

## Attendance Policy 2025-2026

Dear Families,

Attendance is critical to your child's attainment, well-being, and wider development and our academy target is for attendance for all students is 97% or above. This means taking no more than 4 days absence in a full academic year.

Please familiarise yourself with the term's dates for this academic year: [Dixons Brooklands Academy | Term Dates 2025/2026](#)

Improving student attendance is a national priority and as such the government and the local authority have made changes to attendance fines and thresholds.

**From 19 August 2024, the local council has increased the fine for each parent to £80, which rises to £160 if not paid within 21 days. If the fine is not paid within 28 days this can lead to a prosecution.**

**There will be a national threshold of 10 sessions (5 days) of unauthorised absence within 10 weeks will trigger a penalty notice. For repeated offences, the local authority will introduce a flat rate of £160 for a second penalty notice within a 3-year period. After this, an alternative route (prosecution) will be taken.**

**Legal proceedings will take place via the magistrates' court for a student who takes two or more periods of unauthorised leave in a 12-month period, or when a period of four or more weeks (20+ days) of unauthorised absence is taken.**

**The local authority must be informed by the academy when a student has, or will, miss 15 days due to illness.**

We will always support families first before we issue a penalty notice and prevent absence becoming entrenched. From September 2025, if your child has 6 sessions (3 days) of unauthorised absence then you will be invited to attend a meeting to discuss how we can work together to support your child's attendance.

Please also be aware of the following:

**If your child is ill/off school with no advance notice then families must call the school that morning rather than using Parent App, before 08:15am on 0161 672 0380 and call the school on any subsequent days of absence before 08:15am.**

**Morning registers must be closed by 8:45am daily. If your child arrives after this time, they will be marked with an unauthorised absence code for the morning session, and this will affect their attendance figure.**

**All appointments should be made outside of school hours. If an appointment has to be made within the school day, please ensure you only remove your child for the appointment time only and return your child back to school once this is completed. For example, if your child has a dentist appointment at 10:30am, they should come to school at 8:00am, leave later that morning for the appointment and then return for the afternoon.**

**The attendance escalation process is attached on the reverse for families to familiarise themselves.**

Dixons Brooklands Academy is committed to working in partnership with parents and carers in order to support students to be successful at school and their future. Thank you for your ongoing support in this area.

Yours sincerely,

Ms C. Boden

Assistant Vice Principal

Level	Attendance	Actions	Members of staff
1	100%	<ul style="list-style-type: none"> <li>Names of these students to be displayed on attendance boards.</li> <li>Celebrate students publicly during end of cycle assemblies with 100% attendance certificates.</li> <li>Celebration event at the end of each cycle.</li> <li>End of year rewards trip.</li> <li>Weekly recognitions.</li> </ul>	Attendance Officers Directors of Standards SLT assigned to attendance
2	98%-99.99%	<ul style="list-style-type: none"> <li>End of year rewards trip.</li> </ul>	SLT assigned to attendance
<b>Below academy expectations</b>			
3	97%-97.99%	Text home informing the family that student attendance has fallen to 97%. <ul style="list-style-type: none"> <li>Advisors to call home for three students weekly.</li> </ul>	Attendance Officers, Advisors
4	95%-96.99%	<ul style="list-style-type: none"> <li>Director of Standards and Welfare Coordinator to monitor attendance.</li> <li>Parents informed on monitoring process and reminded of our academy expectations.</li> </ul>	Attendance Officers Advisors Directors of Standards SLT assigned to attendance
<b>Historic national average</b>			
5	93%-94.99%	<ul style="list-style-type: none"> <li>Stage 1 intervention process will commence. Letter 1 is sent home to inform parents that attendance has fallen below national expectations, and the consequences associated with this.</li> <li>Directors of Standards, Subject Leads and SLT links to make phone calls home.</li> <li>LSA to make phone calls for SEN students weekly.</li> <li>Parents of students invited in during Parents' Evenings to meet with Attendance Team.</li> <li>Home visits actioned in response to further absence.</li> <li>Attendance support plan and attendance contract devised.</li> </ul>	Attendance Manager and Officer SLT assigned to attendance Director of Standards Subject Leads LSAs SLT Links
6	89.99% - 92.99%	<ul style="list-style-type: none"> <li>Stage 1 process continued. Letter 2 sent home (serious risk of underachieving).</li> <li>Stage 1 support meeting with parent and attendance manager (SENCo to support with SEN students).</li> <li>SENCo and SEN admin to call home for SEN students.</li> <li>Penalty notice issued for 10 sessions of unauthorised absence within 10 weeks.</li> <li>Home visits actioned in response to further absence.</li> <li>Attendance support plan and attendance contract devised.</li> <li>Manchester City Council will be informed when a student has, or will, miss 15 days due to illness.</li> </ul>	Attendance Manager and Officer SLT assigned to attendance SENCo and SEND team
<b>Persistent absence</b>			
7	<90%	<ul style="list-style-type: none"> <li>Stage 2 intervention process will commence. Letter 1 will be sent home.</li> <li>Stage 2 process continued. Letter 2- Attendance panel meeting letter invite sent home.</li> <li>Attendance panel meeting take place to with SLT and ESO. There will be a review period of 3 weeks.</li> <li>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.</li> </ul>	Attendance Manager and Officer SLT assigned to attendance ESO/Manchester City Council

