

Attendance at Dixons Croxteth Academy

Dixons Croxteth Academy is committed to ensuring that students and families understand the importance of attendance at school. Good attendance has a direct relationship with effective learning and good academic progress. Research shows that the higher the attendance of a student, the higher their GCSE grades are at the end of Year 11. Absence whether authorised or not has a detrimental effect on a student's academic progress and leaves students vulnerable to falling behind, creating gaps in their knowledge, and lowering their self-confidence. Securing great attendance for all students is at the heart of our work. The target is that all students strive to achieve 100% attendance and 100% punctuality. The minimum expectation for all students is 97% attendance and punctuality over the academic year.

Outstanding attendance is everyone's responsibility.

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 school day.
- The academy opens to students at 07:45am to work in supervised areas
- Breakfast is served in the canteen from 07:45am and is free to all students to support a positive start to their day at Dixons Croxteth Academy
- All students must arrive on time in full school uniform and be equipped to learn in their morning meeting space before 08:20am

Punctuality

- Punctuality is an essential life skill that shows reliability, discipline, and is essential for students to achieve their full educational potential. All students must arrive on site by 08:15am to ensure they are present in their morning meeting space for 08:20am. If a student arrives after 08:20am they will be recorded as late and they will receive a correction. If they arrive after 08:50am, they will be recorded with a U code which is classed as an unauthorised absence for the morning session and will negatively impact their attendance figure for the academic year.
- Punctuality to lessons is equally as important as being punctual to school. Being late does not only affect the late student negatively it disrupts the learning of other students, as well as the class teacher trying to teach the lesson. If you think your child is going to be late, please do not keep them off school for the rest of the day. If your child is late for a genuine, unavoidable reason, please contact the academy main office.

Getting to school and lessons on time really matters!

If in a school year, your child is late every day by the following minutes:	Your child would have lost approximately:	Or they would have missed approximately:
5 minutes	3 days from school	17 lessons lost
10 minutes	6 days from school	35 lessons lost
15 minutes	9 days from school	52 lessons lost
20 minutes	12 days from school	69 lessons lost
30 minutes	17 days from school	104 lessons lost

Absence

- If a child is unwell/off school with no advance notice, families must:
- Call the school before 08:15am on **0151 546 3134** selecting **option 1** (to report your child's absence). Please provide details/reason for absence
- Families must call the school every day that the student is absent before 08:15am

If you fail to let the school know of the reason for a student's absence, it will be recorded as an unauthorised absence. Where we have not heard about a student's absence from a family member, we will contact you, potentially by visiting the home to try and ascertain the whereabouts of the student.



After three days of absence, a member of the academy staff will conduct a home visit to clarify the absence and offer support. 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.

Prolonged or regular bouts of absence will negatively affect a student's overall attendance and could lead to a referral to the local education authority and a fixed penalty notice being issued.

Challenging Attendance

Students should only stay absent from school if they are infectious and are physically unable to get out of bed. Otherwise, they should come to school and try their best with support from staff. Often children can feel unwell first thing in the morning, and this quickly subsides once they are up and about. Often if a student has a headache or stomach ache, this is usually due to dehydration, please encourage your child to bring a water bottle to school with them. If students attend school and they are still unwell, they will be assessed by a first aid-trained member of staff and if we believe they are too unwell to stay in school we will contact parents/carers for them to be collected. Parents can bring in medication/painkillers for students to be given in school; a medication form must be completed by parents and brought into school.

Our attendance processes require us to follow up on all absences to ensure parents are aware of their child's current attendance and to offer support to ensure all students have good attendance.

Academy Support System and Expectations

EXPECT

Aspire to high standards of attendance and punctuality from all pupils and parents and build a culture where all can and want to be in school and ready to learn. Attendance is a high priority at Dixons Croxteth Academy.

MONITOR

We rigorously monitor attendance data to celebrate good attendance and punctuality but to also identify patterns of poor attendance as soon as possible so that we can work with students, parents/carers to resolve any attendance issues before they become entrenched.

LISTEN AND UNDERSTAND

When poor patterns emerge, we will discuss these with students and parents. We will listen to understand any barriers to attendance and punctuality and agree how all partners can work together to resolve them. We will **NOT** tolerate poor attendance and punctuality and will strive for improvement.

FACILITATE SUPPORT

Remove barriers in school and help students and parents access the support they need to overcome barriers outside of school. This may include early help and multi-agency support where absence is a symptom of wider issues.

FORMALISE SUPPORT

When absence persists and voluntary support is not working or being engaged with, we will ensure that all parties are clear of the consequences of not engaging in support. Subsequently, we will formalise support with the use of the local authority education welfare service.

ENFORCE

When absence continues and support is not engaged with, and we have exhausted other interventions we will enforce attendance through statutory intervention or prosecution to protect pupils right to an education.



How attendance impacts GCSE outcomes

% Attendance	Link to Progress and Underachievement	Missed days per year	Missed weeks per year	% Chance of attaining 5 GCSE Grade 4-9
100%	Perfect Attendance: No risk of underachievement due to attendance	0 days	0 weeks	94.8% chance of attaining those important GCSE Grades
97%	Good Attendance: No risk of underachievement due to attendance	5 days missed	1 week missed	
95%	Under Academy Expectation: Risk of underachieving	9 days missed	Nearly 2 weeks missed	74.3% chance of attaining those important GCSE Grades
93%	Significantly Under Academy Expectation: Risk of underachieving	13 days missed	2.5 weeks missed	
92%	Significantly below Academy Expectation: Serious risk of underachieving	15 days missed	3 weeks missed	60.4% chance of attaining those important GCSE Grades
90%	Extremely below Academy Expectation: Extreme risk of underachieving	19 days missed	4 weeks missed	34.7% chance of attaining those important GCSE Grades
85%	Extremely below Academy Expectation: Extreme risk of underachieving	29 days missed	6 weeks missed	Less than 25% chance of attaining those important GCSE Grades
80%	Extremely below Academy Expectation: Extreme risk of underachieving	38 days missed	7.5 weeks missed	

Absence not only impacts the chances of your child's academic performance, but it can also have a negative impact on their social and emotional well-being. Studies suggest that students who have good and outstanding levels of attendance are less likely to suffer from social, emotional, and mental health issues.

Medical and Dental Appointments

Any routine medical appointments must be made outside of school hours- they may not be initially offered outside of school hours, but it does not mean that they cannot be requested. Where an emergency medical appointment is necessary, please follow the academy leave of absence procedures.

With regards to an unavoidable appointment family's must:

- Ensure the student attends school around the medical appointment. Please do not allow students the whole morning or afternoon off if there is a reasonable time for them to attend/return to school
- Where possible, collect the student from reception. No student will be allowed to leave the academy on their own without prior arrangements with the academy

Leave of Absence

We always inform parents that we do not authorise any holiday requests and they will be liable to a fine of £60 per parent, per child. If they take one day off, this will affect their child's learning; even if they complete work whilst absent, they will miss key information given by a teacher in class. Leave of absence during term time is not permitted. Any extended absence from the academy will be counted as unauthorised and can lead to a fixed penalty notice from the Local Authority.

Where an emergency appointment is necessary families must:

- Obtain a leave of absence form from DCR reception
- Notify the academy as soon as possible
- Bring the student back to school in a timely manner
- Obtain evidence of the appointment (i.e. an appointment slip on letter headed paper)

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

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 HOY, Attendance Officer or connected senior member of staff to discuss the absence
- Obtain 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.

Religious Leave of Absence

The academy grants a statutory leave of absence of up to two days to allow students time to observe important religious festivals. A request for a religious leave of absence can be obtained from reception using the school leave of absence form, which parents need to complete and return.

Attendance Monitoring

The attendance team closely monitors the attendance of all students at the academy and acts accordingly should student attendance become a concern. We will send parents regular communication regarding attendance and punctuality. Our attendance target is 97% and any absence that hits a school threshold trigger will incur a level of intervention to support students and families. The below table shows the level of monitoring families can expect but is not exhaustive:

Category	Level	Actions by the Academy	Student and Parents Actions
Attendance in line with or above academy expectation	Universal	<ul style="list-style-type: none"> • Recognise and Reward positive attendance • Regular attendance reporting to parents • Weekly senior attendance meeting to look at each student's attendance 	<ul style="list-style-type: none"> • Continue to meet our expectations by having positive attendance • Work positively with the school and inform early should issues arise
Attendance below 97%	Level 1	<ul style="list-style-type: none"> • School Monitoring Cycle Triggered • A letter is sent to parents informing them of the monitoring cycle and student target • Regular texts regarding patterns of absence • Calls to follow up on further absence • Praise for improvement • Monitoring by their advisor on a daily basis and HOY on a weekly basis • Weekly senior attendance meeting to look at each student's attendance • Praise for improvement • 	<ul style="list-style-type: none"> • Engage with the school to ensure improved attendance • Have no further absences • If an absence is unavoidable- send medical verification to support • Inform the school if there are any issues preventing attendance at school



Continued absences whilst being monitored at Level 2 with concerning patterns	Level 2	<ul style="list-style-type: none"> • Escalation in our attendance procedures • Letter sent to parents: Informing parents of the failed Level 1 plan and their new target at Level 2 • Parents informed that further unauthorised absences could lead to fixed penalties • Regular texts regarding patterns of absence • Calls to follow up on further absences • Monitoring by HOY and advisor on a daily basis • Weekly senior attendance meeting to look at each student's attendance • Early help could be offered at this stage • Praise for improvement • 	<ul style="list-style-type: none"> • Engage with the school to ensure improved attendance • Have no further absences • If an absence is unavoidable- send medical verification to support • Inform the school if there are any issues preventing attendance at school • If early help is offered please consider accepting this • Ensure that your child is aware that poor attendance will lead to fixed penalties and escalation to Education Welfare Service
Continued absences whilst being monitored at Level 2 with concerning patterns	Level 3	<ul style="list-style-type: none"> • Escalation in our attendance procedures • Letter sent to parents: Informing parents of the failed Level 2 plan and their new target at Level 3 • School attendance meeting held with senior staff / Education Welfare and any external agencies involved • School attendance contract • Potential external agency referrals • Regular texts regarding patterns of absence • Calls to follow up on further absences • Monitoring by HOY and advisor on a daily basis • A senior member of staff/ attendance manager leading Attendance plan and improvement • Weekly senior attendance meeting to look at each student's attendance • Praise for improvement • • 	<ul style="list-style-type: none"> • Engage with the school and any external agency to ensure improved attendance • Have no further absences • If an absence is unavoidable- send medical verification to support • Inform the school if there are any issues preventing attendance at school • Maintain regular communication with the school
Continued absences whilst being monitored at Level 3 with concerning patterns	Level 4	<ul style="list-style-type: none"> • Escalation in our attendance procedures • Letter sent to parents: Informing parents of the failed Level 3 plan and their new target at Level 4 will be set by Education Welfare • Further school attendance meetings held with senior staff, Education Welfare and any external agencies involved at this stage • Potential external agency referral • Potential PACE interview • Legal measures to improve attendance • Regular texts regarding patterns of absence • Calls to follow up on further absences • Monitoring by HOY/ advisor/ plan lead on a daily basis • A senior member of staff/ attendance manager 	<ul style="list-style-type: none"> • Engage with the school and any external agency to ensure improved attendance • Engage with the education welfare to avoid legal proceedings • Have no further absences • If an absence is unavoidable- send medical verification to support • Inform the school if there are any issues preventing attendance at school • Maintain regular communication with the school



leading Attendance plan and improvement

- Praise for improvement

