

Dixons Trinity Chapeltown

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 8:00 am for students to ensure they are fully equipped and ready for their morning meeting to start at 8:20
- Breakfast is served from 8:00 am to support students in having a good start to their day.
- All students must arrive and be present in their morning meeting by 8:20am.
- Arriving after 8:20 am is late and will incur a late mark and a punctuality correction (30 minutes). This is to ensure all students can hand their homework in and get their belongings organised and ready for the start of learning at 8:20am.
- If arriving after 8:20 am students must sign in via reception and will be given a late slip, they must then promptly go to their locker to collect their equipment for the day and place any coats or bags in their locker. Once students have been to their lockers, they must make their way to their morning meeting or their first lesson of the day.
- Students are given 5 minutes to independently transition to their learning space, if they take more than 5 minutes they will be given a second punctuality correction (30 minutes).
- If a student arrives after 9 am, they will be marked absent for the morning session, and this will, therefore, affect their attendance figure.

Reporting absence – morning illness

- If a child is ill / off school with no advance notice, families must:
 - call the school that morning, before 8:00am on the dedicated attendance line **0113 5125510 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 8:00am
- 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 absence from a family member, we will call to try and ascertain the whereabouts of the student.
- After 3 days of absence or in some cases sooner, a member of academy staff may conduct a home visit. 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.

Leave of absence request

- Any routine medical appointments must be made outside of school hours. 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)
- 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 Assistant Principal (Attendance) to discuss the absence
 - provide evidence of travel (if overseas) e.g. plane tickets and booking confirmation documents
- After any prolonged absence, a return to school meeting will be requested with parents / carers and Assistant Principal (Attendance).



Religious leave of absence

- The academy grants the statutory leave of absence of up to two days 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

Category	Level	Attendance	Chance of achieving 5 grade 4-9	Action
Perfect attendance: No risk of under achieving	Level 1	100%	94.8%	Celebrate publicly during appreciations each half term; recognition expedition.
Excellent attendance: No risk of under achieving	Level 2	98-99.99%	94.8%	Celebrate publicly during appreciations each half term; recognition expedition.
Risk of underachieving	Level 3	97-97.99%	74.3%	Secondary first text: Dear family. As you know our attendance target is 97%. This message is just to inform you that xxx attendance has fallen below 97%. Primary first text: Dear family. Our attendance target is 97%. We understand that absence due to illness is sometimes unavoidable. This message is just to inform you that xxx attendance has fallen below 97%.
Risk of underachieving	Level 5	95-96.99%	74.3%	Advisors informed by Attendance manager that attendance has dropped below 97% and to make a call home. Secondary second text: Dear family. As you know our attendance target is 97%. This message is just to inform you that xxx attendance has fallen to x %. We know sometimes absence from school is unavoidable, but x is now at risk of under achieving. Please call the school if you wish to discuss your child's attendance. Primary second text: Dear family. As you know our attendance target is 97%. This message is just to inform you that xxx attendance has fallen to x %. We know sometimes absence from school is unavoidable, but x could be at risk of under achieving. Please call the school if you wish to discuss your child's attendance
Serious risk of underachieving	Level 5	93-94.99%	60.4%	Head of year informed by attendance manager that attendance has dropped below 95% and to make a call home. Send nudge letter as soon as attendance falls below 95%
Severe risk of underachieving	Level 6	90-92.99%	34.7%	Head of year to meet with learners and call family's to support improving attendance over a 2 week period. If no improvement made in the 2 weeks, then meeting to be made by the attendance team Send risk letter as soon as attendance drops below 93%
Extreme risk of under achieving	Level 7	<89.99%	26.7%	Meeting with attendance team and attendance plan and set targets. Explained to family that this is persistent absence and that they could be liable for LCC fine regardless of authorised / unauthorised. Where appropriate refer to cluster fast track attendance. If targets not met after 4 weeks then a meeting with SLT link is made.



Punctuality Trigger Points

- Being on time to school is vital to ensure students do not miss out on learning and are prepared to make the most of the day. To support students be on time the actions below will take place if trigger points are met

Per Cycle

- A text message every day for students who arrive after 8:20
- Trigger points for a call home (advisor) – 4 lates
- Trigger points for a call home (Head of Year) - 6 lates
- Trigger points for a letter to be sent home – 8 lates
- Trigger points for a Head of Year meeting – 10 lates

