

WTD: Student Attendance for Families

At Dixons Marchbank Academy, by the age of 11, our children will be confident, articulate and resilient individuals and have aspirations to succeed on the next step of their journey. Attendance plays a huge part in them achieving this. Good attendance (97% or above) is vital to ensuring that every child is able to build on their learning and achieve their very best.

We expect all families to play their part in supporting good attendance, as well as all staff. This WTD helps everyone to understand their roles and responsibilities in order to support every child to attend & exceed.

Opening Times

| | |
|---------------|--|
| 8.00 - 8.20am | Breakfast club for all children. This service is free and supports children to have a good start to the day with a warm breakfast & structured activities. Arrival is by 8.10am. |
| 8.25-8.40am | Main gates are open for everyone. We expect all children to be in class and ready to learn at 8.40am. |
| 8.41-9.09am | Children arriving during this period are recorded as late. |
| 9.10am | Children arriving from 9.10am will be marked absent for the morning session and this will impact on their attendance. |

Absence

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

Call the school or send a message via MCAS on the first day of absence before 8.30am. If the office is not open, you can leave a message on the answerphone.

Inform the school by phone or MCAS for any subsequent days of absence before 8.30am.

If you fail to let the academy know of the reason for a student's absence, it will go down as unauthorised. Where we have not heard about a student's absence, we will make contact with the family by phone in the first instance. which may be followed by a visit from BCL, our Attendance Officers.

After three days of absence, a home visit will be made by BCL, even when we know why a student is absent. 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.

Late arrival and collection

Late marks will be recorded for late drop off or collection at AM and PM sessions and when collecting from After School clubs as indicated below. Please see the WTD Late attendance procedure outlined below.

| | |
|------------------------------|--------------------|
| AM session arrival | Late after 8:40 am |
| Nursery AM collection | Late after 11.30am |
| Nursery PM arrival | Late after 12:35pm |
| PM session collection | Late after 3.25pm |
| After school club collection | Late after 4.15pm |

Appointments

Any routine medical appointments must be made outside of school hours.

Where an emergency appointment is necessary, families must:

- Notify the academy as soon as possible.
- Unless the appointment is before 10am, bring your child to school for the morning session attendance mark and return to school in a timely manner.
- Obtain evidence of the appointment (e.g. appointment slip / text message).

Leave of Absence

The Government states that a student may be taken out of the academy during term time for exceptional circumstances only. If exceptional circumstances occur:

- Obtain a leave of absence form from reception to request permission.
- Submit the form ONE MONTH in advance of the planned absence.
- Provide evidence of travel (if overseas) e.g. plane tickets.

Permission will be granted only in exceptional circumstances and at the discretion of the Principal. After any prolonged absence, a return to school meeting will be requested with parents and the Parental Involvement Worker or Principal.

If the absence is for more than 2.5 days or exceeds 2 or more periods of absence in 12 months, a fine will be issued from Bradford Council.

Attendance Monitoring

The Parental Involvement Worker (PIW) & Office Manager closely monitor the attendance of all children at the academy and act 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 children and families. The below table shows the level of monitoring families can expect:

| Monitoring | Stage | Action | % Attendance |
|--|-----------------|--|---|
| Weekly | None | Academy promotes good attendance and the importance of it. | 97% & above |
| Termly | None | Each term, parents will receive a letter identifying the attendance % of their child/ren. | Individual attendance certificate |
| Below 97% | Stage 1 | A letter will be issued to make parents aware that attendance is becoming a concern due to repeated absence. Attendance patterns will be monitored. | Between 90-97% |
| Between 90 - 97% with patterns of illness & medical absences | Stage 1 medical | A monitoring letter is issued to parents with a target to improve over the next 4 weeks. Medical evidence must be provided for each medical related absence or attendance will be unauthorised. This is in place to support you & the welfare of your child. If no improvement is made within 4 weeks, moves to Stage 2. | Between 90-97% |
| Below 90% | Stage 2 | PIW & BCL Attendance Officers meet with parents to set an action plan and targets which are regularly monitored. Attendance is monitored weekly over a 4 weeks period. Depending on needs, the PIW may arrange a meeting with parents and the Early Help Lead from Bradford Council for an Early Help assessment, which may result in parent referrals for courses and support. | Below 90% |
| Continued from Stage 2 | Stage 3 | 12 weeks from the start of Stage 1 Medical monitoring, if there are 6 sessions of unauthorised absence recorded, a penalty notice may be issued by Bradford Council. | Each case will be reviewed individually |



What to do Lates

Late marks will be allocated for late drop off or collection at both AM and PM sessions and when collecting from After school clubs.

A message will be sent home for every late occurrence recorded.

5 late marks

- Late letter 1 to be sent to parents
- Incident & letter added to CPOMS

8 late marks

- Late letter 2 to be sent to parents
- BCL meeting with parents
- Incident & actions added to CPOMS

12 late marks

- Parents to meet with Principal
- Incident & actions added to CPOMS
- Follow up letter to parents

Actions could include offer of school breakfast club, after-school clubs or referral to Early Help.

This is an annual process and the 'slate is wiped clean' at the beginning of each school year.

