

## Dixons Kings Academy

### What to do... Attendance – Parents

#### Daily attendance expectations

- It is essential that all students arrive at the academy in plenty of time to organise themselves for the start of their day.
- The academy opens at 07:30 for students.
- We recommend that all students must arrive by 07:50 so they have time to go to their locker, take out their equipment and arrive at morning meeting or line up for 08:00.
- If a student arrives after 08:00 this is considered late, and the student will incur a late mark and a punctuality correction.
- If a student arrives after the registers have been completed during period 1 (30 minutes after the start of Period 1), unauthorised absence code of 'U' will be applied to the register. Monday-Wednesday this will be 09:00 and Thursday-Friday this will be 08:40.
- Lateness will result in a same-day correction in line with our behaviour policy.

#### Reporting absence – morning illness

If a child is ill / off school with no advance notice, families must:

- call the school that morning, before 08:30.
- leave a message on the answerphone if the office is not open
- call the school on any subsequent days of absence before 08:30

If a family fails to let the school know the reason for a student's absence, it will be recorded as unauthorised.

Where we have not heard about a student's absence from a family member, we will call and ascertain the whereabouts of the student.

After 3 days of absence in a row, academy staff may conduct a home visit and, on some occasions, this may include a member of the Senior Leadership Team and the Safer Schools Police officer. This is to support families and to try and minimise the impact of prolonged absence from school as every day of missed learning is an opportunity wasted. Home visits can be unannounced by the academy staff, and we ask our families to support us with this process. During a home visit, we will take a note of who was present, their relationship with others in the house and the surroundings.

For any student in alternative provision, we will conduct a home visit after 3 days of absence in a row. Students must be seen in person every 10 days.

#### Leave of absence request

Any routine medical appointments must be made outside of school hours. The academy requires **48 hours' notice and proof of appointment.**

Where an emergency appointment is necessary, families must:

- obtain a leave of absence form from reception
- notify the academy as soon as possible
- bring the student back to school in a timely manner
- provide evidence of the appointment (e.g. appointment slip / text message) within 48 hours

In the event of a medical emergency, families should contact the academy and arrange for their child to be collected at reception.

No student will be allowed to leave the academy premises alone without prior permission from parents / carers.

The government states that a student may be taken out of the academy during term time for exceptional circumstances only (at the discretion of the Principal) and never for more than five days.

If exceptional circumstances occur, families should:

- obtain a leave of absence form from reception to request permission
- submit the form one month in advance of the planned absence
- meet with the Vice Principal and Attendance Manager to discuss the absence
- provide evidence of travel (if overseas) e.g. plane tickets

After any prolonged absence, a return to school meeting will be requested with parents / carers and the attendance manager.

## Religious leave of absence

The academy grants the statutory leave of absence of up to two days in order that students can observe important religious festivals.

A request for a religious leave of absence can be obtained directly from reception in the form of a letter with a reply slip, which parents / carers need to complete and return.

## Attendance and punctuality monitoring

The behaviour and attendance managers closely monitor the attendance of all students at the academy and act accordingly should a student's attendance become a concern. Our attendance target is 98% and any attendance below that will incur a level of intervention to support students and families. The below table shows the level of monitoring families can expect:

Category	Level	Action	% Attendance	Weeks per year	Days per year	% Chance of attaining 5 Grade 5 - 9
<b>100% attendance</b>	Level 1	<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>	100	0 days	0 days missed	94.8
<b>Excellent attendance</b>	Level 2	<ul style="list-style-type: none"> <li>Celebration event at the end of each cycle</li> <li>End of year rewards trip</li> </ul>	98 - 99.99	3 days	3 days missed	
<b>Risk of underachieving</b>	Level 3	<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 every fortnight</li> </ul>	97 – 97.99	1 week	5 days missed	74.3
	Level 4	<ul style="list-style-type: none"> <li>Form tutors to call home for two students every fortnight</li> <li>LSA to make calls for two SEN students every fortnight</li> <li>Parents invited to attendance presentation during Parents' Evening.</li> </ul>	95 – 96.99	1.5 weeks	7.5 days missed	
<b>Serious risk of underachieving</b>	Level 5	<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> </ul>	93 – 94.99	2.5 weeks	12.5 days missed	60.4



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		<ul style="list-style-type: none"> <li>HOY &amp; SLT link to call home</li> <li>LJO/TSI to call home for SEN students.</li> <li>Parents of students invited in during Parents' Evenings to meet with Attendance Manager.</li> </ul>				
<b>Serious risk of underachieving</b>	Level 6	<ul style="list-style-type: none"> <li>Stage 1 process continued. Letter 2 sent home (serious risk).</li> <li>SLT to call home.</li> <li>LJO/TSI to call home for SEN students.</li> <li>SLT and Attendance Manager to meet parent. (LJO to support with SEN students).</li> </ul>	90 – 92.99	3 weeks	15 days missed	34.7
<b>Extreme risk of underachieving</b>	Level 7	<ul style="list-style-type: none"> <li>Stage 2 intervention process will commence.</li> <li>Attendance panel meeting to put in place parenting contract and review period of 3 weeks will be given.</li> <li>If there is still no improvement, then stage 3 can lead to a criminal investigation in line with the Criminal Investigation process.</li> </ul>	89.99 and below	3.5+ weeks	17.5 days missed	26.7

#### Poor attendance:

There is a staged-intervention approach for poor attendance. The academy must follow the approach from Bradford Council for each stage using the following criteria:

- Stage 1: Attendance percentage is below 95% over 6-week period.
- Stage 2: Attendance percentage is below 90% over 12-week period.
- Stage 3: Attendance level is below 80%, with 24 sessions+ of unauthorised absence in a 12-week period and stage 2 has been completed.

