

Procedures



If your child is too unwell to attend school and is going to be absent, you must ring and inform the school **before 08:00am** on each day of absence by calling:



0161 998 3992



This is part of our **safeguarding procedure** to ensure we know where all our pupils are if they are not present in school.

If contact is not received, we will send *text messages and ring home, including emergency contacts*.

If **no contact is made** our school staff may visit you at home to ensure you and your children are safe and well and to discuss reasons for absence.

If we have safeguarding concerns and we cannot locate/get into contact or obtain a valid reason for their absence, we may contact the Police requesting a '**safe & well check**' – this is to ensure that you and your children are safe and will only be initiated when and where appropriate.

Every pupil should be able to learn in a safe and enjoyable environment and be protected from harm.



**DIXONS
BROOKLANDS
ACADEMY**

Dixons Brooklands Academy

Attendance Policy for Parents.

Our full attendance policy is available on school's website:

www.dixonsbk.com

Remember: EVERY Child has the **right** to an education!



We at Dixons Brooklands Academy provide a first-class education to maximise students' opportunities to live fulfilling lives and make a difference in their community. we share the government's determination to raise levels of student attendance and achievement in order to ensure the best possible start in life for our children.

Attendance Matters! School attendance is essential if children want to be able to fulfil their academic potential. The target for all pupils is to achieve 100% attendance and punctuality. The minimal expectations for all pupils over the academic year is 97% and we expect all children to be in on time, each day.



What school will do to support your child's Attendance;

- ✓ We improve punctuality, improve attendance.
- ✓ We **work together** with pupils and their families.
- ✓ We **keep you informed** about your child's attendance and punctuality and may invite you in for a meeting to discuss.
- ✓ We **make referrals** to outside agencies for support, Such as: school nurse, Early Help, Young Carers support, children's services and many more- If necessary.
- ✓ We conduct **home visits** to discuss your children's attendance.
- ✓ We invite you in for a **meeting** to discuss attendance concerns and work together to **put plans in place** and set attendance targets.

How can parents support their children's attendance?

- ✓ **Ensure your child** attends school, **every day and on time.**
- ✓ **Avoid unnecessary absence-** please make any appointments for your child are made **outside of the school day.**
- ✓ **Follow** attendance policies in reporting any absence.



It is your legal responsibility to ensure that your child attends school.



If your child has continuous unauthorised absences from school or you take holidays during term time, you may be at risk of a penalty notice fine or a referral being submitted to the Local Authority for prosecution.

Penalty notices incur a fine of **£60 per child, per parent**, which is increased to **£120** if not paid within **21 days** of the notice being served. Failure to pay this fine may result in legal action.



We may request Medical Evidence

if your child is poorly and their attendance is concerning us.

Leave of absence in term-time will not be authorised and you may receive a penalty notice.

Any pupil whose attendance is **90% and below** is considered by the DFE as a **"persistent absentee"**

And action may be followed

Percentages Matter!

If your child's attendance is 90% at the end of the school year, **they have missed a total of 19 days of learning!**

Punctuality Matters!

If your child is late by 10 minutes every day, by the end of the week they have missed nearly an hour of learning – **that could be a whole lesson!**