

5 September 2023

Dear Families,

At Dixons Kings we believe that every child has the right to an education enabling them to reach their maximum potential. For students to maximise attainment, irrespective of ability, strong attendance is critical. The academy target is **98% and above**; a pupil with 4 or more days of absence will fail to achieve this target. There were some very positive signs towards the end of last academic year with the overall academy attendance percentage improving and this academic year we expect this to continue.

I have attached the attendance escalation process on the reverse for families to familiarise themselves. Some immediate points for you to be aware of to prevent unauthorised absences:

- All appointments will require **48 hours'** notice and **proof** of appointment.
- Any emergency appointments will need proof submitting within **48 hours**.
- Any student arriving **after 8:45am** will be given an unauthorised absence for the morning mark.
- Enrichment is part of the school curriculum for Years 7,8 and 9. This takes place every Monday (Year 7 and 8) and Tuesday (Year 9) from 15:30-16:30. Do not request to remove your child(ren) from enrichment as it will be declined.
- Holidays during term time will incur a fine issued to both parents/carers. Please do not remove your child from school to travel abroad.

The academy would like to celebrate excellent attendance and as such have introduced some new initiatives to reward our diligent pupils throughout the year. The Flamingo Land rewards trip was a huge success last year and the academy would like to continue with this incentive for students who achieve **98% or above attendance**. I look forward to having your full support in making sure your child attends every day to maximise their learning time and improve their outcomes.

If there are specific concerns, please do not hesitate to contact the attendance team on 01274 089914.

Yours sincerely



Mrs Miller
Vice Principal



Level	Attendance	Actions	Members of staff
	100%	<ul style="list-style-type: none"> Names of these students to be displayed on attendance boards Celebrate these students publicly during end of cycle assemblies via 100% attendance certificates. Celebration event at the end of each cycle Big end of year reward activity 	SLT assigned to attendance Head of year
	98%-99.99%	<ul style="list-style-type: none"> Celebration event at the end of each cycle Big end of year reward activity 	SLT assigned to attendance Head of year
Below academy expectations			
	97%-97.99%	<ul style="list-style-type: none"> Weekly text home to parents informing that students attendance has fallen below 98% and consequences associated with this. Admin team to contact home for 2 students each week 	Attendance officer Admin
	95%-96.99%	<ul style="list-style-type: none"> Weekly text home to parents informing that students attendance has fallen below 98% and consequences associated with this. Form tutors to call home for two students each week LSA to make calls for two SEN students each week Parents invited to attendance presentation during Parents Evening 	Attendance officer Tutors LSA SLT
Historic national average			
	93%-94.99%	<ul style="list-style-type: none"> Letter home to inform parents that attendance has fallen below national expectations and the consequences associated with this. HOY & SLT link to call home LJO/TSI to call home for SEN students Parents of students invited in during Parents Evenings to meet with SNA 	Attendance Manager SLT assigned to attendance SLT/HOY LJO/TSI
	89.99% - 92.99%	<ul style="list-style-type: none"> Letter home to inform parents that attendance has fallen below national expectations and the consequences associated with this. HOY & SLT link to call home LJO/TSI to call home for SEN students Parents of students invited in during Parents Evenings to meet with SNA 	Attendance Manager SLT assigned to attendance SLT/HOY LJO/TSI
Persistent absence			
	<90%	<ul style="list-style-type: none"> Stage 2 intervention process will commence If there is still no improvement, then stage 3 can lead to a criminal investigation in line with the Criminal Investigation Process. 	Attendance Manager SLT ESO/Bradford council

