



WHAT TO DO:

Reporting student absence - Daily attendance

Primary

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.

Secondary

It is essential that all students arrive at the academy in plenty of time to organise themselves for the start of the day. The academy opens at 7.30 for students to work in the heart space. Breakfast is served from 7.45 to support students in having a good start to their day.

All students must have arrived by 8.10, 8.13 is late and will incur a late mark and a punctuality correction. This is to ensure all students can transition to their Collective Learning space by 8.15.

Absence

In the event that your child is due to be absent from school, please collect any evidence that corroborates the absence and notify us as soon as possible in one of the following ways:

1. The 'My Child at School' App
2. Via email to attendance@dixonsaa.com
3. By calling and leaving a voicemail

After 3 days of self-certified absence through illness, evidence must be received by the school that shows the pupil has not been well enough to attend and is being supported by a doctor. Some examples of evidence that could be used are prescriptions, appointment cards or texts, doctors note etc. If this evidence is not supplied when your child returns after an illness or medical absence, your child's absence will be recorded as **"unauthorised"**.

Unauthorised absences are referred to Bradford Council who may, under certain circumstances, consider issuing a Penalty Notice or other legal action in relation to unauthorised absences.

A member of the academy may conduct a home visit after three days of absence, or on the first day of absence if we have not heard from you regarding a reason for your child's absence; this is to support families and to try to minimise the impact of prolonged absence as every day of missed learning is an opportunity wasted.

Leave of absence

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, bring the student back to school in a timely manner, and obtain evidence of the appointment (e.g., appointment slip /text message).

The government states that a student may be taken out of the academy during term time for exceptional circumstances only, and never for more than five days.

If you are taking your child out of the academy during term time you must obtain a leave of absence form which is available on the school website or from reception and obtain evidence of travel (if overseas) e.g., plane tickets.

Permission will only be granted in exceptional circumstances and is at the discretion of the Principal. Unauthorised absences are referred to Bradford Council who may, under certain circumstances, consider issuing a Penalty Notice or other legal action in relation to unauthorised absences.

Religious leave of absence

The academy grants statutory leave of absence of up to two days in order that students can observe religious festivals.