

17 October 2023

Attendance Update: Term 1

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 student with 4 or more days of absence will fail to achieve this target.

As we approach the end of the term 1, we would like to remind parents about booking holidays outside of term time. It is important that you do not remove your child(ren) from school to travel abroad. Taking holidays during term time will incur a fine issued to both parents/carers. We will also request that a return to school meeting will be held with parents/carers and attendance manager following this absence. All the term dates for this academic year can be found on the website here:

<https://www.dixonska.com/calendar/term-dates-2023-24>

I have attached the amended 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** and the parents/carers should return the student back in a timely manner.
- Any student arriving to the academy **after 9:00am Monday-Wednesday and after 8:40am Thursday-Friday** 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.

Punctuality is also very important to ensure learning time is maximised. All students should arrive to the academy by 7:50am every day so they have time to go their locker, take out their equipment and arrive to morning meeting or line up for 8:00am. If a student arrives after 08:00 this is considered late, and the student will incur a late mark and a punctuality correction.

I look forward to having your full support in making sure your child **attends every day and arrives on time** 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
1	100%	<ul style="list-style-type: none"> Names of these students to be displayed on attendance boards. Celebrate students publicly during end of cycle assemblies with 100% attendance certificates. Celebration event at the end of each cycle End of year rewards trip 	SLT assigned to attendance Head of year
2	98%-99.99%	<ul style="list-style-type: none"> Celebration event at the end of each cycle End of year rewards trip 	SLT assigned to attendance Head of year
Below academy expectations			
3	97%-97.99%	<ul style="list-style-type: none"> Text home informing the family that student attendance has fallen to 97% Administration team to contact home for 2 students every fortnight 	Attendance officer Admin
4	95%-96.99%	<ul style="list-style-type: none"> Form tutors to call home for two students every fortnight LSA to make calls for two SEN students every fortnight Parents invited to attendance presentation during Parents' Evening. 	Attendance officer Tutors LSA SLT
Historic national average			
5	93%-94.99%	<ul style="list-style-type: none"> Stage 1 intervention process will commence. Letter 1 sent 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 Attendance Manager. 	Attendance Manager SLT assigned to attendance (CMI, RLA, TKH) SLT/HOY LJO/TSI
6	89.99% - 92.99%	<ul style="list-style-type: none"> Stage 1 process continued. Letter 2 sent home (serious risk). SLT to call home. LJO/TSI to call home for SEN students. SLT and Attendance Manager to meet parent. (LJO to support with SEN students). 	SLT Attendance Manager and SLT assigned to attendance (CMI, RLA, TKH) LJO/TSI
Persistent absence			
7	<90%	<ul style="list-style-type: none"> Stage 2 intervention process will commence. Attendance panel meeting to put in place parenting contract and review period of 3 weeks will be given. 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 assigned to attendance (CMI, RLA, TKH) ESO/Bradford council

