

CP RIVERSIDE SCHOOL



ATTENDANCE POLICY

Period of review	Two years
Next review date	September 2027

Rationale

CP Riverside School seeks to ensure that all students receive a full-time education which maximises opportunities for every student to reach or exceed their academic and social potential. The school has established an effective system of incentives and rewards that acknowledges the efforts of students, aims to build and sustain high levels of attendance and punctuality, and challenges the behaviour of those students and parents/carers who do not do so.

Our priority is to support students and work alongside parents/carers to secure good attendance. If parents/carers have any concerns about their child's attendance, they should contact their child's Coach or the school's Attendance Officer, who will be happy to assist.

Reporting Absence or Lateness

Parents should contact the Attendance Office via the shared mobile number or through the main school phone number (0115 986 4098) before 08:50 am on each day of absence. They should set out the student's name and reason for absence. If parents do not report an absence, CP Riverside School will contact them on the first day of absence. Further contact triggers are listed in Appendix 1.

If a student is running late, the parent/carer should contact the school using the details above to give an estimated time of arrival and the reason for lateness.

Acceptable reasons for absence include:

CP Riverside School recognises that there are valid reasons for students not attending school. However, it is believed that these should not be used excessively, as they could affect students' overall educational experience and opportunities to achieve. A list of acceptable reasons can be found below:

- Illness or other unavoidable cause that prevents attendance
- To attend medical appointments, although these should be arranged outside of the school day wherever possible
- Observance of a religious celebration of the religious body to which the student's and/or parents belong
- To attend a job or college interview that could not be organised outside of school hours
- To take part in approved public performances
- To take part in special tuition, public exams, sporting events, etc

Parents/carers should seek advice from the school if they are unsure as to whether or not absence will be authorised.

Unacceptable reasons for absence will be recorded as unauthorised and include:

- Truancy
- Minding the house/staying in for repairs
- Shopping
- Attending sporting events or music concerts
- Annual holidays
- To help with the family business
- Birthdays
- School uniform in the wash
- Looking after brothers or sisters
- Oversleeping

If there are concerns as to a student's level of unauthorised absence, further contact will be made with parents/carers to provide support in ensuring their child attends school more regularly.

Term-time Holidays

High attainment is reliant on good attendance. Term-time holidays could have a significant impact on achievement and progress, and therefore our position is not to authorise them except in the most exceptional circumstances. The fundamental principles that we define as exceptional are rare, significant, unavoidable and short.

By unavoidable, we mean an event that could not reasonably be scheduled at another time. Amendments to the Education (Pupil Registration) (England) 2006 regulations clarify that schools may not grant any leave of absence during term time unless there are exceptional circumstances. Schools should determine the number of days a child can be away from school if the leave is granted. In these circumstances, an application must be made in writing,

with appropriate evidence, to the Principal in advance of booking the intended holiday. The Principal will respond in writing within one working week.

Even in exceptional circumstances, we cannot authorise any more than ten school days' absence for term-time holidays in one academic year. Suppose a holiday is taken during term time without being authorised as described above. In that case, the commissioning school or Local Authority may consider the absence to be one that could result in the issuance of a fixed penalty.

Unauthorised Absence

Periods of absence that have not been authorised are very concerning. For example, if a student has three or more days of unauthorised absence over six weeks, then the absences may be referred to the commissioning school or Local Authority, who may issue a penalty notice.

Punctuality

Students in key stage three should arrive at school at or before 08:50 am to attend their first lesson at 09:00 am. Registration for students in key stage three closes at 9:30 am. Students who arrive after 09:00 am but before registration closes will be marked as late "L" in the school register, and parents will receive a text message notifying them of the lateness.

Students in key stage four should arrive at school at or before 09:45 am to attend their first lesson. Registration for students in key stage four closes at 10:15 am. Students who arrive after 10:00 am but before registration closes will be marked as late "L" in the school register, and parents will receive a text message notifying them of the lateness.

Any student who arrives after the start of their first lesson of the day will not achieve their positive behaviour point for being 'on time'. If a student is late twice in one school week, or three times in two school weeks, a telephone conversation between CP Riverside School and parents/carers will be required to identify any possible solutions to eradicate lateness.

If a student arrives after the register closes on 10 separate instances over a period of six school weeks and these have been recorded as a "U", the persistent lateness may be referred to the commissioning school or Local Authority, who may issue a penalty notice.

Students who arrive after registration closes at 09:30 am (Years 8 and 9) and 10:15 am (Years 10 and 11) should report to the School Office.

When Attendance Becomes a Concern

Even when there are legitimate reasons for absences, it is important that school and home work together to improve attendance. When attendance drops below 95%, the Attendance Officer will contact parents and carers and offer support to help secure good attendance for their child. The government defines Persistent Absence as attendance that is below 90%. When a student's attendance drops below 90%, the Attendance Officer will contact parents and carers, offer them support to help secure good attendance, and implement a programme of attendance monitoring.

If a student's attendance continues to be a concern, the Attendance Officer may conduct home visits or seek support from other agencies, including the commissioning school or Local Authority, which may pursue fixed penalties and court action should attendance not improve. The process for communicating with home and for monitoring attendance is set out in Appendix 1.

Recording Attendance

CP Riverside School will record statutory roll call attendance twice daily. The AM roll call attendance will be recorded when the student arrives at school or when the register closes, 30 minutes after the student's designated start time. The PM roll call attendance is recorded when the afternoon session begins at 12:50. Students' attendance information is recorded securely on our MIS, Arbor.

Sharing Attendance Information with Others

CP Riverside School reports daily student attendance and absence to commissioning schools/authorities. We work in partnership to celebrate positive student attendance and support any necessary improvements. While, as a school, we do not request the issuance of Fixed Penalty Notices (FPNs), we will support the commissioning

school/authority in their pursuit of FPNs by providing attendance certificates, meeting records, and other attendance-related information.

Working With Parents/Carers

Our priority is to work in partnership with families to secure good attendance. We will only be successful when school and parents/carers work well together. In order to secure this strong partnership, we ask parents/carers:

- to notify the Attendance Officer or Admin Team immediately of absence and the likely duration
- keep in contact with the school via the child's Coach when any issues arise related to attendance;
- respond to any contact by school staff and other agencies about attendance.

If we believe a student's attendance is declining, we will issue a letter of notification (Appendix 2.1). If there is no improvement in a student's attendance within the next 28 days, we will issue a formal letter of notification (Appendix 2.2). Should there be no improvement in the next 28 days, we will issue a Placement at Risk Notice, requesting that the commissioning school/authority, the student, and the parents/carers attend a meeting to discuss attendance concerns, as we are unable to effectively educate or support students who are not in school regularly. We consider poor attendance an indicator that the student is no longer on board with the education and support available at CP Riverside School.

Statutory Requirements

Section 444(1) of the 1996 Education Act sets out that parents/carers have a duty to ensure that their children receive full-time education and that they are in breach of this act if they do not send their child to school. Parents/carers must notify the school of the reason for absence. The school then decides if the absence can be authorised. The school will maintain an accurate register for each school session as a legal document.

Roles and Responsibilities of Staff

Attendance Officer/Coach will:

- Make first-day contact (phone call or text message) with parents/carers to ascertain a reason for absence or lateness
- Record AM roll call daily, including student attendance, and any reasons for absence or lateness on Arbor
- Update the register of any reason for absence received later in the day
- Meet with students regularly when patterns of poor attendance or punctuality have been identified to provide support with attending school on time and/or more frequently
- Communicate with parents/carers regularly regarding the importance of their child attending school daily

Attendance Champion will:

- Continue to attempt to make contact with parents/carers if the student's coach has not received a response by 09:30 hours for students in KS3 and 10:00 hours for students in KS4
- Organise home visits if students are absent for three consecutive school days without a valid reason, or if a parent has not replied to daily communication
- Record PM roll call daily
- Ensure the attendance data shared with commissioners via the secure link is accurate
- Identify patterns of absence amongst students and share with Coaches, or SDSL if the student is in the care of the local authority or subject to CIN or CP plans.
- Identify students that reach 'attendance trigger points' and send formal notification letters to parents/carers regarding the impact of poor attendance

Assistant Principal - SDSL will:

- Facilitate attendance team meetings on a weekly basis
- Communicate with parents/carers of students who reach 'attendance trigger points' to identify possible solutions to ensure the student attends school more regularly.
- Lead attendance concern meetings with students and parents/carers when previous interventions have not had a positive impact or resolved the concern.
- Ensure that all relevant social workers have been notified of student absence for students who are in the care of the local authority or are subject to CIN or CP plans

Principal will:

- Regularly evaluate the effectiveness of attendance processes at CP Riverside School

- Meet with students, families and commissioners of students where attendance is a significant concern and puts their place at risk of termination due to a persistent refusal to engage in support and intervention

Governor with oversight of attendance will:

- Meet regularly with key Attendance personnel to ensure CP Riverside School is working effectively to improve the attendance of all students
- Report back to the Local Governing Body on the effectiveness of attendance processes at CP Riverside School

ADOPTION BY GOVERNING BODY



(Principal)

Date: September 2025

(Chair of Governors)

Date: September 2025

Appendix 1

Attendance Monitoring Information Chart

Daily Attendance Monitoring

Attendance Champion or Coach will text/call parents/carers by 09:30 (KS3) or 10:00 (KS4) on first day of absence and each subsequent day of absence to ascertain reason for absence and/or offer support.

Attendance Champion will continue to make contact with parents/carers who have not responded to the initial communication made at the beginning of the school day.

Commissioning schools/authorities will be able to check the attendance of their student(s) daily, using a secure web link.

Where a student is absent for three consecutive school days without contact, the Attendance Champion will request the commissioning school conduct a home visit.

For any absence, if a valid reason cannot be ascertained for the absence, we will communicate this information to the commissioning school/authority.

Additional Measures for Children in the Care of the Local Authority or subject to CIN or CP Plans

Attendance Champion or Coach will notify the SDSL or a DSL if a student has not attended. They will record this information on Arbor.

The SDSL or DSL will notify the relevant Social Worker and other professionals involved, of the student's absence.

The SDSL or DSL will contact the student's home at the end of the day to ascertain whether or not the student will attend the next day.

Student's Attendance Falls Below Attendance at Referral

Attendance Champion will contact parents/carers notifying them that their child's attendance must improve and to offer support. A two-week monitoring period will begin.

If there is no improvement within the next two school weeks, a formal letter of notification will be issued.

If there is no improvement within the next two school week period, a Placement at Risk meeting will be convened

Student's Attendance Declines Over Two Consecutive School Weeks

Attendance Champion will contact parents/carers notifying them that their child's attendance must improve, to ascertain reasons for regular absence and to offer support.

If there is no improvement within the next monitoring week, a formal letter of notification will be issued and sent to parents/carers and the commissioning school/authority

If there is no improvement within the next monitoring week, a Placement at Risk meeting will be convened.

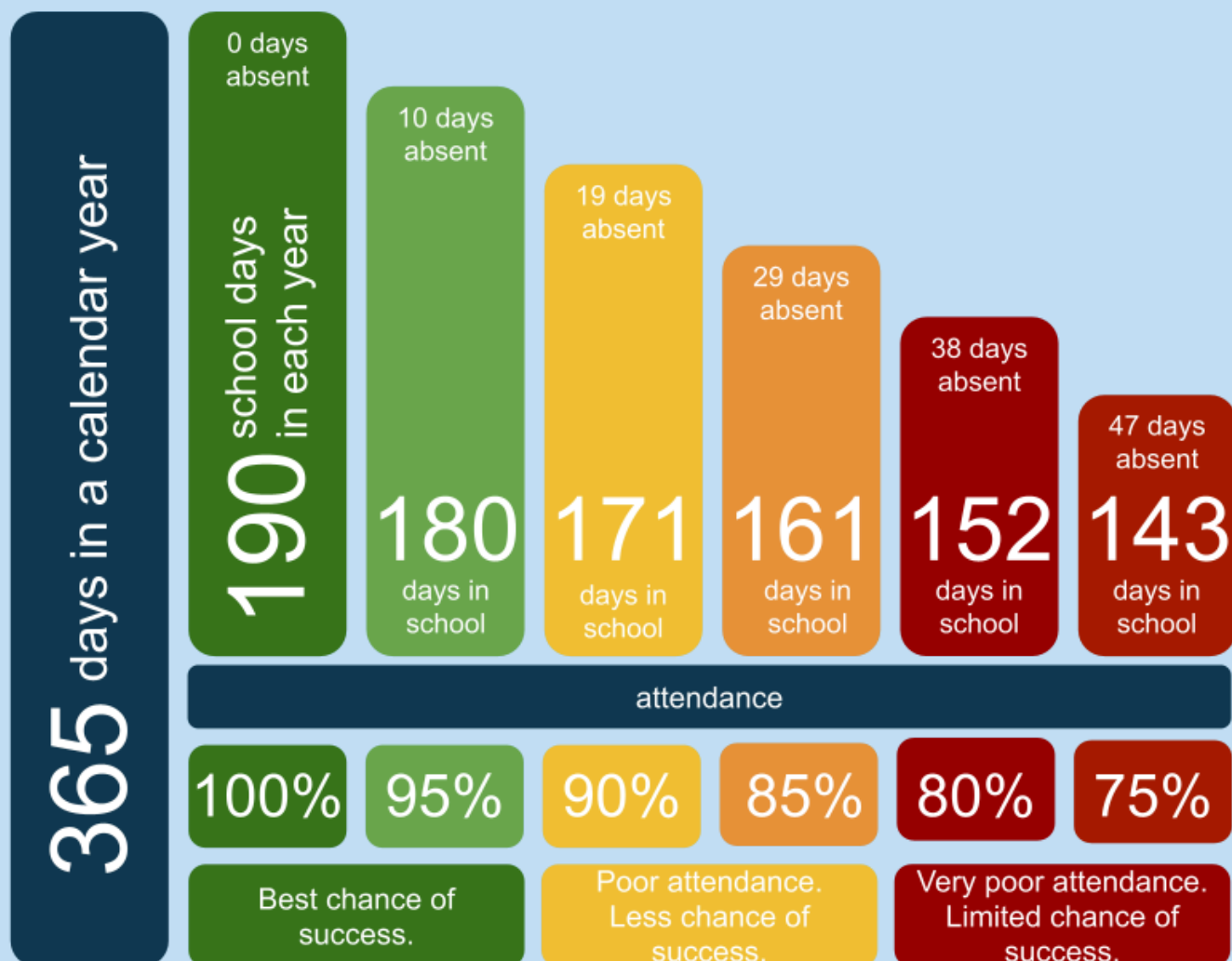
Student is Persistently Late

If a student is late twice in one week or three times in two school weeks without a valid reason, such as public transport delays, the Attendance Champion will make contact with parents/carers to offer support

Students who arrive late 10 times or more during a six-week monitoring period, will have their attendance referred to the commissioner

If there is no improvement within the next two week monitoring period, formal notification will begin and follow the process outlined above.

Good attendance at CP Riverside School means... ...being in school at least 95% of the time (180-190 days)



Did you know...

...there are 175 non-school days for holidays, shopping and other appointments

...the highest attendance percentage you can achieve is 94.7 if you have a two-week holiday in term-time.



Ask yourself the question, is your absence necessary?