

Dixons McMillan Academy

What to do... Attendance – Parents

Daily attendance expectations

- It is essential that all students arrive at the academy in plenty of time to organise themselves for the start of their day.
- The academy opens at 07:15am for students.
- We recommend that all students must arrive by 07:50am 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 08:02am, 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 (30 minutes after the start of morning meeting), 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 08:40am daily.
- Lateness will result in a same-day correction in line with our behaviour policy.

Reporting absence – morning illness

- If a child is ill / off school with no advance notice, families must:
 - call the school that morning, before 7:30 am on the dedicated attendance line **01274 089900 option 1**
 - leave a message on the answerphone if the office is not open. A member of the attendance team may return your call to discuss the absence and obtain further information
 - call the school on any subsequent days of absence before 07:30am

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. 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. Home visits can be unannounced by the academy staff, and we ask our families to support us with this process. 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:
 - obtain a leave of absence form from reception
 - 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.
- No student will be allowed to leave the academy premises alone without prior permission from parents / carers.
- The government states that a student may be taken out of the academy during term time for exceptional circumstances only (at the discretion of the principal) and never for more than five days.
- If exceptional circumstances occur, families should:
 - obtain a leave of absence form from reception to request permission
 - submit the form one month in advance of the planned absence
 - meet with the vice principal and attendance manager to discuss the absence
 - provide evidence of travel (if overseas) e.g. plane tickets

- After any prolonged absence, a return to school meeting will be requested with parents / carers and attendance manager.

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:

Category	Level	Action	% Attendance	Weeks per year	Days per year	% Chance of attaining 5 grades 5 – 9
100% attendance	Level 1	- Names of these students to be displayed on attendance boards. - Celebrate students publicly during end of cycle assemblies with 100% attendance certificates. - Celebration event at the end of each cycle. - End of year recognition expedition (trip).	100	0 days	0 days missed	94.8
Excellent attendance	Level 2	End of year recognition expedition (trip).	98 – 99.99	3 days	3 days missed	
Risk of underachieving	Level 3	- Text home informing the family that student attendance has fallen to 97%. - Administration team to contact home for 2 students fortnightly.	97 – 97.99	1 week	5 days missed	74.3
	Level 4	- Form tutors to call home for two students fortnightly. - Parents invited to attendance presentation during Parents' Evening.	95 – 96.99	1.5 weeks	7.5 days missed	
Serious risk of underachieving	Level 5	- Stage 1 intervention process will commence. Letter 1 sent home to inform parents that attendance has fallen below national expectations, and the consequences associated with this. - Heads of year, heads of faculty and senior links to make phone calls home. - LSA to make phone calls for SEND students fortnightly. - Parents of students invited in during parents' evenings to meet with attendance manager.	93 – 94.99	2.5 weeks	12.5 days missed	60.4

Category	Level	Action	% Attendance	Weeks per year	Days per year	% Chance of attaining 5 grades 5 – 9
Serious risk of underachieving	Level 6	• Stage 1 process continued. Letter 2 sent home (serious risk of underachieving). • Stage 1 support meeting with parent and attendance manager (SENDCo to support with SEND students). • SENDCo and SEND admin to call home for SEND students. • Penalty notice issued for 10 sessions of unauthorised absence within 10 weeks. • Local authority will be informed when a student has, or will, miss 15 days due to illness.	90 – 92.99	3 weeks	15 days missed	34.7
Extreme risk of underachieving	Level 7	• Stage 2 intervention process will commence. Letter 1 will be sent home. • Stage 2 process continued. Letter 2 – attendance panel meeting letter invite sent home. • Attendance panel meeting take place to complete an attendance contract. There will be a review period of 3 weeks. • If there is still no improvement, then stage 3 letter is sent home, and this can lead to a criminal investigation in line with the Criminal Investigation process. This could lead to fine of £2,500, community order or custodial sentence of up to 3 months.	89.99 and below	3.5+ weeks	17.5 days missed	26.7

Punctuality to academy monitoring

	Action / intervention
0 lates in a cycle	• No action or intervention required.
1 – 9 lates in a cycle	• 30 minutes punctuality correction logged for each late recorded. Text message sent home to parents, and the number of lates are included in the weekly attendance report sent to parents.
10+ lates in a cycle	• 60 minutes punctuality correction logged for each late recorded and parental meeting will take place with attendance team.

Any other academy procedures

- At the end of each week, parents are sent a weekly attendance report via MCAS containing the overall attendance figure, this week's attendance figure, the number of lates this cycle and their child's attendance status.

