

What to do...Attendance for Families

Daily Attendance

It is essential that all students arrive at the academy in plenty of time to organise themselves for the start of their day. The academy opens for students at 8:00am to work in supervised areas. Breakfast is served in the Bistro for free from 8:00am to support students in having a good start to their day.

Punctuality

All students must have arrived at school by 8:17 for line ups, 8:20 is late. This is to ensure all students are able to hand their homework in and get belongings organised ready for the start of Morning Meeting at 8:20 am. If a student arrives after 8:20am their attendance will be recorded as a late and they will receive a correction. If they arrive after 8.50am, they will go down as absent for the entire morning session and this will therefore impact on their attendance for the year.

Absence

If your child is ill / off school with no advance notice families must:

- Call the school attendance office that morning, before 9:00am - the attendance office is open from 8am.
- Families must call the school every day that a student is absent, before 9:00am.

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 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 referral to the local education authority and a fixed penalty notice being issued.

How attendance impacts GCSE outcomes

As you can see from the table below, 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 the attendance team as soon as possible so we can help break down barriers and support your child to return to school.

% Attendance		Weeks per year	Days per year	% Chance of attaining 5 Grade 4-9
100	Perfect attendance: No risk of underachieving	0 days	0 days missed	
97-99.99	Excellent attendance: No risk of underachieving	2- 3 days	2-3 days missed	94.8
96-96.99	Risk of underachieving	1 week	5 days missed	74.3
93-95.99	Risk of underachieving	1.5 weeks	7.5 days missed	
92-92.99	Serious risk of underachieving	2.5 weeks	12.5 days missed	60.4
90-91.99	Severe risk of underachieving	3 weeks	15 days missed	34.7
89.99 and below	Extreme risk of underachieving	More than 3.5 weeks missed	More than 17.5 days missed	26.7



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 wellbeing. Studies suggest that students who have good and outstanding levels of attendance are less likely to suffer from social, emotional and mental health issues.

Leave of Absence

Any routine medical appointments must be made outside of school hours - they may not be offered outside of school hours, but that does not mean that they cannot be requested.

Where an emergency appointment is necessary families must:

- Obtain a leave of absence form from DBA reception or website
- 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, and never for more than five days.

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 and the connected senior member of staff.

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 from reception using the school leave of absence form, which parents need to complete and return.

