

Dixons Music Primary: WTD Attendance and Punctuality for families

Purpose

Dixons Music Primary is committed to ensuring that students and parents/carers understand the absolute importance of full attendance at school. Absence has a detrimental effect on a student's academic progress. Poor attendance or sporadic absences may also be an indicator of underlying issues that need resolving either inside or outside of school. Securing great attendance for all students is at the heart of our work. The target for all students is to achieve 100% attendance and 100% punctuality. The minimum expectation for all students is attendance over the academic year of 97%.

If your child misses school on a regular basis, they are damaging their future life choices. Nationally, it has been proven that children with poor attendance in primary school miss out on making the expected progress in vital literacy and numeracy skills and find it difficult to catch up. Students under 90% are classed as persistent absentees by the Government and, if all attempts to improve attendance has failed, the case may be sent to the Local Education Authority. They will then investigate the case and potentially fine and/or prosecute parents for non- attendance at school.

It is ultimately the parents' responsibility to ensure their child attends school, but we will support those families as much as possible within the academy.

Opening Times

8.00am	Free breakfast club available for all students. Bookings must be registered via the ParentPay app in advance. *Doors close for this provision at 8.10am. Any students arriving after this time must wait (accompanied by an adult) for the doors to re-open at 8.20am.
8.20-8.30am	Main gates are open for everyone. We expect all students to be in class and ready to learn at 8.30am. Breakfast is provided free of charge for all students. During this time, retrieval practice and daily-check-ins during morning meetings take place, supporting students to have positive start to the day.
8.30am	Registration takes place.
8.31-9.00am	Children arriving during this period are recorded as late (L).
9.00am onwards	Children arriving will be marked absent (U) for the morning session and this will impact on their attendance.

Absence

If your child is ill / absent from school with no advance notice, families must:

- Make contact with school by calling before 8:30am. If the office is not open, please leave a message on the answerphone with an explanation for absence.
- Make contact with 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 be recorded as unauthorised. Where we have not heard about a student's absence, we will make contact with the family by phone in the first instance, which may be followed by a visit from our Attendance Officers. A text message will be sent to the priority one contact if there is no response.
- After five days of absence, a home visit will be made by our Attendance Officers, 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.
- In line with our attendance safeguarding procedures, in certain situations home visits may take place sooner and could be escalated to our safeguarding team. This is usually if there are any concerns about the reason given, if there is no reason given or no contact at all, or if there are other concerns including (but not limited to) children subject to Child Protection Plan, Child in Need Plan, or social work assessment.

Home Visits

Visits will be completed by the attendance team but at times a member of the senior leadership team or the class teacher may be the most appropriate person to get the child into school. We do not usually inform parents that a home visit will be conducted; if the child is too ill to be at school we would anticipate they will be at home, unless they were being cared for by another adult. During a home visit, we will take a note of who else was present, their relationships with others in the house and the surroundings. A text message will be sent to the priority one contact if there is no response.

Attendance Safeguarding

NB – for the purposes of this document, ‘days’ means term time school days i.e. not holidays or weekends etc.

Day 1 Rule: If no contact has been made by family, the attendance team will call home after registers have been taken and enquire as to the student’s whereabouts. Reasons are always be logged on Bromcom and additionally on CPOMS if there is a safeguarding concern. For most students it will be appropriate to give 24 hours for families to respond to messages left requesting call back.

For any student with a social worker, the social worker will be informed of any unexplained absence on the 1st day and escalated through the right channels.

Day 2 Rule: If contact has not been achieved, or there are any concerns about the reasons being given, or there are wider concerns about the student e.g. safeguarding, a home visit is be conducted by the attendance team on the 2nd day. All home visits are logged on CPOMS. Day 1 and Day 2 rules are repeated if contact has not been achieved. A text message will be sent to the priority one contact if there is no response.

Day 5 Rule: If there has been no contact or suitable explanation by the 5th day, this is then logged as a safeguarding incident on CPOMS, and the safeguarding team take responsibility for ascertaining the whereabouts of the student. A home visit will be completed to the family home by the attendance team. This will be different depending on individual circumstances but could include liaison with a social worker, referral to CSC, advice from EduSafe or Duty Advice, 101 wellbeing check requests etc.

Late Arrival and Collection

Late marks will be recorded for late drop off or collection at AM and PM sessions and when collecting from After School clubs.

Please see our procedures for Late attendance outlined below.

AM Session Arrival	Late after 8.30am
PM Session Collection	Late after 3.15pm
Pre-booked Wraparound Care Session Collection	Late after 4.15pm (Monday-Thursday) Late after 3.15pm (Friday)

- Late marks will be allocated for late drop off or collection at both AM and PM sessions.
- All late occurrences are recorded.
- 5 late marks in a term - Late Letter 1 to be sent to parents.
- 8 late marks- Late Letter 2 to be sent to parents. Incident and letter added to CPOMS.
- 12 late marks- a meeting organised with attendance officers. Incident & actions added to CPOMS.
- Collection from wraparound care run by DMP staff is also tracked and late collection may jeopardise your child’s place in a club.
- Actions could include recommendations to attend school breakfast club and afterschool clubs, signposting to alternative wraparound care options and referrals to Early Help. This is an annual process and the ‘slate is wiped clean’ at the beginning of each school year.

Appointments



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.
- Unless the appointment is before 10am, bring your child to school for the morning session attendance mark and return to school in a timely manner.
- Obtain evidence of the appointment (e.g. appointment slip / text message).

Leave of Absence

Pupils attend school for a maximum of 190 days each academic year. Full attendance is vital for your child's educational progress. Absences due to holidays and leave taken during term time can seriously impact on a pupil's academic attainment.

The Government states that a student may be taken out of the academy during term time for exceptional circumstances only.

If exceptional circumstances occur and you wish to apply for your child to be absent from school please:

- Obtain a leave of absence form from reception to request permission.
- Submit the form 2 weeks in advance of the planned absence.
- Provide evidence of travel (if overseas) e.g. plane tickets, booking confirmation.

Permission will be granted only in exceptional circumstances under guidance from Bradford Council and at the discretion of the Principal, who will determine the number of days of authorised absence. If not granted by the Principal, the absence is unauthorised.

After any prolonged absence, a return to school meeting will be requested with parents and a member of the Senior Leadership Team or Principal.

If the absence is for more than 5 days (10 sessions) or exceeds 2 or more periods of absence in 10 week period a fine will be issued from Bradford Council or legal action take place.

Bradford Council's policy:

- Explains it expects all parents/guardians to ensure that their children attend school regularly.
- Is to only grant leave of absence in the most exceptional circumstances.
- Explains taking 'Leave of Absence' without the school's permission could result in being issued with an initial Penalty Notice fine of £160.
- Explains Penalty Notices are issued, per parent per child.
- Explains subsequent unauthorised absences could incur further fines at a higher rate and/or court proceedings.
- Explains where permission has been given for 'Leave of Absence'. If the parent fails to return the child within 10 school days of the agreed return date, the child may be removed from the school roll.

Please note: Bradford Council recommends that all children, regardless of their faith, are afforded up to 3 days authorised absence per academic year for religious and cultural observance, with requests for more than 3 days of absence considered on a case by case basis and authorised if exceptional circumstances exist and the relevant religious body agrees that the absence is essential.

Reason for Illness

Below are common reasons why families may refuse to send their child in and explanations to rationalise why the child should be in school:

- **Asthma:** This is an illness they will have to manage for the rest of their life. If the student is struggling with asthma, you can visit your GP or Asthma nurse to request support managing it so they can still be in school. It might be that they may not take part in excessive amounts of exercise during PE, or they may walk a little slower up the stairs. At times, they may be allowed a lift pass when their asthma is particularly bad.

- Hayfever: This is also an illness they will have to manage for the rest of their life. If the student is struggling, again, we suggest a visit to your GP as they may need stronger medication rather than just off the shelf.
- Headache or feeling sick: In most cases, this is not a reason to stay off school. It is likely that they are dehydrated, we suggest that drinks plenty of water and has eaten something.
- Temperature or fever: This is also not a reason to be off school. We encourage families to take the child's temperature using a thermometer and to ring the doctors if they believe it is excessively high. Otherwise we advise that paracetamol is given to the child to reduce the temperature before school.
- Cold: Again, this is not a reason to stay off school. We advise that paracetamol is given.
- Expeditions/Sporting Activities: This absolutely not an excuse to be off school. Recovering from an expedition or sporting activity due to tiredness or aching muscles is not an appropriate absence. Students must be in school the following day after an expedition or sporting activity. If your child is feeling anxious about an expedition or sporting activity e.g. bedwetting/body image, please contact school so a meeting can be arranged and reasonable adjustments put in place.

Please see the following NHS guidance for further details: [NHS Guidance](#)

Attendance Monitoring

Strong relationships with families underpins the success of the academy and issues with attendance, where possible, are resolved through speaking regularly with parents / carers via telephone or face to-face. However where it is decided that more formal action is required, the below table acts as a guide to monitoring and following up attendance which causes concern. Our Senior Attendance Champion and attendance team will closely manage attendance should student attendance become a concern.

Our attendance target is 97% and any attendance below that will incur a level of intervention to support children and families.

The below table shows the level of monitoring families can expect:

Monitoring	Stage	Action	% Attendance
Weekly	None	Academy promotes excellent attendance and the importance of it. Recognition assemblies promote excellent attendance and its importance. Classes compete to have attendance and punctuality trophies. 100% attendance texts sent to families. Excellent attendance texts sent to families (97%-99.99%). Good attendance texts sent to families (95 –96.99%).	97% & above
Cyclical	None	Each cycle parents will receive a letter identifying the attendance % of their child/ren.	Individual attendance report
Termly	None	100% punctuality texts sent to families. Recognition certificates and events.	97% & above



Below 97%	Stage 1	Letters will be issued to make parents aware that attendance is becoming a concern due to repeated absence. Stage 1 – School Letter 1 Stage 1 –School Letter 1B (improvements seen) Stage 1 – School Letter 2 (Monitoring begins in school for 4 weeks) Stage 1 –School Letter 3 (Meeting with Key Stage Lead. A stage 1– Attendance Support Plan is put in place with action plan targets that are regularly monitored for a further 4 weeks.) If no improvements seen within 2 weeks, a Bradford Council Stage 2 Intervention request Form completed. After 10 weeks, move to Stage 2. Note: 10 weeks from the start of Stage 1 a penalty notice or legal action may be issued by Bradford Council.	Between 90-97%
97% with patterns of illness & medical absences	Stage 1 Medical	Letters will be issued to make parents aware that attendance is becoming a concern due to repeated absence. Stage 1 – School Letter 1 Stage 1 –School Letter 1B (improvements seen) Stage 1 – School Letter 2 MED (Monitoring begins in school for 4 weeks. Medical evidence must be provided for each medical related absence or attendance will be unauthorised. This is in place to support you & the welfare of your child.) Stage 1- School Letter 3 (Meeting with Key Stage Lead. A stage 1– Attendance Support Plan is put in place with action plan targets that are regularly monitored for a further 4 weeks.) If no improvements seen within 2 weeks, a Bradford Council Intervention Request Form completed. After 10 weeks, move to Stage 2. Note: 10 weeks from the start of Stage 1 Medical Monitoring, a penalty notice or legal action may be issued by Bradford Council.	Between 90- 97%
Below 90% (Persistent Absentees)	Stage 2	Letters will be issued to make parents aware that attendance is of considerable concern due to repeated absence. Stage 2 – School Letter 1 (Warning Letter) Stage 2 – Attendance Panel Meeting Invite (Meeting with Senior Attendance Champion. A Parent Contracting Form is completed. An Early Help referral may be offered which may result in parent referrals for courses and support.) Stage 2 – School Letter 2 Notice To Improve Stage 2 –School Letter 3 (Final Warning Letter)	Between 80%-90%

Below 80%(Persistent Absentees)	Stage 3	Bradford Council and Prosecution Team act on behalf of the Academy	Each case will be reviewed individually
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