

Attendance and Punctuality Strategy 2023-24

The following strategy has been informed by DfE guidance and Ofsted research.

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.

We are passionate about helping every student climb their mountain and fervently believe that by attending today, students will achieve tomorrow.

Below are the six core elements which characterise our attendance strategy; these have been mapped from the DfE guidance:

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.

Who is responsible for attendance?

At Dixons Fazakerley, we believe that great attendance can only be achieved through the support of all stakeholders who work together to promote a culture of high attendance. The Attendance Team within the Academy lead on improving the attendance and punctuality of all students and do so by building relationships with families based on support and challenge.

Holidays during term time

Holidays are not authorised during term time. Every day is important in a student's education. Each day away from school can cause knowledge gaps in a student's learning journey. Please be aware that the school will process fines for both parents of students who are taken out of school during term time to go on holiday. The fine is £60 per parent, per child.

Punctuality

As well as attending every day, punctuality is vital for every student. We start the day with Morning Meeting at 8.30am where students will be informed of important events and complete English and Maths retrieval tasks along with many other important activities which enable them to start their day in a positive manner.

Students who are late to school after 8.30am will receive a same day correction. Students who arrive after 9am will get a U attendance mark which is recorded as an unauthorised absence. If your child receives 10 unauthorised absences in a term you are at risk of receiving a Fixed Penalty Notice (FPN).



What happens and when?

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
97% - 100%	<p>100% attendance certificates awarded at the end of every cycle.</p> <p>Weekly appreciations awarded for 100% attendance during Morning Meeting</p> <p>Positive letters sent to families at the end of every cycle.</p>
94% - 96%	<p>Supportive / Challenging: Attendance Team phone calls with families (Attendance Team monitoring)</p> <p>Calls logged on Bromcom</p> <p>Advisor informal monitoring – conversations with students during DEAR and Morning Meeting – concerns are passed on to Attendance Team</p>
90% - 93%	<p>Letter issued at 93% (or 6 unauthorised absences) – at risk of falling into PA</p> <p><i>FPN to be issued where appropriate (if 10 unauthorised sessions in one term and student has 87-93% attendance)</i></p> <p>Home visits conducted where appropriate (depending on “spells” of absence)</p> <p>Head of Year monitoring – weekly phone call home</p>
87% - 89%	<p>PA Warning letter issued at 89% (or 10 unauthorised absences)</p> <p>Referral to EWO warning letter and refer where appropriate</p> <p>Key Worker assigned – family support / challenge provided</p> <p>Family Liaison weekly HVs</p> <p>Formal Attendance Monitoring Plan led by Key Worker (2 week monitoring)</p> <p>SENCO support where appropriate</p>
50% - 86%	<p>Referral to EWO</p> <p>Formal Meeting with SLT Lead</p> <p>Weekly HV by EWO and meetings</p> <p>Processing of Fixed Penalty notices, PACE and court referrals where appropriate</p> <p>SLT Lead monitoring</p> <p>MVR Monitoring</p> <p>SENCO support where appropriate</p>
< 50%	<p>EWO support</p> <p>SENCO support where appropriate</p> <p>MVR monitoring</p> <p>Multi agency support</p> <p>EHAT where appropriate</p> <p>SLT Lead monitoring</p>