

31 August 2023

Dear families,

We wanted to clarify our expectations for attendance at Dixons Allerton Primary. As a school, we have a legal obligation to work with Bradford Council and our families to ensure that children attend school as often as possible. Attending school regularly is very important as it will help your child to:

- develop social skills and confidence by making friends and socialising
- prepare for adult life by getting used to a routine
- get better results and so have more opportunities in life.

## Attendance Matters



### **What time does school start and finish?**

Breakfast club runs from 8.00 - 8.30 in the primary heart space. Parents can sign up for this at the main office. Classroom doors open at 8.30am, the gate will close promptly at 8.40 and after this time children will need to enter via the main reception and will be issued with a late mark.

### **What time do registers close?**

At 9.10am registers close officially, and late marks can no longer be given. Arriving after 9.10am will result in an unauthorised absence code. (unless a valid and authorised reason for late arrival)

### **What do I do if my child is going to be absent from school?**

You **must** inform the main office if your child is absent for any reason. You can do this by leaving a message on the answer phone, via **email to [attendance@dixonsaa.com](mailto:attendance@dixonsaa.com)** or through the MCAS app. If you do not do this, your child's absence will be unauthorised.

### **What do I do if my child has a medical appointment?**

You must inform the main office and show them a letter or text message with proof of the medical appointment for the absence to be authorised. If possible, you should try and arrange appointments outside of the school day. This is not always realistic and when appointments fall in school time, children should attend before and after.

### **What if my child has medical needs meaning they have lots of appointments in school time?**

Medical appointments will be authorised if proof is shown. We understand that some children have conditions meaning they are more likely to fall ill and be absent from school. These can be discussed with Mrs McGowan (our SENDCO) so we can ensure all absences linked to medical conditions are authorised. If your child's circumstances change throughout the year, please speak to your child's class teacher or make an appointment to meet with Mrs McGowan.

### **When will I need to show proof of my child's illness?**

You may be asked to provide medical proof of your child's absence in order for the absence to be authorised. This could be evidence of a doctor's appointment, a prescription or a letter from your child's doctor. Failure to do this could result in your child's absence being unauthorised.



### When will you come and visit my child at home?

We have a statutory duty to visit children who are absent from school. At DAA, we will visit you at home if your child has been absent for three days or if we are concerned about their attendance. The purpose of these visits is a welfare check.

### What do I do if I want to book a holiday in term time?

We are unable to authorise any term time holidays. Any that involve missing more than 2.5 days of school will automatically be referred to Bradford Council who will issue a fine. If you would still like to book a term time holiday, you must notify the office and complete our paperwork. If we do not know where your child is, they may be marked as a Child Missing in Education and be referred to Bradford Council.

### This table explains what could happen if you arrange a holiday during term time:

Term time holiday of more than 2.5 days	Bradford Council will issue a penalty notice of £60 per parent, rising to £120 if unpaid.
Term time holiday of more than 20 days	Bradford Council will consider legal action through magistrate courts. Fine of £1000.
Two or more term time holidays within 12 months totalling more than 10 days (note: if a holiday spans across two half terms, this will be treated as one period of leave).	Bradford Council will consider legal action through magistrate courts. Fine of £1000.

### Will you authorise absence for religious celebrations?

The academy grants statutory leave of absence of up to two days in order that students can observe religious festivals. Please inform us if you are planning to use these leaves of absence so we can ensure they are marked as authorised.

### What happens if my child has too many unauthorised absences?

In this instance, our attendance team will monitor your child's attendance over a 6-week period. If it does not improve, you may be asked to attend a meeting to discuss how we can support you to improve your child's attendance. Continued instances of unauthorised absence may result in a penalty notice warning or even prosecution from Bradford Council. We do not want this to happen so please work with us on the steps above to help improve your child's attendance before reaching this stage.

### I bring my child to school every day. How do you celebrate this?

We also want to celebrate your child's good attendance! We have a weekly assembly where the class in Years 1-3 and in Years 4-6 with the best attendance for the week win a trophy filled with treats to share as a class. We also give out tokens each week to those with 100% attendance for that week (so there are lots of opportunities for each child to earn a token each half term). These go into a prize draw and at the end of each half term, names are picked at random and some children from each phase will win a prize.

96%-100%	Good to excellent attendance. Keep it up!
90-95%	You will be sent a message informing you if your child's attendance falls below 95% and may be asked to attend a meeting in school to help support you to improve your child's attendance. Attendance will be monitored.



Below 90%	Classed as 'persistently absent'. Bradford Council may issue a penalty notice of £60 per parent, rising to £120 if unpaid. Absences may be automatically unauthorised unless medical proof is provided. Your child's attendance will be monitored and we may visit you at home each time your child is absent from school. You may be asked to work with a member of the Bradford Persistent Absence Team to improve your child's attendance.
More than 10 late marks	Bradford Council may issue a penalty notice of £60 per parent, rising to £120 if unpaid.
You do not attend meetings in school to help improve your child's attendance.	You may be liable for a penalty notice from Bradford Council or prosecution.

### What if my child is feeling 'a little bit under the weather?'

Mild conditions such as colds, coughs and headaches tend to ease as the day goes on. Our advice would be to give your child paracetamol in the morning and bring them to school. We will never keep a child at school that is too poorly to be here. If their temperature rose, or they were showing signs of discomfort then we would always inform you and send your child home.

The link between success at school and excellent attendance is proven. Every session that your child misses means that some form of catch up is needed. **The more school that is missed, the more work there is to catch up on.** We want your child to reach their potential; please support us in this by bringing them to school every day.

Thank you for your continued support,

Mrs Kerr

Primary Assistant Head- Safeguarding & Attendance

