

Dixons Silver Springs Primary - Student Attendance Policy

Academic Year 2025-26

The Dixons Silver Springs Primary attendance policy is underpinned by the Dixons Academies Trust Attendance Student Policy 2025 [here](#).

Both policies are available on the academy website and are renewed annually by the Board of Trustees or as changes to legislation require. The policies are shared with all staff.

Attendance aim for all students	100%
Minimum expected attendance	97%
Academy site opens	7.00 am
Students must be on site by	8.55 am
Register opens	8.55 am
Register closes	9.25 am

Key contacts	Name	Contact
Principal	Deborah Mason	Deborah.mason@dixonssp.com
Senior attendance Champion SLT	Olivia Hardy	Olivia.hardy@dixonssp.com
Attendance & admissions manager	Nicola Burton	Nicola.burton@dixonssp.com
Designated Safeguarding Lead	Carolyn Hadfield	Carolyn.hadfield@dixonssp.com
SENDco	Cathryn Clarke Helen Mulligan	Cathryn.clarke@dixonssp.com Helen.mulligan@dixonssp.com
Academy reception	Michelle Bouchard	admin@dixonssp.com