

Dixons Allerton Academy

What to do... Attendance – Parents

Daily attendance expectations

- The academy opens at 08:15am for students.
- We recommend that all students must arrive by 08:05am so they have time to go to their locker, take out their equipment and arrive to morning meeting or line up for 08:00am.
- If a student arrives after 08:15am, 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, they will be marked with an unauthorised absence code for the morning session, and this will, therefore, affect their attendance figure. Morning registers close at 08:45am daily.

Reporting absence – morning illness

- If a child is ill / off school with no advance notice, families must:
 - call the school that morning, before 08:30am on 01274 089890
 - leave a message on the answer phone if the office is not open

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 absences from a family member, the attendance officer 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 senior leader and the safer schools police officer. During a home visit, we will take a note of who is present, their relationships 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:
 - 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.
- If exceptional circumstances occur, families should:
 - obtain a leave of absence form from reception to request permission
 - provide evidence of travel (if overseas) e.g. plane tickets

Religious leave of absence

- The academy grants the statutory leave of absence of one day up to three times a year 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 manager closely monitors the attendance of all students at the academy and acts accordingly should student 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:

Punctuality to academy monitoring

	Action / intervention
0 lates in a cycle	<ul style="list-style-type: none">• No action or intervention required.
1 – 5 lates in a cycle	<ul style="list-style-type: none">• 30 minutes punctuality correction logged for each late recorded.
5+ lates in a cycle	<ul style="list-style-type: none">• 60 minutes punctuality correction logged for each late recorded