

Your Legal Responsibility

If your child does not attend school regularly (over 90%) then the Local Authority can take action against you. This could be a Fixed Penalty Notice (fine) or summons to appear in Court. This is why Da Vinci work so closely with parents and have a clear Attendance Policy.

A fine can be issued for two reasons;

- For an unauthorised holiday which has not been agreed by the Headteacher.
- If a pupil's attendance is below 90% due to unauthorised absences and the parent/carer fails to improve the situation with support from school.

How much are the fines?

£120 per parent/carer which are reduced to £60 if paid within 21 days. If the payment is not made within 28 days a summons will be issued to appear in Court which may result in increased fines.

The Local Authority may decide to issue a summons to Court rather than a Penalty Notice fine if appropriate.

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● 190 Days = 100%

Very best chance of success

● 183 Days = 96%

Off to a flying start

● 179 Days = 94%

Less chance of success

● 175 Days = 92%

Less chance of success

● More than 18 days absence less than 90%

Persistent absentee (Not fair on your child)

Da Vinci Academy

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Every Minute Equals Success

The **Importance of Attendance & Punctuality** at Da Vinci Academy



Da Vinci Academy
A L.E.A.D. Academy

Every minute in school counts.

Their future is in your hands. Remember every day counts.

There is a clear link between good attendance and high level attainment. Regardless of the reason, if your child is absent from school it will impact their learning.

Medical Appointments

Where possible all appointments should be booked outside of school hours. Where this is not possible, the amount of school time missed must be kept to a minimum. School may not authorise time off school if the medical evidence is not provided.

Home visits

We try to conduct home visits to all/any students absent from school. This allows us to identify areas of support, collect medical evidence and build supportive relationships with families. Please do not be alarmed if you receive a visit.

Too ill to attend school?

Students can attend school with minor ailments (toothache, headache, stomach ache, colds, sore throats) over the counter medicine should be given before school. School will contact you if they become too ill to remain in school. Your child is welcome to return to school the following day if you believe they are well enough to attend.

Unauthorised Leave in Term Time (Holiday)

Children are not entitled to holidays during term time. Family holidays should be taken during school holidays.

Requests for leave due to expectational circumstances meaning the period of leave cannot be taken during school holidays must be requested via our Leave of Absence form and the appropriate evidence provided. Fines may be issued where unauthorised leave of absences are taken in term time. These are £120 per parent/carer but reduced to £60 if paid within 21 days.

Persistent Absence

Any child with attendance below 90% regardless of the reason for absence is classified as a persistent absentee. This has a significant impact on their overall school success.

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Attendance STEP Process

Step 1

If your child's attendance falls below 95%, we will conduct an attendance meeting to identify any reasons for absence, any support needed and areas of concern.

Step 2

If your child has any further days off following our initial meeting without medical evidence you will receive a letter from our Attendance Officer.

Step 3

If your child has any further days off following the step 2 letter, you will be invited in for a meeting with the Assistant Achievement Leaders.

Step 4

If your child has any further days off or falls below 90% following the step 3 meeting, you will be invited in for a meeting with the Achievement Leaders and we may issue the 1st legal warning.

Step 5

If your child has any further days off following the step 4 meeting, you will be invited in for a meeting with the Assistant Headteacher and we may issue the 2nd legal warning.

Any further time off may result in us consulting with the Education Welfare Service and processing penalty notices or court proceedings if required.