

## Attendance and Punctuality at Dixons Fazakerley Academy

We expect the highest standards of attendance and punctuality. Research evidence and national statistics link good attendance to the achievement of academic and social potential.

We encourage students to work towards 100% attendance and set a minimum attendance target of 97% per year (equivalent to the top quartile of all English secondary schools). Attendance and punctuality also reflect pupil and parent commitment to achievement and to our Academy mission.

At Dixons Fazakerley we have a dedicated attendance team who are available to support all families in improving their child's attendance.

We are passionate about helping every student climb their mountain and so if you have any questions, or would like any support, please do not hesitate to get in touch with the attendance team at [attendance@dixonsfa.com](mailto:attendance@dixonsfa.com) or call the dedicated attendance line on 0151 524 4530 where a member of the team will be on hand to offer support and guidance.

### How attendance impacts GCSE outcomes

Attendance	Days Missed	Risk of underachieving	Chances of gaining good GCSE's at 5+
100%	0	No risk	94%
98-99%	2	No risk	92%
97%	4		
96%	6	Small risk	74%
95%	9		
92-94%	>12	Serious risk	60%
89-92%	>19	Severe risk	34%
83-88%	>32		
66-82%	>50	Extreme Risk	26%
65% or less	>67		

As you can see, it is vitally important that your child attends school every day. If you are struggling to get your child to attend, we are here to help.

Please contact us as soon as possible, so that we can work together by making adjustments and extra support packages where necessary, so that barriers can be broken down and we can motivate them back into school.

### Frequently Asked Questions

Question	Answer
What are the attendance and punctuality expectations?	The minimum expectation for attendance is 97% and the minimum expectation for punctuality is 99%
What are the timings of the academy day?	Our academy day starts at 8.30am and finishes at 15.30pm (Monday-Wednesday) and 14.35pm (Thursday-Friday). All students are expected to arrive at 8.25am so that are ready to learn.
When are the register closing times?	The AM register at the end of Morning Meeting at 8.55am. The PM register closes at the end of DEAR at 12.15pm.
Where can I find the Dixons Academies Attendance Policy?	The attendance policy for all academies within Dixons Academies Trust can be found in: <a href="https://www.dixonsat.com/about/policies">https://www.dixonsat.com/about/policies</a>



## What are the expected procedures for notify absence?

What are the processes for requesting a leave of absence?	A request for an authorised leave of absence must be made in writing to the Principal
What are the process for informing the school of the reason for an unexpected absence?	If your child is ill / off school with no advance notice families must: <ul style="list-style-type: none"> <li>• call the school that morning, before 8.30am on the dedicated attendance line</li> <li>• leave a message on the answerphone if the office is not open</li> <li>• call the school for any subsequent days of absence, before 8.30am</li> </ul>
What happens if my child is absent and the school has not been notified?	If you fail to let the school know of the reason for a student's absence, it will go down as unauthorised. A first day of absence call is always completed by a Learning Mentor before 10.00am
My child has a medical appointment, what happens next?	Any routine medical appointments must be made outside of school hours. Where an emergency appointment is necessary families must: <ul style="list-style-type: none"> <li>• obtain a leave of absence form from reception</li> <li>• notify the academy as soon as possible</li> <li>• bring the student back to school in a timely manner</li> <li>• obtain evidence of the appointment (e.g. appointment slip / text message)</li> </ul>
What is the school policy on Home Visits?	If we have not received contact from a family regarding a student's absence then a member of staff will visit the home address to check on the safety and wellbeing of the child
What is the policy for a 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 need to complete and return.
What is the policy for term time holidays?	In line with national rules we do not permit students to take holidays during term time as this has a very negative impact on their learning

## Who can I get in contact with?

Who is the Senior Leader responsible for the strategic approach to attendance in school?	Mr Ashcroft - Assistant Principal
Who could I contact for support for my child on a day-to-day basis?	The first person to contact is your child's advisor
Who could I contact if I wanted to have more detailed support to help my child's attendance?	To access more detailed support, please contact your child's Learning Mentor or Head of Year

## Attendance Promotion and Monitoring

The section below encompasses the following details of the academy attendance strategy:

- How the academy promotes and incentivises good attendance.
- The academy's strategy for using data to target attendance improvement efforts to the pupils or pupil cohorts who need it most.
- The academy's strategy for reducing persistent and severe absence, including how to access wider support services to remove the barriers to strong attendance.
- The point at which Fixed Penalty Notices for absence and other sanctions will be sought if support is not appropriate (e.g. for an unauthorised holiday in term time), not successful, or not engaged with by the family.



## Attendance Strategy

Six core elements characterise our attendance strategy. These are as follows:

### High Expectations

- We aspire to high standards of attendance from all students and parents and build a culture where all can, and want to be, in school and ready to learn by prioritising attendance improvement across the school.

### Close Monitoring

- We regularly use attendance data to identify patterns of poor attendance (at individual and cohort level) as soon as possible so that all parties can work together to resolve them before they become entrenched.

### Listening and Understanding

- When a pattern is spotted we listen to students and parents to understand the barriers to attendance and agree how all partners can work together to resolve them.

### Facilitate Support

- We remove barriers in school and help students and parents to access the support they need to overcome the barriers outside of school.

### Formalise Support

- Where absence persists and voluntary support is not working or not being engaged with, partners work together to explain the consequences clearly and support is also in place to enable families to respond. This may include an Attendance Plan, Parenting Contract or Education Supervision Order.

### Enforcement

- When all other avenues have been exhausted and support is not working or not being engaged with, attendance is enforced through statutory intervention or prosecution to protect a student's right to an education.

Attendance / Stage	Actions
100%	100% attendance certificates awarded at the end of every cycle. Weekly appreciations awarded for 100% attendance.
97%-99.9%	Twice per cycle (Week 6 and Week 13), positive messages are sent to parents / carers regarding their child's attendance Positive praise from advisors for sustained attendance above academy expectations. Opportunity to attend the Recognition Presentation Evening Opportunity to attend the Reward Event every cycle
<97% Stage 1	Letter 1a sent home to signify to family that attendance has dropped below academy expectations Three week monitoring period with Attendance Officer If student missed a further day/s of learning within the monitoring period, Stage 1 has been failed and Stage 2 is initiated
<97% Stage 2	Three week monitoring period led by Learning Mentor If student has successfully completed the monitoring period with 100% attendance a positive letter is sent home If student's attendance has improved but attendance remains below 97% then further monitoring will be completed by the Attendance Officer If student missed a further day/s of learning within the monitoring period, Stage 2 has been failed and Stage 3 is initiated
<90% Stage 3	Formalised support provided for the family by the academy and Education Welfare Officer If student has successfully completed the plan a positive letter is sent home and monitoring continues
<90% Stage 4	If formalised support has not resulted in a successful increase in attendance over a prolonged period then the case is referred to the Local Authority who may consider prosecution in the form of Fixed Penalty Notices

