

Dixons Trinity Chapeltown Student Attendance Policy

Academic Year 2026/27

The academy attendance policy is underpinned by our trust's student attendance policy found [here](#)

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

A concise overview of our attendance process at Dixons Pennine, including timings for the academy day and key contacts, can be found below:

Attendance aim for all students	100%
Minimum expected attendance	97%
Academy site opens	8.30am
Students must be on site by	8.40am
Register opens	8.45am
Register closes	9.15am

	Name	Contact
Principal	• Pippa Sadgrove	• psadgrove@dixonsat.com
Senior attendance champion	• Laura Jay	• Ljay@dixonstc.com
Attendance and admissions manager	• Mohammed Hamid	• mhamid@dixonstc.com
Attendance officer/s	• Syeda Begum	• sybegum@dixonstc.com
Designated safeguarding lead	• Rebeca Iabella	• rlabella@dixonstc.com
SENDCo	• Abigail Gilbert	• agilbert@dixonstc.com
Safeguarding officer	• Helen Simpson • Jo St-Ange	• Hsimpson@dixonstc.com • Jst-ange@dixonstc.com
Academy nurse	• Francesca Bennett	• Fbarrett@dixonstc.com
Academy reception	• Joe Manuel	• Jmanuel@dixonstc.com