

## Dixons Cottingley 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 8:00 am for students to ensure they are fully equipped and ready for their morning meeting to start at 8:20
- Magic Breakfast is served from 8:00 am to support students in having a good start to their day at Dixons Cottingley Academy.
- All students must arrive and be present in their morning meeting by 8:20am.
- Arriving after 8:20 am is late and will incur a late mark and a punctuality correction (30 minutes). This is to ensure all students can hand their homework in and get their belongings organised and ready for the start of learning at 8:20am.
- If a student arrives after 8.50 am, they will be marked absent for the morning session, and this will, therefore, affect their attendance figure.
- Students who are late after the gates have closed must enter the building through the main entrance. Once they have entered the building they must sign in at reception and receive their late sticker. Students will be issued their correction by the admin staff at reception.
- Students must promptly go to their locker to collect their book bag for the day and place any coats or bags in their locker. Once students have been to their lockers, they must make their way to their morning meeting where their equipment, uniform and homework will be checked.

#### Reporting absence – morning illness

- If a child is ill / off school with no advance notice, families must:
  - call the school that morning, before 8:00am on the dedicated attendance line **01274 089900 option 1**
  - leave a message on the answerphone if the office is not open. A member of the attendance team may return your call to discuss the absence and obtain further information.
  - call the school on any subsequent days of absence before 8:00am
- If a family fails to let the school know of 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 to try and ascertain the whereabouts of the student.
- After 3 days of absence or in some cases sooner, a member of academy staff may conduct a home visit. 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.

#### Leave of absence request

- Any routine medical appointments must be made outside of school hours. 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)
- 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 Assistant Principal (Attendance) to discuss the absence
- provide evidence of travel (if overseas) e.g. plane tickets and booking confirmation documents



- After any prolonged absence, a return to school meeting will be requested with parents / carers and Assistant Principal (Attendance).

## Religious leave of absence

- For a day set aside exclusively for religious observance by the religious body the parent(s) belongs to, students will be granted one day for each occasion of religious observance with a maximum of three days over one academic year.
- 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 officer** closely monitors the attendance of all students at the academy and acts accordingly should student attendance become a concern. Our attendance target is 97% 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	Celebrated publicly during appreciations each week. Weekly 100% ping on MCAS to celebrate success	100	0 days	0 days missed	94.8
<b>Excellent attendance</b>	Level 2	Celebrated publicly during appreciations each week and positive letter each cycle.	98 - 99.99	3 days	3 days missed	
<b>Risk of underachieving</b>	Level 3	Text home informing the family that student attendance has fallen to 97	97 – 97.99	1 week	5 days missed	74.3
	Level 4	Text and letter to inform family that student has fallen below the academy expectation of 97% DOCP meet with student weekly and record as a support event on Bromcom	95 – 96.99	1.5 weeks	7.5 days missed	
<b>Serious risk of underachieving</b>	Level 5	Letter home and meeting with ADCP/DOCP. Weekly student meeting to discuss attendance expectations with support event logged on bromcom	93 – 94.99	2.5 weeks	12.5 days missed	60.4
<b>Serious risk of underachieving</b>	Level 6	ADCP/DOCP/AO's to meet parent serious risk letter sent home SLT Lead/ Principal hold group meetings with students	90 – 92.99	3 weeks	15 days missed	34.7
<b>Extreme risk of underachieving</b>	Level 7	SLT attendance meeting. Attendance plan put in place and reviewed after 4 weeks SLT lead/Principal hold group meetings with students	89.99 and below	3.5+ weeks	17.5 days missed	26.7

- Differentiated letters will be sent home each cycle to identify the attendance of students to families.
- Trigger points for letters are as follows:
  - Letter 1 regarding low attendance will be sent once students fall below the academy expectation of 97%
  - Letter 2 regarding low attendance will be sent once students fall below 95% attendance



- Letter 3 regarding low attendance will be sent once student fall below 93% attendance
- Letter 4 regarding low attendance will be sent once the student is classified as PA (below 90%) and will include a meeting with the family and an action plan in place before the legal process begins
- We take persistent absence (under 90% attendance) very seriously at Dixons Cottingley Academy. If a student falls below 90% attendance student and families will be invited to attend a panel meeting chaired by the SLT for Attendance and the Attendance Officer for that specific curriculum phase. Attendance will then be monitored and tracked by the attendance team over a 4-week period. If there is no improvement in the students' attendance the student will be referred to the local authority for prosecution.
  
- Celebrations for good attendance throughout the academic year include:
  - 100% messages sent to families weekly for students who have achieved 100% within that 5-day period
  - Lunch time queue jump for 100% Attenders (Sept to October to qualify)
  - Cycle awards for 100% attenders
  - Recognition for meeting academy target
  - Recognition of attendance on Cycle reports

