

WTD: Student Attendance for Families September 2024 v2

At Dixons Manningham Academy, we want every child to have a great attitude, achieve well and make the world a better place. Attendance plays a huge part in 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 well.

Opening Times

- 8 - 8.20am Breakfast club opens for all students; this is free and supports students in having a good start to the day
- 8.30-8.45am Main gates are open for everyone. We expect all students to be in class and ready to learn at 8.45am
- 8.46-9.15am Students arriving during this period are late. This will be put down as a L code
- 9.15am Students arriving after 9.15am will be marked with a U code for the morning sessions and this will impact on their attendance.

Absence

If your child is ill / off school with no advance notice families must:

Call the school that morning, before 8.30am

If the office is not open, you can leave a message on the answerphone

Call the school 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.

After three days of absence, a home visit will be made, even when we know why a student is absent. 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.

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

Obtain 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, and never for more than five days. If exceptional circumstances occur:

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 Attendance Officer/Principal to discuss the absence

Provide evidence of travel (if overseas) e.g plane tickets

Permission will be granted only in exceptional circumstances and is at the discretion of the Principal. After any prolonged absence, a return to school meeting will be requested with parents and the Principal.

If the absence is for more than 5 days it is highly likely that a fine will be issued from Bradford Council.

If your child is absent for more than 20 days they will be removed from the academy roll and you will need to apply for a new school on return.

Attendance Monitoring

The attendance officer monitors closely the attendance of all students at the academy and acts 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 students and families. The below table shows the level of monitoring families can expect:

Monitoring	Stage	Action	% Attendance
Weekly	None	Academy assembly promotes good attendance and the importance of it. Classes compete to have the highest number of students with 97% or above	
Termly	None	Each term parents will receive a letter identifying the attendance % of their child/ren	
Risk of underachieving	Stage 1	A warning letter will be issued to make parents aware that attendance is becoming a concern	Between 90-92%
Serious risk of underachieving	Stage 2	A monitoring letter is issued to parents with a target to improve over the next 4 weeks If no improvement within 4 weeks moves to Stage 3	Between 80-89.9%
Extreme risk of underachieving	Stage 3	Inclusion manager meets with parents to set an action plan and targets which is regularly monitored	Below 80% or failure to improve in Stage 2

