

## Attendance Policy 2024-25

29 August 2024

Dear Families,

We would like to take the opportunity to thank you for your support with attendance last academic year. Our overall attendance was above the national average which means that our students are more likely to achieve the best outcomes. In July, over 300 students achieved our target of 98% attendance and went to the rewards trip to Flamingo Land. We would like to continue to see the number of students attending rewards trips increase over this year.

Attendance is critical to your child's attainment, well-being, and wider development and our academy target is for attendance for all students is 98% or above. This means taking no more than 4 days absence in a full academic year.

Please familiarise yourself with the term's dates for this academic year: <https://www.dixonska.com/calendar/term-dates-2024-25>

Improving student attendance is a national priority and as such the government and the local authority have made changes to attendance fines and thresholds for 2024-25:

- **From 19 August 2024, the local council has increased the fine for each parent to £80, which rises to £160 if not paid within 21 days. If the fine is not paid within 28 days this can lead to a prosecution.**
- **There will be a national threshold of 10 sessions (5 days) of unauthorised absence within 10 weeks will trigger a penalty notice. For repeated offences, the local authority will introduce a flat rate of £160 for a second penalty notice within a 3-year period. After this, an alternative route (prosecution) will be taken.**
- **Legal proceedings will take place via the magistrates' court for a student who takes two or more periods of unauthorised leave in a 12-month period, or when a period of four or more weeks (20+ days) of unauthorised absence is taken.**
- **The local authority must be informed by the academy when a student has, or will, miss 15 days due to illness.**

We will always support families first before we issue a penalty notice and prevent absence becoming entrenched. From September 2024, if your child has 6 sessions (3 days) of unauthorised absence then you will be invited to attend a meeting to discuss how we can work together to support your child's attendance.

Please also be aware of the following:

- **Morning registers must be closed by 9:00am daily. If your child arrives after this time, they will be marked with an unauthorised absence code for the morning session, and this will affect their attendance figure.**
- **All appointments should be made outside of school hours. If an appointment has to be made within the school day, please ensure you only remove your child for the appointment time only and return your child back to school once this is completed. For example, if your child has a dentist appointment at 10:30am, they should come to school at 8:00am, leave later that morning for the appointment and then return for the afternoon.**
- **The attendance escalation process is attached on the reverse for families to familiarise themselves.**

Dixons Kings Academy is committed to working in partnership with parents and carers in order to support students to be successful at school and their future. Thank you for your ongoing support in this area. We look forward to meeting our new Year 7 cohort on Monday 2 September and welcoming back Years 8-11 on Tuesday 3 September.

Yours sincerely



Mrs Miller  
Vice Principal



Level	Attendance	Actions	Members of staff
1	100%	<ul style="list-style-type: none"> <li>Names of these students to be displayed on attendance boards.</li> <li>Celebrate students publicly during end of cycle assemblies with 100% attendance certificates.</li> <li>Celebration event at the end of each cycle.</li> <li>End of year rewards trip.</li> </ul>	Attendance Officer Head of Year SLT assigned to attendance
2	98%-99.99%	<ul style="list-style-type: none"> <li>End of year rewards trip.</li> </ul>	SLT assigned to attendance
<b>Below academy expectations</b>			
3	97%-97.99%	<ul style="list-style-type: none"> <li>Text home informing the family that student attendance has fallen to 97%.</li> <li>Administration team to contact home for 2 students fortnightly.</li> </ul>	Attendance Officer, Admin Team
4	95%-96.99%	<ul style="list-style-type: none"> <li>Form tutors to call home for two students fortnightly.</li> <li>Parents invited to attendance presentation during Parents' Evening.</li> </ul>	Attendance Officer Tutors LSA SLT
<b>Historic national average</b>			
5	93%-94.99%	<ul style="list-style-type: none"> <li>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.</li> <li>Heads of Year, Heads of Faculty and SLT links to make phone calls home.</li> <li>LSA to make phone calls for SEN students fortnightly.</li> <li>Parents of students invited in during Parents' Evenings to meet with Attendance Manager.</li> </ul>	Attendance Manager and Officer SLT assigned to attendance HOY/HOF LSA
6	89.99% - 92.99%	<ul style="list-style-type: none"> <li>Stage 1 process continued. Letter 2 sent home (serious risk of underachieving).</li> <li>Stage 1 support meeting with parent and attendance manager (SENCo to support with SEN students).</li> <li>SENCo and SEN admin to call home for SEN students.</li> <li>Penalty notice issued for 10 sessions of unauthorised absence within 10 weeks.</li> <li>Bradford Council will be informed when a student has, or will, miss 15 days due to illness.</li> </ul>	Attendance Manager and Officer SLT assigned to attendance SENCo and Admin
<b>Persistent absence</b>			
7	<90%	<ul style="list-style-type: none"> <li>Stage 2 intervention process will commence. Letter 1 will be sent home.</li> <li>Stage 2 process continued. Letter 2- Attendance panel meeting letter invite sent home.</li> <li>Attendance panel meeting take place to complete an attendance contract. There will be a review period of 3 weeks.</li> <li>If there is still no improvement, then stage 3 letter is sent home, and this can lead to a criminal investigation in line with the Criminal Investigation process. This could lead to fine of £2,500, community order or custodial sentence of up to 3 months.</li> </ul>	Attendance Manager and Officer SLT assigned to attendance ESO/Bradford council

