

September 2025



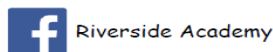
Riverside Academy



*'Learning together, achieving excellence'*

*friendship, resilience, excellence*

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Dear Parents and Carers

We hope you had a restful and enjoyable summer break. As we begin a new academic year, we are excited to welcome you and your children back to school tomorrow. Whether you are returning or joining us for the first time, we are thrilled to have you as part of our school community.

#### **Start of the school day**

From 8:40am the school gate and classroom doors are open for the children to join their class, and begin their morning learning. Registration in class is at 8:50am. The gate closes at 9:00am and children arriving after that time will be recorded as late and must come into school via the school office.

#### **Collection at the end of the day**

It is really helpful if parents or adults collecting make themselves known to the staff in the first few weeks of a new academic year so that we can release your child to you quickly at the end of the day. Children must only be collected by an authorised adult - this is usually their parent(s) but may also be a family member or close friend that has been listed in the child's contact information.

If there is a change in the usual arrangements, please inform the school office - we are unable to release a child with a different adult/older sibling if we have not been made aware of the change in circumstance.

We know that some of the children in Years 5 and 6 also meet parents outside the school gates or walk home by themselves. If your child has permission to walk home from school, please send an email to the school office to confirm this.

#### **Breakfast club**

**This year we are pleased to be offering breakfast club to children in Reception upwards. Currently this is a drop-in service from 8am onwards and no pre-booking in required.** The cost per session is £3.00, which includes breakfast. If your child attends breakfast club a payment notification will be added to your school money account. Please ensure payments are made in a timely manner.

#### **Uniform**

Please ensure that your child attends school in the correct uniform, which consists of a combination of the following:

Dark grey or black trousers, skirt or shorts.

Purple sweatshirts or purple Cardigan

White shirt or polo shirt

Purple and white check dresses

Black school shoes

Only studs to be worn in pierced ears (these must be removed for PE unless parents send a letter to release the school from all legal responsibility in case of injury)

Nail varnish and makeup are not permitted

No smart watches

Logo school jumpers/cardigans can be purchased from the **Webb Ellis Shop** (5-6 St Matthews St, Rugby CV21 3BY) or from <https://www.brigade.uk.com/parents/>

### **P.E Days**

Please ensure your children have their P.E kits in school on the following days:

Year 1 – Monday & Wednesday

Year 2 – Monday & Wednesday

Year 3 – Tuesday & Thursday

Year 4 – Tuesday & Thursday

Year 5 – Wednesday & Friday

Year 6 – Monday & Friday

### **Mobile Phones**

Mobile phones are not permitted in school. However, for those children that are walking themselves to/from school, we understand that you may wish them to have a mobile phone with them. **In this instance, they must turn off their mobile phones before coming on to the school site and then hand them in to the office staff who will keep them safe during the day and return them to children before they go home.**

### **After school clubs**

After school clubs will begin week commencing 9<sup>th</sup> September – an email has already been sent regarding the choices.

### **School Money**

We use **School Money** as our secure online payment system for all school-related transactions, including trips, meals, and other activities. If you experience any issues logging in or accessing your account, please don't hesitate to contact the school office. If you are a new parent to the school, you will be sent log in details later this week.

### **Parking**

As we begin the new school year, we kindly ask for your continued support in ensuring safe and respectful parking around our school.

Please be mindful of:

- **Children's safety** – avoid parking on pavements or near crossing points.
- **Local residents** – do not block driveways or access routes.

We understand that drop-off and pick-up times can be busy, but your cooperation helps us maintain a safe and welcoming environment for everyone.

We have received the following notification:

*Uniformed officers will be patrolling designated school sites in Rugby, to improve road safety. Warwickshire County Council's parking restrictions are actively being enforced from this week. They will monitor and engage with drivers and raise awareness about the importance of safe and legal parking near schools. Drivers found parking in violations of restriction will be issued with Penalty Charge Notices.*

### **Contacting school**

If you have any queries, you can call the school office who will either help you directly or arrange for you to speak to your child's class teacher or most relevant member of staff.

There is always a member of the senior leadership team on the gate each morning, who will be happy to talk to you if you have anything you wish to ask or share with us. Alternatively, contact the school office to arrange an appointment to speak with Mrs Payne.

### **Leave of Absence**

Please see attached information from Warwickshire County Council regarding leave of absence during term time.

We are looking forward to seeing you all tomorrow

Best wishes



Beccy Payne  
Headteacher

# LEAVE OF ABSENCE DURING TERM TIME

## UPDATED INFORMATION FOR PARENTS

The Supreme Court has clarified the law on unauthorised leave, including holidays, during term time (Platt v Isle of Wright 2017). The Supreme Court has made clear that attending school 'regularly' means that the children must attend school on every day that they are required to do so. As such, the parents of any child who is absent from school without authorisation for any length of time are likely to be considered as committing an offence under s444 of the Education Act 1996.

The law states a leave of absence may only be granted by a school if an application is made in advance and if it considers there are exceptional circumstances relating to the application.

Schools must judge each application individually considering the specific facts and circumstances and relevant background context behind each request.

A leave of absence is granted entirely at the school's discretion. Generally, a need or desire for a holiday or other absence for the purpose of leisure and recreation would not constitute an exceptional circumstance.

Where a leave of absence is granted, the school will determine the number of days a pupil can be absent from school.

When making an application for Leave of Absence parents are advised to give sufficient information and time to allow the Head teacher the opportunity to consider all the exceptional circumstances and to notify parents of their decision. The school may also request further information on the application and supporting documentation where appropriate.

It is advised that if the resident parent has not received notification or a response regarding the leave of absence application, it is the parents' responsibility to ascertain if the leave is authorised prior to the start of the leave.

The school can only consider Leave of Absence requests which are made by the 'resident' parent ie the parent with whom the child normally resides.

Where applications for leave of absence are made in advance and refused, the child is expected to be in school on the dates set out in the application. If the child is absent during that period, it will be recorded as an unauthorised absence. Where a leave of absence is requested, but additional days taken either prior to or after the request may be considered as part of the leave of absence.

Leave of Absences which are not made in advance cannot be authorised in line with legislation. This will result in the absence being recorded as 'unauthorised'.

All matters of unauthorised absence relating to a Leave of Absence will be referred to the Warwickshire Attendance Service, part of Warwickshire County Council. Penalty Notices are issued in accordance with Warwickshire County Council's Code of Conduct for Penalty Notices and in the first instance, as an alternative to prosecution proceedings.

**The law relating to Penalty Notices changed with effect from 19 August 2024. Therefore, Penalty Notices issued for Leave of Absence taken from September 2024 will be issued in accordance with the updated legislation.**

- Penalty Notices are issued to each parent of each absent child, (for example 2 children and 2 parents, means each parent will receive 2 invoices – 4 in total).
  - First Leave of Absence offence: The Penalty Notice amount of £160 to be paid within 28 days, this is reduced to £80 each child if paid within 21 days.

- Second Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): The amount of £160 paid within 28 days. No reduced amount.
- Payment plans will not be offered and/or payments received outside of the 28 day period will not be accepted. Where a penalty notice expires unpaid the matter will be referred to Warwickshire County Council's Legal Services to consider criminal prosecution.
- Third Leave of Absence offence within a 3 year period (from the date of issue of the first penalty notice): A penalty notices will be not be issued and the matter will be referred to Warwickshire County Council's Legal Services to consider instigating criminal prosecution proceedings under S444 of Education Act 1996.

**Your child's progress academically as well as socially is our shared priority.**