

October 2023

Dear families

We are writing to the families of students at Dixons City Academy to politely remind you about our attendance procedures.

Appointments during the school day

If your child needs to leave school for an appointment at any time during the school day, the Attendance Officer must be provided with evidence of the reason for the appointment in advance. This can be a letter, email or confirmation text from the place where the appointment is taking place i.e. doctor, dentist, hospital or other organisation, showing the reason for the appointment and the date and time.

This evidence should be sent via email to SMann@dixonsca.com, or can be shown in person to either the Attendance Officer or to a member of the admin team. This should be sent prior to the appointment date, ideally with several days' notice so that staff can be informed. Without evidence, your child's absence will not be authorised, and the Attendance Officer will call you to confirm the reason for the appointment. Repeated unauthorised absence for these reasons will lead to a fall in your child's overall attendance rate at school and could lead to further discussion with parents about next steps in the Academy's Attendance Policy and Procedures to address these concerns.

We would encourage families, wherever possible, to take advantage of the availability of appointments outside of school hours for GP or routine dental appointments especially. If this is not possible, appointments should be made at the beginning or end of the school day, when available, to minimise the disruption to your child's learning. Students are expected to attend school both before and after an appointment. Routine appointments that can be accessed outside of school hours (such as with an optician for example) will not be authorised.

I would like to thank you for your continued support to uphold our policies and procedures and, most importantly, ensuring that your child is attending school to receive and access the learning that they are entitled to. Excellent attendance at school is proven to be key to the success of our children and we aim to ensure that all students at Dixons are able to attend school as much as possible.

Yours faithfully

Miss S Mann
Attendance Officer

