proven . this will be decided on a case by case basis. When monitoring attendance, we also undertake a trend analysis to identify whether students are more likely to be absent on any particular day. When a student reaches the persistent absence threshold the academy reserves the right to conduct a home visit on the first day of each episode of absence to verify the absence and identify any further support. If the academy is in receipt of independent medical evidence then we will carry our home visits to support your child's education and welfare.

The Academy will also conduct home visits, at our discretion, where we have concerns over a child's attendance or punctuality at the academy.

Severe Absence

Severe absence is when a student's attendance falls below 50% in any academic year.At this point referral would likely to be made and the EWO and external agencies will be working with the family to improve the child's attendance. We acknowledge, in a small number of cases, medical reasons can cause a student's attendance to fall into this category and is beyond the control of parents/carers and students. However, this is very rare and Severe absence is often down to generally poor attendance at the academy,unauthorised holidays or ineffective parenting. The academy and the law are very clear, it is a parental responsibility to ensure that your child attends the academy regularly. When monitoring attendance, we also undertake a trend analysis to identify whether students are more likely to be absent on any particular day. When a student reaches the Severe absence threshold the academy reserves the right to conduct a home visit on the first day of each episode of absence to verify the absence and identify any further support. If the academy is in receipt of independent medical evidence then we will carry our home visits to support your child's education and welfare.

LEGAL SANCTIONS

5.5.1. The Academy attendance protocol is designed in partnership with London Borough of Hounslow (LBH) Academy Attendance Support Service (SASS). If attendance does not improve, following Academy intervention or unauthorised term time leave is taken, the family maybe referred to LBH SASS. The service may pursue the issuing of a fixed penalty notice (FPN) or other legal sanctions.

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

5.5.3. The decision on whether 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 student is found in a public place during Academy hours without a justifiable reason

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

Strategies for Promoting Attendance

As an Academy operating a positive reward ethos we are keen to promote any success that an individual may have including good or improving attendance and punctuality. We use the following strategies to support and promote good attendance:

- Clear procedures for monitoring and identifying attendance and lateness patterns **(Appendix 5)**
- Building Strong relationships with families :Attendance protocols communicated to parents and students in a clear concise manner,Parents/carers are regularly kept informed of child's attendance .
- Recognising that students may face disadvantages and putting pastoral care arrangements in place to support them
- Ensure that information recorded is accurate.
- Meet with parents/carers to discuss learning expectations and discuss attendance as part of these. Identify students who are vulnerable to becoming persistent absentees and have action plans in place for those students
- Encourage students to attend Breakfast Club or afterAcademy activities covering a wide-range of interests.
- Students with 100% attendance are rewarded at end of term assemblies and parent/carers receive a positive electronic communication. These students may also be recognised and praised during assemblies throughout the academic year.
- Attendance is a regular focus in Academic mentoring times and assemblies where data is shared, and all students are encouraged to improve or maintain good attendance at Academy.
- Celebrating and Rewarding good Attendance (Section 6)
- Developing and maintaining a whole academy culture.
- Regularly Monitoring and Analysing attendance and absence data and putting effective strategies in place .
- Sharing information and working collaboratively with other partners particularly when absence is at risk of becoming persistent or severe.

Resolving attendance problems

While the parent/carer is primarily responsible for ensuring their academy l-registered child attends regularly, where attendance problems occur, the key to successfully resolving these problems is engaging the child through effective case management and collaborative working between the student, parent/carer, academy and Local Authority. The issues behind the non-attendance may be complex and the type of intervention required will depend on each individual case and an external agency assessment may be appropriate. The Early Assessment Tool (Appendix 7) provides an appropriate framework for identifying the issues. This should be the first assessment used unless there are concerns that suggest an urgent need for a specialist assessment.

Supportive timetables

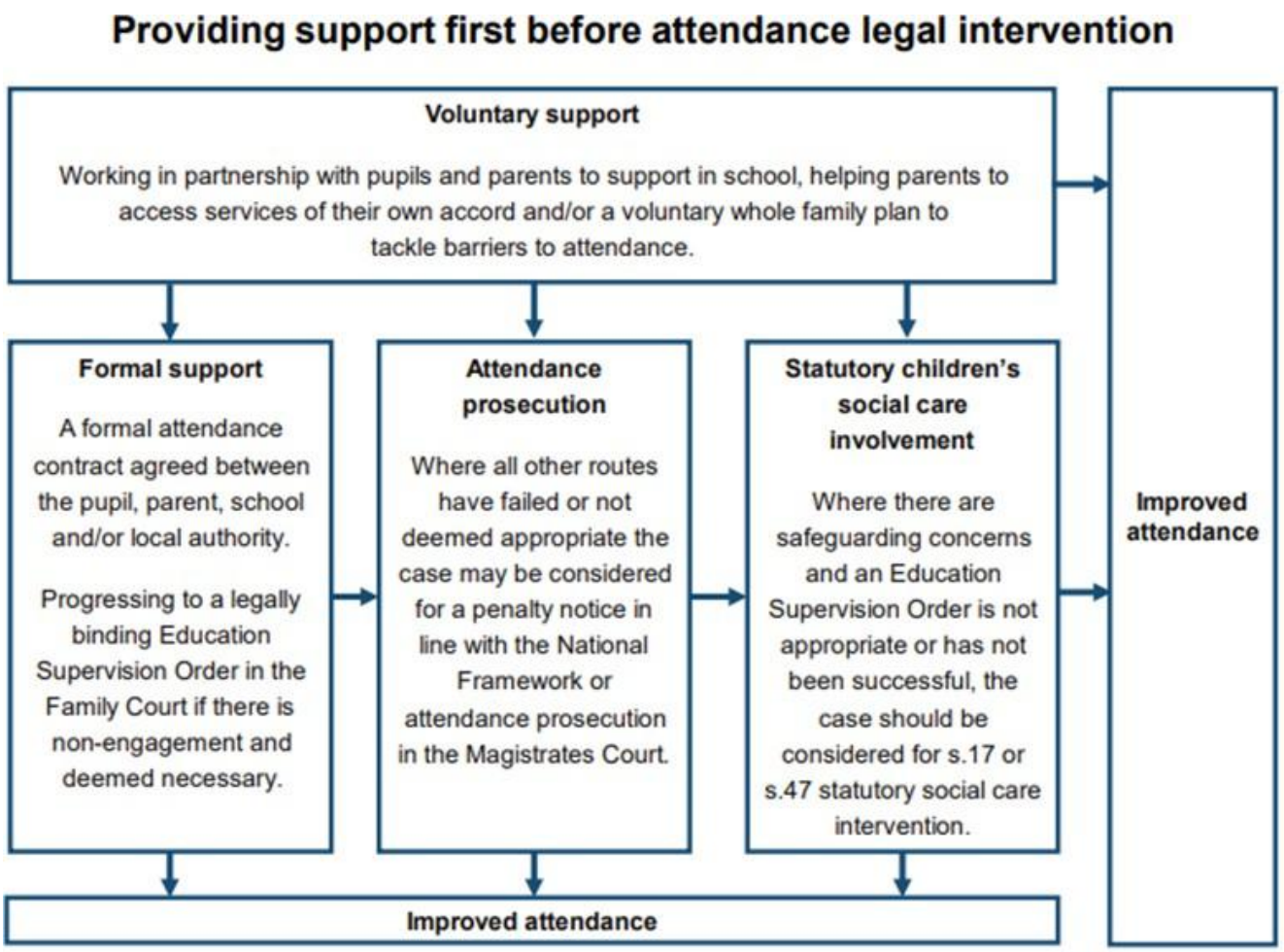
Upon completion of The Early Assessment Tool, students may be placed upon supportive timetables, due to a variety of different reasons. The Vice Principal will communicate daily with the staff working with the child to ensure that registers and student attendance records are accurate.

Reluctant attendees and school refusers

Parents/carers should do everything possible to encourage academy attendance. However, if the reason for reluctance appears to be school-based, such as difficulty with work, or bullying, please discuss this with the Academy at the earliest opportunity and the Academy will do everything possible to resolve the issue. Colluding with a child's reluctance to attend is likely to make the matter worse.
Please speak with your child's Academic Mentor or a member of the Faculty Team , if your child starts to become reluctant to attend school.

Partnership Working

As per our safeguarding policy it is vital that we work in partnership with parents/carers to ensure that we achieve the highest level of attendance possible for every child. The academy will go to all lengths to ensure students attend the academy as we believe it gives them the best opportunity to achieve in life, which is at the heart of our core vision.



Punctuality

Due to the need to ensure punctuality to both the academy and lessons, students must realise lateness is totally unacceptable. If students are late to lessons, the Teacher will follow this up. If the lateness persists, it will be referred to the Academic Mentor and the relevant Assistant Principal. Poor punctuality to the academy will be dealt with initially by the Advisor and subsequently through the line management system. Leaders will want to contact parents/carers of perpetual offenders and will also refer them to the Attendance Officer.

Academy Target :

All students have a 97% attendance target and a 99% punctuality target. To encourage excellent attendance from all students we offer the following rewards:

Rewards and Celebrating good Attendance

The attendance Reward programme will be used to reward and celebrate good and improved attendance

● Weekly 100% Attendance Raffle - a student is given a raffle ticket, for each week they have 100% attendance. Prizes are drawn for each Faculty at the end of the half term from the raffle tickets.

- Attendance Streaks : for every 5 consecutive days of being in school the child gets an attendance streak for which they will get attendance Rewards

● Half termly principals Breakfast for theAcademic Mentoring in each Faculty group, who on average has the best attendance and the least Behaviour points for that half term.

● Termly we host a Celebration of Achievement Assembly and students who have 100% attendance for that half term receive Gold , silver and bronze certificates. Bronze 100% for one term. Silver 100% for two terms and Gold 100% for three terms.

Our attendance reward plan Programme includes

- Principals breakfast
- Pizza Party
- Trips/ Educational visits
- Bowling & wembley Football Matches

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 student level.
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Compare attendance data to the national , regional and borough average and share this with Senior leaders , the Principal ,the governing board and the Trust.

7.2. ANALYSING ATTENDANCE

The Academy will:

- Analyse attendance and absence data regularly to identify students or cohorts that need additional support with their attendance and use this analysis to provide targeted support to these students 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 , the Core attendance team and with Senior leaders.

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 pastoral leaders, Senior and middle leaders and academic mentors, and other Academy leaders, to facilitate discussions with students 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 child 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. (Section 7). Where attendance drops below 90 per cent, these privileges may be taken away.
- 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.
- Display faculty attendance and Academic mentoring attendance on the Attendance display board .

7.4. ACTIONING ATTENDANCE THE WHOLE ACADEMY APPROACH

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 (Appendix 5.1) 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 thorough statutory children's social care.

7.5. REDUCING PERSISTENT AND SEVERE ABSENCE

Persistent absence is where a student misses 10% or more of Academy, and severe absence is where a student misses 50% or more of Academy. The Academy will:

- Use attendance data to find patterns and trends of persistent and severe absence.
- Hold meetings with the parents/carers of students who the Academy (and/or LBH) considers to be vulnerable, or are persistently or severely absent, to discuss attendance and engagement at the Academy.
- Provide access to wider support services to remove the barriers to attendance.
- Work with external agencies and SASS if necessary, conduct home visits to support families.

See Appendix 5.1 for a summary of the Academy protocols and interventions to tackle persistent absence.

7.6. MISSING CHILDREN

Pupils are not permitted to leave the Academy premises during the Academy day unless they have permission from the Vice Principal.

Truancy

Truancy is defined, where a student is not present during their timetabled academy activity. If a student is found to be truanting a lesson within or off the academy site, staff will follow our 'Missing Student' procedure as outlined below.

The following procedures will be taken in the event of a pupil going missing during the Academy day:

- The member of staff who has noticed the missing pupil will inform the Vice Principal and the safeguarding team immediately.
- 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.
- The Learning consultants on call and any other available members of staff will conduct a thorough search of the Academy premises as directed by the Vice Principal.
- The following areas will be systematically searched: All classrooms, All toilets ,Changing rooms, medical ,music lesson ,The library, Any outbuildings, The Academy grounds.Toilets will be checked and a general sweep of the site will take place.
- 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.
- If the pupil has not been found after 10 minutes, then the parents and emergency contact of the pupil will be notified.
- If the parents have had no contact from the pupil, then the police will be contacted.
- The missing pupil's teacher will fill in a serious incident form, describing all circumstances leading up to the pupil going missing.
- 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.
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well.
- 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.
- Parents and any other agencies will be informed immediately when the pupil has been located.
- The Principal will carry out a full investigation, and will draw a conclusion as to how the incident occurred.
- A written report will be produced and policies and procedures will be reviewed in accordance with the outcome.

Non-Starters and Transition

- Students who are allocated places but fail to start are also treated as CME. If the academy has been unable to make contact with the family during a ten-day period after their expected arrival,they will refer the students to the Local Authority for further checks.

Rivers Academy's attendance officer will be in contact with feeder primary schools prior to Year 7 students joining us in September of each academic year. This will enable us to ensure that those students, who have had attendance concerns prior to joining us, will be supported by the academy in order to facilitate a smooth transition and maintain excellent attendance.

Leavers

- Parents/Carers must inform the academy in writing if they are planning to remove their child from Rivers Academy. This must include the details of the new school the child is planning to attend or that they are exercising their right to educate their child from home. The local Authority is made aware of any students leaving Rivers Academy via CME procedures. The local Authority are responsible for monitoring all children who are educated otherwise. If after ten continuous days of absence the academy has been unable to ascertain the whereabouts of a student, they will refer the child's details to the Local Authority, in order to perform further checks that are not available to school.

Home Educating

- Below is guidance from the DFE for parents/carers who intend to 'Home Educate' their child. If your child is currently on the roll of a school you are not obliged to inform the school that he or she is being withdrawn for home education or gain consent for this. However, it is sensible to do so, in order to avoid subsequent misunderstandings as to how you intend to fulfil your parental responsibility for your child's education. The school is obliged to inform the local authority of children removed from its admission register and will give home education as the reason, if notified of this by the parent. Parents of children withdrawn from school for home education are not legally obliged to inform the local authority themselves - but again it is sensible to do so, either directly or using any local registration scheme which exists, to facilitate access to advice and support.
- Remember that pressure should never be put on you as parents by a school to remove your child from a school to avoid formal exclusion, or because your child is having difficulty with learning or behaviour. This practice - sometimes called 'off-rolling' - is unacceptable, and if pressure of this sort is put on you by any state-funded school you should inform the local authority.'

Elective home education Departmental guidance for parents – DFE April 2019

Supporting students with Medical Conditions

- Rivers Academy understands that students with medical conditions may have implications that could affect their attendance to

the academy, and/or lessons during the academy day.

- Students with medical conditions will be supported, so that they have full access to education, including school trips and physical education. The Aspirations Academies Trust will ensure that arrangements are in place in Rivers Academy to support students with medical conditions. Ensuring that leaders consult health and social care professionals, students, and parents/carers to ensure that the needs of children with medical conditions are properly understood and effectively supported. Further information can be found in the Rivers Academy Medical Policy.

Children Missing Education

- The Children Missing Education statutory guidance for local authorities was last updated in September 2016.
- Schools have a statutory duty to refer students to the local authority if they have been continuously absent for ten or more school days. If the school has been unable to successfully contact a parent/carer and student, for a period of ten continuous school days, this will result in a referral. If the school feels there is an urgent safeguarding or welfare concern, they will contact social care immediately. Schools will contact all emergency contacts held for a student, if contact has not made with the primary carer, prior to any such referral being made.Fundamentally, CME is about safeguarding. The reporting of CME is a statutory duty and there is an expectation on schools to provide as much information as possible.
- There is an expectation that schools will provide the following information:
  - The full name of the student
  - The full name and address of any parent/carer with whom the student normally resides
  - At least one telephone number of the parent/carer
- It is important that parents/carers check that their information held on the school system is up to date and there is at least three listed contacts.
- If contact cannot be obtained within a ten 'regular' school day period it will result in the student being referred to the Local Authority via the CME process as a Child Missing Education.

Exit Procedures – Removal of students from academy roll

- There are various reasons why students may be removed from the academy roll.
  - Parents moving away from the area
  - Parents requesting a transfer
  - Students not attending for a long period of time
  - Students permanently excluded

  a) In all cases, advisors should continue to mark the register until instructed to remove the student from the academy roll by the Attendance Officer, following authorisation from the Principal.

  b) If the student's parents/carers inform the academy, as they should in writing, of the new school and a date for starting, the Attendance Officer will contact the school and on receipt of confirmation of the student being on roll, the operations Team will release the student's file to the new school.

  c) If staff hear from a student or his friends that he is leaving or has left, the Attendance Officer will make enquiries about the student and then follow (b) if the new school is known.

  d) If a student does not attend the academy and the reason is a change of school but this cannot be confirmed, then the LEA will be informed by the Attendance Officer and a CAF (common assessment framework) will be completed and investigated. A date will be given for the removal of the student from the Livingstone roll if the student cannot be traced.

  e) If a student is permanently excluded, the Principal will inform the LA that the student has been removed from Rivers Academy roll with the reason. The Attendance Officer will coordinate any correspondence with the appropriate LA.

  f) If a student has been absent from the academy for the purpose of a holiday and does not return to the academy within 10 academy days following the expiry of the period of the 10 days absence and the Principal is not satisfied that the absence is due to sickness or another unavoidable cause.

  g) If the student is certified by the academy SENCO as unlikely to be in a fit state of health to attend the academy before ceasing to be of compulsory school age.

  h) If the student has been continuously absent from the academy for a period of not less than four weeks and all attempts by the academy after reasonable enquiry to locate the student.
- This includes informing the Child Missing From Education Officer at LBH.

  i) If the student has died.
- Fast Track to Attendance Process :The criteria for a successful Fast Track is for there to be less than 10% unauthorised absence for the Fast Track period.
- Fast Track can still be used when a child is on a reintegration, or reduced timetable, as the key is that they are attending fully, or any absence is unavoidable (authorised).
- The Parenting Contract and subsequent reviews are likely to form the backbone of any witness statement if the case were to proceed to Court, either as a direct prosecution following a failed
- Fast Track, or if a Fixed Penalty Notice is issued because of a failed Fast Track and is subsequently unpaid. For this reason, we will be ensuring clarity of details are included, such as communication between home and the academy, and pinpointing the barriers and potential solutions in students Indiviual attendance Action plans (IAAPs) and Attendance Parent Pupil contract (APPC). **(Appendix 7& 8)**

Fixed Penalty Notice and the Law

- Penalty notices are issued to parents as an alternative to prosecution where they have failed to ensure that their child of compulsory school age regularly attends the school where they are registered or, in certain cases, at a place where alternative provision is provided. Penalty notices can be issued where the pupil's absence has been recorded with one or more of the unauthorised codes and that absence(s) constitutes an offence. A penalty notice can be issued to each parent liable for the offence or offences. Penalty notices will be issued in line with the Education (Penalty Notices) (England) Regulations 2007.A penalty notice may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first 5 days of a fixed period or permanent exclusion. The school must have notified the parents of the days the pupil must not be present in a public place. It is an offence under the 1996 Education Act if a child of compulsory school age fails to attend regularly at a school where they are registered and the parents/carers are at risk of prosecution under the Act unless absences have been authorised Each parent/carer will be fined each for each child if the parents/carers allow the child to take unauthorised leave within term time. The regulations make it clear that the Principal may only grant leave of absence in term time under "exceptional circumstances". The definition of "parent" under Section 576 of the Education Act 1996 includes all biological parents, whether they are married or not and includes any person who, although not a biological parent, has the parental responsibility and/or any person who,although not a biological parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child,irrespective of what their relationship is with the child, is considered to be a parent.Fixed Penalty Fines also apply when an excluded student is found in a public place, during school hours with no justifiable reason.Rivers Academy will follow the 'School Penalty Notice Decision Making

8. Monitoring Arrangements

- This policy will be reviewed by Palmira Joao / Assistant Principal designated senior leaders as guidance from the local authority or DfE is updated. At every review, the policy will be approved by the full governing board.
- Any changes made to the policy will be communicated to all staff members.

9. Links with Other Policies

This policy links to the following policies:

- Child protection policy
- Behaviour policy
- RAWL home visit Policy

10. Training of Staff

At Rivers Academy we recognize that Early intervention is the ONLY Intervention. As such, members of staff will receive training in:
Identifying potentially at-risk pupils.
Teachers and support staff will receive training on Implementing the Attendance Policy.
Teachers and support staff will receive regular and ongoing training on new attendance strategies as part of their development.

11. Rewarding and Celebrating Excellent Attendance

Weekly	Half Termly	Termly	Annual
Weekly 100% Attendance Raffle - a student is given a raffle ticket, for each week they have 100% attendance. Prizes are drawn for each Faculty at the end of the half term from the raffle tickets. Attendance Streaks : for every 5 consecutive days of being in school the child gets an attendance streak for which they will get attendance Rewards	• Principals breakfast • Pizza Party • Trips/ Educational visits • Bowling & wembley Football Match • Postcards	Celebration of Achievement Assembly and students who have 100% attendance for that half term receive Gold , silver and bronze certificates. Bronze 100% for one term. Silver 100% for two terms and Gold 100% for three terms.	Faculty Reward Trip Faculty AP Award Academic Mentoring award

Appendix 1: Guide for Teachers

REGISTRATION

- To be taken twice daily.

AM REGISTRATION	8.30 – 8.40am
PM REGISTRATION	1.40– 3.05pm

- Registers should be taken electronically via ARBOR.
- One of three codes should be used when taking the register:
  - / = Present
  - **N** = Absent
  - **L**= Late and then the number of minutes late
- The Academy Attendance Officer will record other codes to reflect reasons for absence throughout the Academy day.
- If a student arrives late and the student has already been marked absent - it is important to remember to amend the mark from "N" to "L" and include the number of minutes late.
- If it is not possible to take the register on ARBOR, marks should be recorded on the paper register and sent to the Attendance officer in the first 10 mins of the lesson via email or the Learning Consultant. The codes listed above should be used.
- If it has not been possible to take the register for any reason the attendance officer and Learning Consultant should be notified as soon as possible.

STUDENT APPOINTMENTS

- All student appointments must be approved by the Medical Welfare officer and Attendance Officer. The student must have a written permission slip in their planner and must present this to his teacher in order to leave the Academy at the designated time with an exit slip.
- If he/she returns to the Academy after the appointment, he/she MUST sign in at Reception.
- Should the student be stopped outside of Academy by the SASS (Academy Attendance Support Office) or the Police, he can then produce the exit slip as proof he/she has permission to be out of Academy.
- Please remind students that wherever possible all appointments MUST be made outside of Academy hours.

CLASS REGISTERS

- Class teachers must take a class register on ARBOR within the first 10 mins for every lesson.
- Taking the register promptly, particularly during periods 1 & 5, allows the attendance officer to establish whether a student that has not signed in late is in the Academy building.
- If a student arrives late and the student has already been marked absent - it is important to remember to amend the mark from "N" to "L" and include the number of minutes late.

OBSERVATION

If patterns of absence are observed from registration or lessons the teacher should flag their concerns to the attendance and Subject lead or a Faculty Team lead.

REVIEWING

The governing body will review the policy as required or every three years, to ensure the effectiveness of the procedure and make changes where necessary.

Appendix 2 : Attendance and Absence Codes

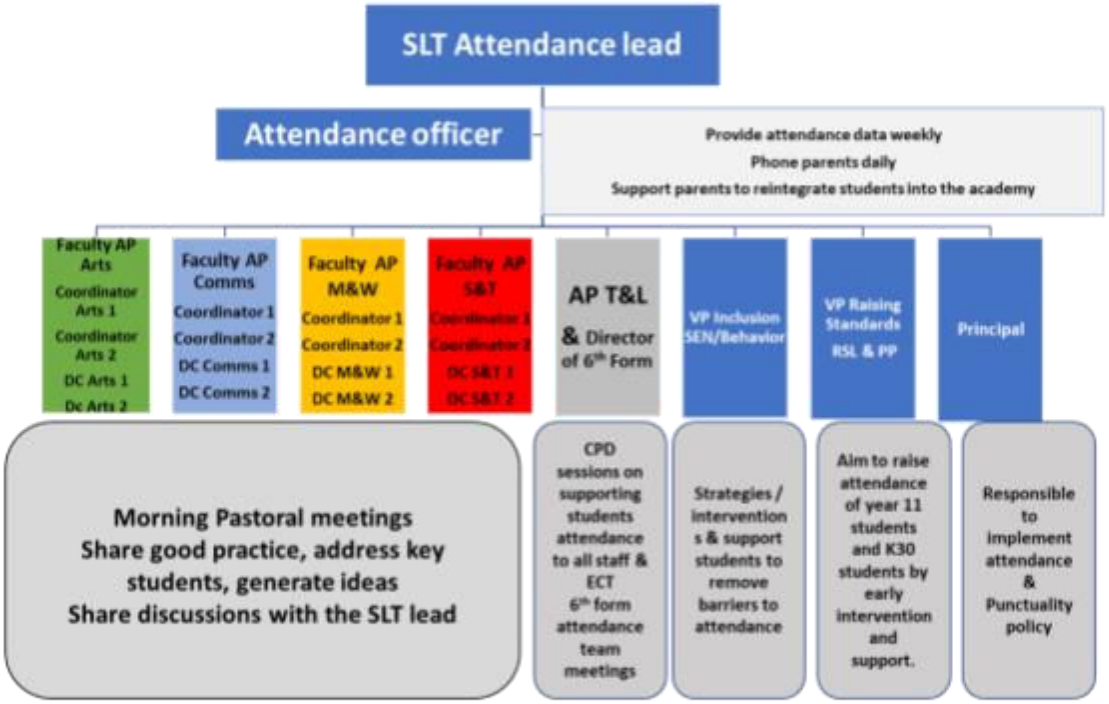
The following codes are taken from the DfE's guidance on Academy attendance.

CODE	DEFINITION	SCENARIO
/	Present (am)	Student is present at morning registration
\	Present (pm)	Student is present at afternoon registration
L	Late arrival	Student arrives late before register has closed
K	Off-site educational activity	Student is attending education provision **arranged by the local authority**
B	Off-site educational activity	Student is at a supervised off-site educational activity approved by the Academy
J 1	Interview	Student has an interview with a prospective employer or for admission to another educational establishment.
P	Sporting activity	Student is participating in a supervised sporting activity approved by the Academy
V	Educational trip or visit	Student is attending a place and is on an educational visit/trip organized, or approved, by the Academy
AUTHORISED ABSENCE		
C	Authorised leave of absence	Student has been granted a leave of absence due to exceptional circumstances
C1	Authorised leave of absence	Student is participating in a regulated performance or undertaking regulated employment abroad
C2	Authorised leave of absence	Student has been granted leave of absence for compulsory school age pupil subject to a part- time timetable
E	Excluded	Student has been suspended or permanently excluded but no alternative provision has been made
H	Authorised holiday	Student has been allowed to go on holiday due to exceptional circumstances
I	Illness	Academy has been notified that a student will be absent due to illness
M	Medical/dental appointment	Student is at a medical or dental appointment
R	Religious observance	Student is taking part in a day of religious observance
S	Study leave	Year 11 student is on study leave during their public examinations
T	Gypsy, Roma and traveler absence	Student from a traveler community is travelling, as agreed with the Academy
Q	LA has failed to make access arrangements	Student unable to attend the school because of a lack of access arrangements
UNAUTHORISED ABSENCE		

G	Unauthorised holiday	Student is on a holiday that was not approved by the Academy
N	Reason not provided	Student 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)
O	Unauthorised absence	Student is absent in other or unknown circumstances or Academy is not satisfied with reason for student's absence
U	Arrival after registration	Student arrived at the Academy after the register closed

No Statistical meaning (Neither Present OR Absent)		
CODE	**DEFINITION**	**SCENARIO**
D	Dual registered	Student is attending a session at another setting where they are also registered
X	Not required to be in Academy	Student of non-compulsory Academy age is not required to attend
Y1	Unable to attend due to exceptional circumstances	Student is unable to attend due to transport normally provided not being available.
Y2	Unable to attend due to exceptional circumstances	Student is unable to attend due to widespread disruption to travel.
Y3	Unable to attend due to exceptional circumstances	Student is unable to attend due to part of the school premises being closed.
Y4	Unable to attend due to exceptional circumstances	Student is unable to attend due to whole school site being unexpectedly closed.
Y5	Unable to attend due to exceptional circumstances	Student is unable to attend as students is in criminal justice detention.
Y6	Unable to attend due to exceptional circumstances	Student is unable to attend in accordance with public health guidance or law.
Y7	Unable to attend due to exceptional circumstances	Student is unable to attend because of other unavoidable cause. (Schools must also record the nature of the unavoidable cause)
Z	Student not on admission register	Prospective pupil not on admission register .Register set up but student has not yet joined the Academy
#	Student not required to attend the Academy.	Planned whole or partial school closure
-	Student attends but not recorded	All should attend but No mark recorded

Appendix 3 : Our Attendance Team -Working together to improve attendance



Academic Mentors: Address attendance weekly, have 1:1 conversations to support mentees
Reward attendance: post cards , aspiration points on the assembly days, share attendance data

PP Coordinator : Action and support the attendance of PP students and develop strategies to improve attendance .
SENCO : Action and support the attendance of SEN students and develop strategies to improve attendance .

Appendix 4: Annual Attendance Implementation

Term	Month	Actions
Ongoing • Weekly attendance awards		
Autumn	September	• Analyse attendance of learners 2023/24 falling below 90% and explore issues and identify target groups • Share information with parents, staff and Core Team (If below 90%) • Identification of support groups considering attendance • Parent Newsletter, Website – report figures and evaluate / communicate with parents • Update and share school leaflet regarding parent information on attendance • Staff Training day : Attendance Strategies , Roles & Responsibilities, Share Termly focus • Faculty Meetings : Working together to Improve Attendance. • Student Assembly Importance of Attending school Regularly and half Term reward. • Display of Attendance Posters in and around the Academy / classrooms. • Punctuality process based on time of arrival.
	October	• Half Termly– analysis and evaluation of data • Target letters sent for below 92%
	November	• Student Assembly : HT2 Attendance Reward - Christmas goodies • Faculty Meeting : Attendance Focus • Parents' Evening – requirement to report figures and judgement • Distribute attendance report for 'target group' for first part of Autumn Term • Newsletter – report figures and evaluate/communicate with parents • Analysis and evaluation of data • Target setting to include targets for attendance • Target letters sent for below 92%
	December	• Attendance rewards for 100% attendance – • Target letters sent for below 92% • HT2 attendance Rewards to be given out during Christmas Assemblies last day of Term
Spring	January	• Student Assembly : HT3 Attendance Reward • Faculty Meeting : Attendance Focus • Print out and send home copies of all pupils' attendance (autumn term report) • Distribute attendance report for 'target group' for Autumn Term • Governors – analyse and evaluate data • Newsletter – make a big deal about attendance – report on Autumn Term progress • Target letters sent for below 92%
	February	• Review impact of additional support provision to include standards in attendance • Target letters sent for below 92%
	March	• Student Assembly : HT4 Attendance Reward - EASTER EGGS • Faculty Meeting : Attendance FocusGovernors – analyse and evaluate data • Parents' evening – requirement to report figure and judgements • Distribute attendance report for 'target group' for first part of Spring Term • Target letters sent for below 92%
	April	• Student Assembly : HT5 Attendance Reward • Faculty Meeting : Attendance Focus • Attendance rewards for 100% attendance – Silver Award, Improvement Certificate • Attendance award 100% for the term • Target letters sent for below 92%
Summer	May	• Report to parents to include information about standards in attendance up to spring term. • Print out and send home copies of all pupils' attendance (spring term report) • Distribute attendance report for 'target group' for Spring Term • Governors – analyse and evaluate data • Target letters sent for below 92%
	June	• Student Assembly : HT6 Attendance Reward • Faculty Meeting : Attendance Focus • Student Assembly : HT6 Attendance Reward (Educational Visits) • Faculty Meeting : Attendance FocusDistribute attendance report for 'target group' for first part of Summer Term • Governors – analyse and evaluate data • Distribute annual school reports, making explicit attendance and grade • Target letters sent for below 92%
	July	• Distribute attendance report for 'target group' for Summer Term • Governors – analyse and evaluate data • Attendance rewards for 100% attendance – Gold Award • Attendance award 100% for the term • Target letters sent for below 92% • Attendance end of year rewards

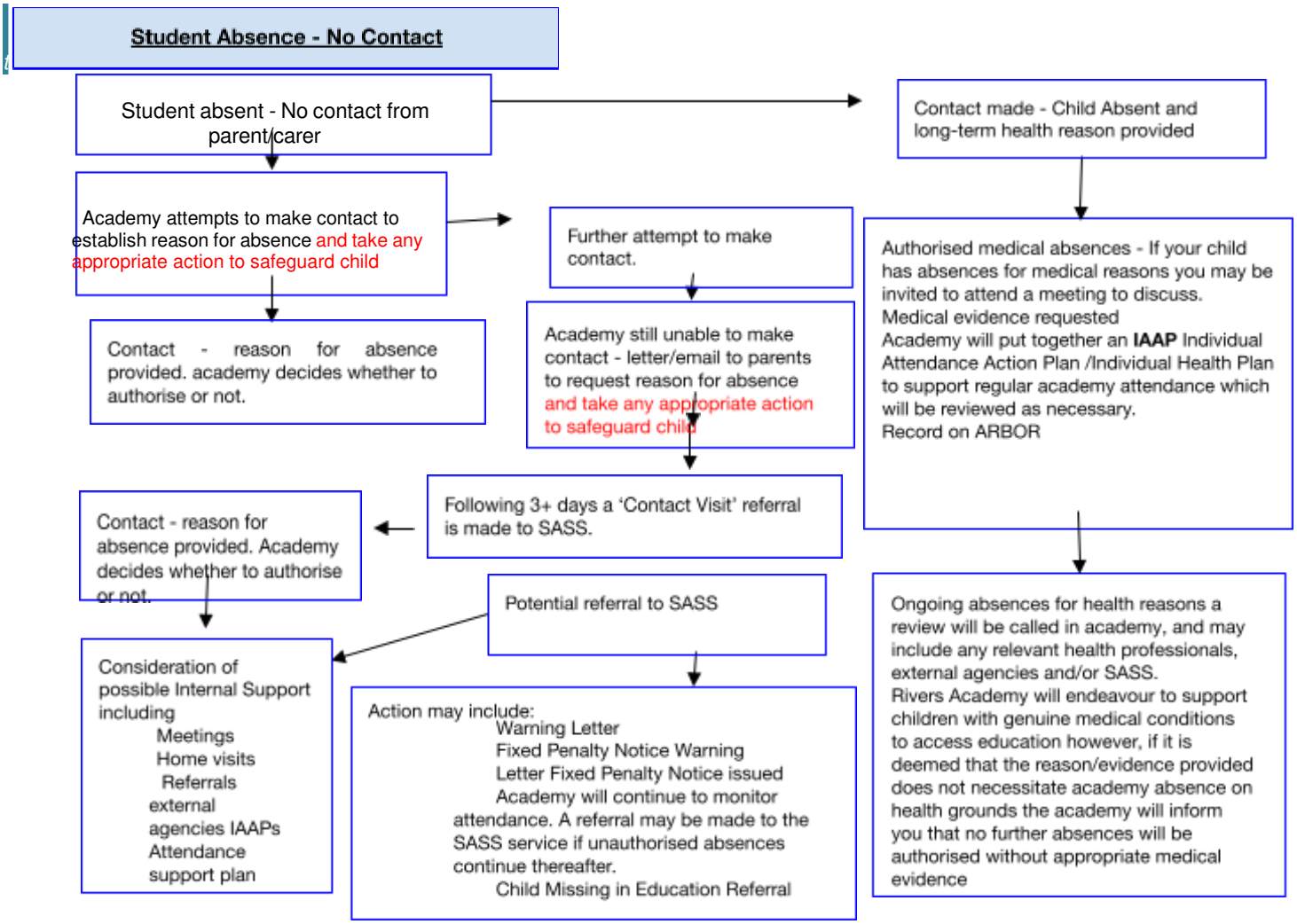
Appendix 5 :Attendance Flow Chart

Appendix 5.1 : Student Absence Tier structure

Student Absence Tier Structure

Daily Absence Protocols		Tier 1 – <97>95%	Tier 3 – 91.9- 90%
Attendance Officer **Monitoring daily attendance** o Edit registers from messages via attendance emails & phone calls to parents/carers by 8.30 am oAny student arriving after 8:30 a.m. will be registered as 'Late' at reception. The XXX enters the late mark on our ARBOR system. Any student who arrives after 8.55am will be given a "U" late after the register closes and will impact their attendance to the academy. **Session Marks** oUpdate registers & ensure that all reported absences are coded appropriately. oForward any concerning messages to the safeguarding team oChase missing /incorrect registers **FIRST DAY OF ABSENCE** oParents/Carers to be contacted by Arbor absence messaging. For any child on the vulnerable list telephone calls must be made to establish reason. Any LAC child who is absent, foster parent and social worker must be contacted. oSend a Daily absence list to the Core attendance Team by 11am. o.Print Fire Registers for the day by 10:30am **SEND VULNERABLE ABSENCE EMAIL TO SAFEGUARDING TEAM -**with reason. Any absence of three or more days continuous absence. Any absence without contact from the family. A home visit will be considered by a member of the academy (X) Safeguarding team and/or a local authority professional, to ascertain the safety and well-being of the child and the reason for their absence from Academy. **REGISTERS :***Clears all registers before the end of the day.Email scripts for missing / incorrect registers.docx **AFTERNOON ROLL CALL** Ensure that all PM roll call registers are complete and check for any anomalies. E.g. students who are marked as absent in PM but were present that morning.	**Academic Mentors** **AM Sessions** o Mark Registers o Monitor lates and absences **Assembly Days** o Mark register on ARBOR (laptop) o Share Faculty attendance. **Attendance Totals** o Share AM's weekly attendance o Students record in planners half termly attendance. **Telephone Calls** o AM's to make call home on third day of absence.(AM Script) o Record details on ARBOR . **Attendance celebration** Reward 100% attendance and improved attendance and Punctuality **Fire Alarm** Mark paper Registers **All staff** Must mark a pupil with a Present(/) Absent (N) or Late (L) for every timetabled lesson **3 DAY CONTINUOUS ABSENCE:**Any child absent for 3 or more days to receive a phone call to discuss absence and if medical assistance has been sought. *Report 3 days non-contact referral to the SASS*. **5 DAY CONTINUOUS ABSENCE:**5 day continuous absence letter to be hand delivered during welfare check as well as email copy to parents. **10 DAY CONTINUOUS ABSENCE: Non attendance procedures followed** . **CME** - If family moved/left address or no address provided CME will be contacted with details of all calls, messages,letters , welfare checks and off rolling procedures followed with evidence that the child has not seen and contact has not been established with the named parent/carer	**Academic Mentor** **Support** *AM Conversation* 5AP for full week attendance Attendance dropping Referral to Faculty Team for Tier 2 Support. If improvement > 95% end involvement **Tier 2 – 94.9-92%** **Academic Mentor/ DC** **Support** ***Letter 1*** *:1st attendance email to be parent/carer* *Academic Mentoring Conversation* if a student has SEN/PP -SENCO / PP lead involvement). **Communication** • Attendance streaks to AM/ DC o Set up IAAP for attendance <93% o Discuss students at Pastoral briefings. o Attendance dropping Referral for Tier 3 Support. If improvement > 95% end involvement *Refer to* ***Coordinator Tier 3 if no improvement attendance < 92%***	**AM/ Coordinator** ***Letter 2*** *:2nd attendance email to parent/carer* **Communication** Coordinator to meet with student & call home and monitor weekly. Attendance Reward Plan Card **Support** Further targeted Intervention (IAAPs) • SEN/ PP/SG intervention If improvement > 95% end involvement **Tier 4 – 89.9- 85%** **Persistent Absence** **SLT /(Faculty AP)/ Coordinator/AM** ***Letter 3*** *:Meeting invite email to parent/legal guardian* o Faculty AP to meet parents. o Sign APPC monitor weekly o Discuss in attendance Core team meetings o Meeting with parent every 4 weeks *Refer to SASS CFAN/CME* If improvement > 95% end involvement *email of improvement / deterioration sent every 2 weeks* *EWO will follow the Complex Route / penalty notices* ***Letter 4*** *: Severely Absent attendance email* **Meeting** o Faculty AP and VP to meet with family. o Liaise with VP if alternative provision required / reduced timetable. **Term time leave** Attendance officer to alert Faculty AP / coordinator, AM & DC- Refer to SASS- send Term time absence letter to parent & Term time referral on students return. Complete NON-CONTACT / CME if required

Appendix 5.3 : *AStudent absence No contact*



Appendix 6: APPLICATION FOR LEAVE OF ABSENCE FOR YOUR CHILD DURING TERM-TIME

Time off academy for family holidays is not a right and as a Parent/Carer, you should complete this form and return it to PA of the Principal tbuckley@rivers-aspirations.org AT LEAST FOUR (4) WEEKS before the date when you want the period of absence to start. You must provide supporting evidence for your request . e.g medical evidence , flight booking evidence (dates tickets were booked).You may be required to attend an interview to discuss this request with the Principal or other senior member of staff. (A separate application must be completed for each child). Please read the section on exceptional circumstances.

Child's Full Name:			
Year Group		**Faculty**	
Address			
Period of absence (inclusive)			
From		**To**	
Reason Requesting Absence (if request is for a family holiday, please give exceptional circumstances on why it MUST be in term time. Please continue on a separate sheet if necessary)			
(Applicants must be the parent carer/ legal the child normally resides with)			
Name of 1st Legal guardian		**Relationship to child**	
Signed		**Date**	
Name of 2nd Legal Guardian		**Relationship to child**	
Signed		**Date**	
If you have other children in the family of school age please give details (Use additional sheet if necessary)			
Name		**School Attending**	

APPENDIX 7: Early assessment Tool / Fast Track

Early Assessment Tool	
Name of the student:	Person Completing the form:
Parer carer :	
Please complete the form and g and provide further details if Yes.	
Home life / Family Relationships ● Does the child live at home : Yes / No ● Are they in a Private Fostering Arrangement? Yes / No ● Any Other family members who live with the child Yes / No ● Any family members who do not live with the child?Yes / No ● Who lives with the child ? ● Are they a young carer? Yes / No ● Is English the family's first language? Yes / No ● What gender does the young person identify as? M/ F ● Does the child partake in any extracurricular activities? Yes / No ● Do they see friends outside of the academy ? Yes / No	Further details
Academy LIfe ● Positive interactions with peers and staff ? Yes / No ● Homework concerns Yes / No ● Any other concerns about the academy ? Yes / No	Further details
Health: ● Is the family registered with a GP? Yes / No ● Identified health issues : Yes / No ● Issues around sleeping : ● How is their physical, emotional and mental health? ● What physical, emotional or mental health needs do they have? ● Are any named healthcare professionals involved with the family? Yes / No ● Are any other agencies involved with the family (either now or in the past)? Yes / No	Further details
Economic Well Being ● Please indicate any issues regarding the following and provide details if Yes. ● Housing Yes / No ● Any other concerns Yes / No	Further details

Appendix 7 :Attendance Panel -Parent Pupil Contract

Rivers Academy West London
an Aspirations Academy

RIVERS ACADEMY ATTENDANCE PANEL MEETING AGREEMENT

Academy Parent/Pupil Contract

Date of Meeting : XXX DOB:

Name of student: XXXXXXX

Address:

YEAR: X FACULTY: XXXXX

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

Present at Meeting Parent / Carer name : XXX

Relationship to student : XX

Parent Carer : Attended Yes / NO

Reason for Attendance meeting: **Failure to attend Academy 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 Academy regularly?	**Yes / No**

Has medical confirmation been provided to date	Yes/ No
If Yes brief description :	
Is the Family receiving any support?	

Actions to date: (academy & Parent/carer)

Barriers/issues raised and discussed for poor attendance so far
Academy:
Parent:
Pupil: **Covid**

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 academy 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.

Any other action/support/recommendations.

Parental / Student Comments:

ACADEMY ACTION:

- The Academy will continue to monitor child's regular attendance and continue to liaise with the Education Welfare Service.
- The Academy will not authorise any absence without any supporting medical evidence.

Is the parent /carer willing to engage:

Rivers Academy Support Plan

What can we do to support the family/ student?

Academy Intervention [] Specialist Services [] EHA [] Other []				
ACTION	**RESPONSIBLE**	**TIMESCALE**	**DATE**	**OUTCOME**

Attendance target:	97 %
Timescale for Improvement	4 weeks
Date for Review call / meeting	
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. 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.	
Parent/ carer	**Name :** **Signature:**
Pupil	**Name :** **Signature:**
Staff conducting meeting	**Name :** **Designation:** **Signature:**
School Attendance lead	

Other service	

Appendix 9: ATTENDANCE AND PUNCTUALITY LETTERS

Attendance Letter 1 - below 95%

Date

Dear Parent/Carer,

RE: ATTENDANCE CONCERNS –less than 95% (Tier 2)

I am writing in connection with your child's academy attendance . As I am sure you are aware, regular attendance is important so that pupils can maximise their educational opportunities and is a legal requirement.As part of our attendance monitoring I have noticed that your child's attendance so far is below the expected levels.

It is important to be aware that an annual attendance figure of **90%** represents approximately 20 days missed from school (4 full school weeks). This puts your child at serious risk of underachievement.
The attendance of all students is monitored closely at Rivers Academy and we are keen for the Academy to work actively with parents and carers to ensure a regular pattern of attendance is maintained. There is irrefutable evidence to show the link between a student's attendance at the Academy and their attainment. This evidence shows that there will be an impact on your child's education if attendance is not consistently **above 95%** throughout their schooling.

At Rivers Academy we are aiming for outstanding attendance of **above 97%.** As a parent or carer, you have a legal requirement to ensure your child attends the academy on a regular basis. Therefore, you hold the responsibility to promote good attendance and punctuality.

All absences are recorded on a child's attendance record and absences will be shown as unauthorised unless medical evidence is provided. Absences will only be authorised in the following instances:

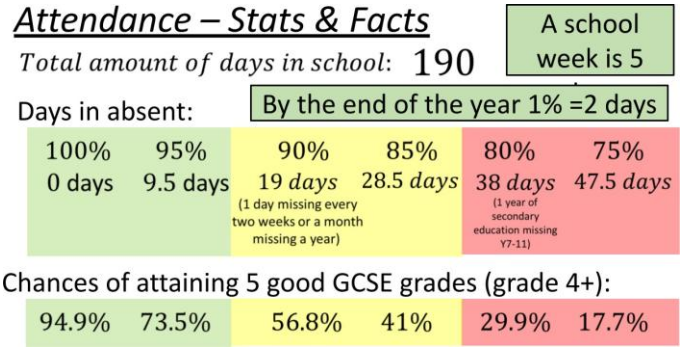
- For sickness or ill health (Medical evidence required)
- For medical or dental appointments which fall during academy hours (Medical evidence required)

The legal burden lays with the parents/carer to provide medical evidence and this should include a date stamped appointment card; appointment letter; a label from any prescribed medication for the absence to be authorised or GP/consultant letters.If there are any ongoing medical conditions or circumstances which may be affecting your child's attendance that the academy is currently unaware of it would be useful if the academy was informed with medical evidence.

We would like to work with you and your child, to support you to remove any barriers that may be impacting on your child'sacademy attendance .In order to keep the academy up to date in relation to your child's attendance please can I remind you of our attendance reporting processes :

- Please call the Academy on **02087519836** or use **School Comms or email the attendance officer** attendance@rivers-aspirations.org to inform us of your child's absence on the first day of their absence.

We will continue to monitor your child's attendance and hope to see a significant improvement.



We will continue to monitor your child's attendance and hope to see a significant improvement.
Yours sincerely,

Mrs Persis Katto - Nagel,
Attendance and Family Engagement Lead.

Attendance **Letter 2** - Below 92% (Tier 3)A

Dear Parent/Carer,

RE: ATTENDANCE CONCERNS –less than 92% (Tier 3)

Recently, a letter was issued to you regarding the attendance level of «forename». Since this letter was issued there has failed to be an improvement in «forename»'s attendance record at Rivers Academy. «forename»'s attendance figure is lower than the expected figure of 97%.
Having a poor school attendance level can lead to a negative impact on learning. It is vital that immediate improvements in attendance are made so that «forename» has the best possible opportunity to succeed in their learning and other opportunities.
Ongoing, persistent low attendance can lead to statutory measures being used to ensure a more regular attendance pattern at the academy This outcome is not desirable. Therefore, it is asked that immediate steps are taken to improve their attendance at the academy.It is important to be aware that an annual attendance figure of **90%** represents approximately 20 days missed fromthe academy (4 full academy weeks). This puts your child at serious risk of underachievement.
The attendance of all students is monitored closely at Rivers Academy and we are keen for the Academy to work actively with parents and carers to ensure a regular pattern of attendance is maintained. There is irrefutable evidence to show the link between a student's attendance at the Academy and their attainment. This evidence shows that there will be an impact on your child's education if attendance is not consistently **above 95%** throughout their schooling.

At Rivers Academy we are aiming for outstanding attendance of **above 97%.** As a parent or carer, you have a legal requirement to ensure your child attends the academy on a regular basis. Therefore, you hold the responsibility to promote good attendance and punctuality.

All absences are recorded on a child's attendance record and absences will be shown as unauthorised unless medical evidence is provided. Absences will only be authorised in the following instances:

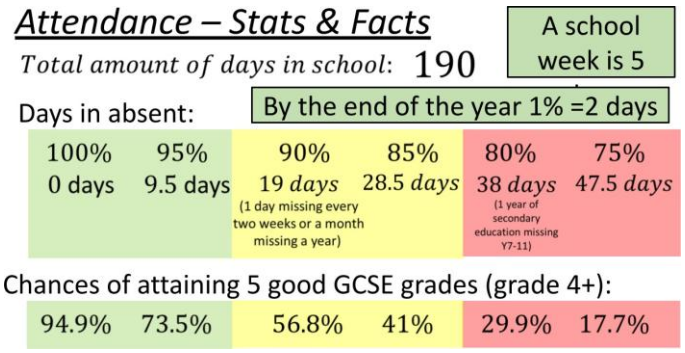
- For sickness or ill health (Medical evidence required)
- For medical or dental appointments which fall during the academy hours (Medical evidence required)

The legal burden lays with the parents/carer to provide medical evidence and this should include a date stamped appointment card; appointment letter; a label from any prescribed medication for the absence to be authorised or GP/consultant letters.If there are any ongoing medical conditions or circumstances which may be affecting your child's attendance that the the academy is currently unaware of it would be useful if the academyl was informed with medical evidence.

We would like to work with you and your child, to support you to remove any barriers that may be impacting on your child's academy attendance .In order to keep the academy up to date in relation to your child's attendance please can I remind you of our attendance reporting processes :

- Please **email the attendance officer** attendance@rivers-aspirations.org **or** call the Academy on **02087519836** to inform us of your child's absence on the first day of their absence.

We will continue to monitor your child's attendance and hope to see a significant improvement.



We will continue to monitor your child's attendance and hope to see a significant improvement.
Yours sincerely,

Mrs Persis Katto - Nagel,
Attendance and Family Engagement Lead.

Attendance **Letter 3** - Below 90%

Dear Parent/Carer,

RE: ATTENDANCE CONCERNS –less than 90% (Tier 4) Persistent Absence

Name of child…….

DOB…….

Attendance %.....

Further to my previous letters. I am writing to express my ongoing concerns regarding……..'s level of attendance at the Academy as there has been little or no improvement.

Ongoing, persistent absence from the academy has a negative impact on a student's learning. I must inform you that as a parent, you are responsible for ensuring that your child attends the academy regularly. Persistent, unauthorised absence from the academy can lead to statutory measures being issued. These measures may include a Penalty Notice Warning period which may lead to a Fixed Penalty Notice (fine) or a prosecution under 1996 Education Act, section 4441 or section 4441 (a).

It is desired that steps are taken so that «forename»'s academy attendance is improved immediately to prevent any of these measures being issued. If there are any further unauthorised absences from the academy, then these actions may be taken. Should you wish to discuss the contents of this letter with me further, or if you would like to arrange a meeting, please contact me on

(contact details). I will help as much as possible.

I would therefore like to invite you to a meeting at the academy with your child's Faculty Team on the.....at … .....,in order for us to discuss any barriers, and work together to formulate a plan to support you to improve your child's attendance.

If you are unable to attend, please contact **attendance @rivers-aspirations.org** to arrange a more convenient time.

Yours sincerely,
Mrs Persis Katto - Nagel,
Attendance and Family Engagement Lead.

Attendance **Letter 4** - Below 50%

Dear Parent/Carer,

RE: ATTENDANCE CONCERNS –less than 50% (Tier 5) Severely Absent

Due to ongoing concerns regarding (Name)'s attendance I am inviting you to a meeting with a The Vice Principal of the Academy as there has been little or no improvement . There will be an opportunity for you and (child's name) to discuss the support in place and how you feel attendance can improve, and what we can all do to further support this.. If attendance remains poor at that point, I must advise you will be at risk of prosecution for the absence from the academy.
The purpose of this meeting is to look at the support available to you and agree a plan to move the situation forward.

I would therefore like to invite you to a meeting at the academy with your child's Faculty Team on the .....at … .....,in order for us to discuss any barriers, and work together to formulate a plan to support you to improve your child's attendance.
If you are unable to attend, please contact attendance @rivers-aspirations.org to arrange a more convenient time.
Yours sincerely,
Mrs Persis Katto - Nagel,

Yours sincerely,

Attendance and Family Engagement Lead.

Yours sincerely,

Mrs P Katto-Nagel
Attendance Officer

Letter 5: Fast Track to Attendance Meeting

Dear Parent / carer
Re: Initial Fast Track Meeting
Due to ongoing concerns regarding (Name)'s attendance I am inviting you to a 'Fast Track to Attendance' meeting.
The Fast Track process is a 6-week period in which clear attendance targets are set at the initial meeting. This provides a clear supportive framework and is an opportunity for you and (child's name) to discuss how you feel attendance can improve, and what we can all do to support this. There will be a Fast Track Review Meeting held in the academy six weeks after the initial meeting. If attendance remains poor at that point, I must advise you will be at risk of prosecution for the absence from the Academy.
The purpose of this meeting is to look at the support available to you and agree a plan to improve your child's attendance in the academy.
The initial meeting will be held at (the academy name) on (date and time) and it is essential that you attend. We would also recommend that you bring with you someone who can support you, either practically or emotionally, in improving your child's attendance. If you have any questions or concerns, please contact me on the academy contact details) and I will be happy to discuss further.
Yours sincerely

Letter 6: Improved attendance but still being monitored

Academy letterhead

Date

Dear Parent/Carer of Name:

Re: Name: Date of Birth:

As you are aware, we have been monitoring ……. 's attendance, and over the weeks, we've witnessed an improvement in [Student's Name] 's attendance, and we would like to express our appreciation for your support and encouragement.
Although the target set for your child was met, attendance levels are still below the expected levels. We will now set a further attendance target for your child to achieve a minimum of 97% for the following 4 weeks .
Your role in emphasising the importance of regular attendance undoubtedly contributes to their success in the classroom.

If this target is not met, we will then need to make a referral to the School Attendance Support Service (SASS).

If you would like to discuss your child's attendance or require support, please get in touch with the attendance officer attendance@rivers-aspirations.org

Yours sincerely,

Mrs Persis Katto - Nagel,
Attendance and Family Engagement Lead.

Letter 7:Deteriorated Attendance

School letterhead

Date

Dear Parent/Carer

Name:

Date of Birth:

As you are aware we have been monitoring …….'s attendance, although the target set for your child was met, the attendance has declined and is below the expected levels.

We will now set a further attendance target for your child to achieve a minimum of 90% for the following 4 weeks. This target will be reviewed on the ……..

If this target is not met, you will be invited to a academy meeting which will give us a further opportunity to discuss support to improve your child's attendance, and a referral may be made to the School Attendance Support Service (SASS) if attendance does not improve.

If you wish to discuss this letter or require support, please contact ……..

Yours faithfully,

Yours sincerely,

Mrs Persis Katto - Nagel,
Attendance and Family Engagement Lead.

Letter 8 – PUNCTUALITY CONCERN LETTER

<Date>

Dear <Parents Name>

RE: Concerns about Punctuality

I am writing to you because your son/Daughter, <Pupils Name>'s has been late to the Academy [number] times in from the start of this Academic year . [He/she] arrives at school after the register has closed.
At Rivers Academy we expect students to arrive at the Academy promptly no later than **8:25am** as the first lesson begins at 8:30am. Arriving promptly makes sure that your child doesn't miss work, and that disruption to the lesson and other pupils is minimized. Persistent lateness can lead to a significant loss in learning time.
The following DfE ABSENCE AND SCHOOL ATTENDANCE CODES will be applied if your child arrives late to the Academy
L -Present Mark-Late arrival before the register is closed at 8:40am
A pupil arriving after the register has closed will be recorded as absent using code U, or another absence code that is more appropriate (evidence will need to be provided to the Academy).

It is our duty to provide you with this information in order to promote improvement in rates of attendance and punctuality. We would very much like to support you and your child so please contact me as soon as possible, if you would like to discuss any issues or barriers that your child has in attending the Academy on time.
The starts of school/lessons are used to give out instructions and organise work. If a child is late he/she can miss work, time with the class teacher getting vital information, and cause disruption to the lesson for others. Research shows a link between attendance at school and a child's achievement. Being late adds up to a loss of learning.

Minutes late per day	Equivalent of missing
5 mins	3.4 school days a year
10 mins	6.9 school days a year
15 mins	10.3 school days a year
20 mins	13.8 school days a year
30 mins	20.7 school days a year

If your child's Punctuality to the Academy does not improve, you will be invited to a meeting to discuss how best we can support your child.

Thank you for your support in your child's attendance and punctuality to the Academy. If you have further queries please contact contact us via attendance@rivers-aspirations.org

Yours sincerely,

Mrs Persis Katto-Nagel,
Attendance and Family Engagement Lead.

Letter 9 Punctuality letter

«date_of_printing»
«address_block» Dear «salutation»
Re: «forename» «surname» - «year_reg»

Following a recent review of punctuality, it has become clear that «forename» is accumulating an unacceptable amount of

late marks. These are recorded when a student arrives at school after the start of the school day or if they arrive late to a lesson. Since the start of this academic year,
«forename» has accrued «total_lates_before» late marks. Clearly this is unacceptable. A copy of your child's registration certificate has been enclosed for your information.
Should a student arrive at school before the registration period ends, this is coded as an L on the registration certificate. Persistent late arrival at school not only affects the learning of the student who arrives late, but also the learning of the rest of the students in the class. Should there be any ongoing reason why this lateness is occurring which as a school we are not aware of, please do contact us to provide further information about this.
It is expected that by highlighting the importance of punctuality to you, steps are taken to improve «forename»'s timely arrival at school. We're committed to working with families to make sure every student gets the support they need. We would therefore like to arrange a meeting to discuss how we can work with you to help improve «forename»'s punctuality.

Yours sincerely
Mrs P Katto-Nagel

Attendance manager

Letter 10 :OFF ROLLING LETTER

Parent / Carer of: student name
Address - line 1
Address - line 2
Address - line 3
Post code

date

Dear XXXXX

Re: School's Reasonable Enquiry Letter – Child Missing from Education

student name, DOB

[student name] last attended school on [date]. We have not heard from you, nor been able to contact you on your emergency contact phone numbers to find out the reason for the absence and likely return.

We have also not received a response to a letter sent on [date] to your home address asking for information.

Your home has been visited, enquiries carried out and we have now notified the Local Authority that your child may be missing from education. As further information has not been forthcoming and your child has now had at least 10 days of unauthorised absence, we are unable to confirm if your child is still in residence at the above address.

I am writing to advise you that [student name] will be removed from the school roll on [date] (20 days from the first date of [student name] absence from school, unless you get in touch following this letter.

Yours sincerely

Mr L Homer
Principal
Rivers Academy

Letter 11 :TERM TIME LEAVE APPLICATION RESPONSE

Date……..

Dear Parent/Carer,

Name of child……..

DOB ……

Attendance…..%

I am writing in response to your request for permission to take your child/ren out of school during term time for..... school days.

Principals are strongly encouraged not to authorise term time leave, unless there are exceptional circumstances relating to an application made in advance. I have considered your request and do not deem there to be any exceptional circumstances; therefore, the absences will not be authorised.

If the term time leave is taken, the School Attendance Support Service (SASS) will be informed, and you will be at risk of receiving a Penalty Notice Warning Letter/Penalty Notice. I have included a Local Authority leaflet for your information.

I am sure you are aware regular school attendance is important so that pupils can maximise their educational opportunities, therefore we hope that your child will remain in school and receive the full time education to which they are entitled.

Yours faithfully,

Mrs Persis Katto - Nagel,
Attendance and Family Engagement Lead.

Letter 12 :Unauthorised term time HOLIDAY

Date

Dear Parent/Carer of xxxxxxxx,

RE: Unauthorized term time holiday

I am writing to you because your son/daughter, **xxxxxx,** has been out of school for a family holiday between **xxxxxx** to **xxxxx**. We are classifying this as an unauthorised holiday and this will have an impact on your child's overall attendance.

The Academy will now monitor your child's attendance and is setting **a 95 % attendance target** for your child which we will review on xxxxx

The Academy works with parents to provide the best education for each child and believes that regular attendance throughout the year is essential to every child's success and fulfilment. Absences like these could have a detrimental effect on your child's learning and progress.

All absences are recorded on a child's attendance record and will be shown as unauthorised unless medical evidence is provided by the parent or carer. Absences will only be authorised in the following instances:

- For sickness or ill health (medical note required)
- For medical or dental appointments which fall during school hours (medical note required)

The legal burden lays with the parent to provide medical evidence which may include a date stamped appointment card; appointment letter; a label from any prescribed medication for the absence to be authorised or GP/consultant letters.
Yours sincerely,

Mrs Persis Katto- Nagel ,

Attendance and Family Engagement Lead.