

## 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

AM session	
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. This mark will be unauthorised and will impact on their attendance.
PM session	
12.20-12.35	Gates open for nursery pm session registration.
12.36-1.09	Nursery children arriving during this period are recorded as late.
1.10pm	Nursery children arriving from 1.10pm will be marked absent for the morning session. This mark will be unauthorised and 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 and MCAS message, 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 for safeguarding purposes and allows us 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. If you and your child are facing any difficulties attending school, please contact Miss Khan via the school office.

Should absence for illness exceed 10 sessions (5 days), medical proof may be requested to authorise future absence. Where this is not provided, absence will not be authorised. 10 or more sessions (equivalent to 5 days) of unauthorised absence may result in a fixed penalty notice.



## Late arrival and collection

Late marks will be recorded for late drop off at AM and PM sessions and we will monitor late collection after school and from After School clubs in line with our safeguarding procedures. 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 and provide 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 the Main Office to request permission.
- Submit the form ONE MONTH in advance of the planned absence.
- Provide evidence of travel (if overseas) e.g. plane tickets.

After any prolonged absence, a return to school meeting may be requested with parents and the Family Support Worker or Principal.

If unauthorised leave is taken and the absence totals more than 10 sessions (which may include any previous unauthorised leave of absence) a fine will be issued from the local authority.

***Under the new national framework, when a child has missed 10 or more sessions (5 days) for any unauthorised reason, a fine will be issued from Bradford Council.***

## Attendance Monitoring

Mrs Greenwood, our Attendance Champion, and Miss Khan, our Family Support Worker (FSW) 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	Promote good attendance and the importance of it in school. A weekly attendance certificate is shared with families to celebrate success.	97% & above



Below 97%	Stage 1	A letter will be issued to make parents aware that attendance could become a concern. Attendance patterns will be monitored for 2 weeks.  If attendance doesn't improve, parents will be asked to attend a meeting.	Between 95-97%
Between 92 - 95% 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 may be requested 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 92-95%
Below 92%	Stage 2	FSW & 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 FSW 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 92%
Continued from Stage 2 - Below 90%	Stage 3	Attendance will be monitored for a further 4 week period. If no improvement is made, a referral may be made to the local authority who may instigate legal proceedings.	Each case will be reviewed individually



## What to do Late arrivals

Late marks will be allocated for late drop off at both AM and PM sessions.

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.**

Late collections from AM & PM sessions, including collecting from After school clubs, will be monitored in line with our safeguarding procedures.

