



Policy Title: **Attendance and Punctuality, 2014**

Rationale

At Da Vinci Studio School of Creative Enterprise, we want the whole school community – governors, staff, parents and students – to be committed to high standards of attendance and punctuality.

Regular school attendance is an indicator of good health, a sense of well being and engagement and enjoyment of learning crucial to a student's performance. Good attendance helps the young people in this school community to maximise their learning. This policy will support us all to achieve high levels of attendance and punctuality.

Aims

Da Vinci Studio School of Creative Enterprise aims to encourage and assist all students to achieve excellent levels of attendance and punctuality in order to take full advantage of the educational opportunities available to them. It will endeavour to make the school a place that is safe, welcoming and caring and that provides engaging lessons where learning is challenging and enjoyable.

All members of Da Vinci Studio School of Creative Enterprise community are expected to contribute to the setting of the highest standards for attendance and punctuality and model the highest standards of attendance and punctuality.

Government target for attendance is 95%. Da Vinci Studio School of Creative Enterprise's commitment is to do all that we can to reach attendance figures of 100%, to minimise unauthorised absence and reduce persistent absence in order that all students are assisted in reaching their potential.

Expectations

The school is proactive in promoting excellent levels of attendance and punctuality. The pastoral team and teaching staff are particularly focussed on working with students to actively encourage them to develop positive attitudes to school and their learning so that students want to come to school and to engage in their learning. The responsibility for good attendance is shared between school, parents and students:

- **Da Vinci Studio School of Creative Enterprise will provide a safe learning environment, will ensure that records of attendance are maintained according to Government legislation and guidance on a daily basis, and will follow up all instances of poor attendance and punctuality. They will contact home on the first day of absence if they have not heard from parents or carers and follow up written confirmation of absence for a student file. They will contact home immediately a student is missing from a lesson.**
- **Parents are expected to ensure that their child attends school regularly in accordance with Section 7 of the Education Act 1996. They should ensure their child attends punctually, properly dressed and equipped and in a fit condition to learn. Parents will inform the school of any reason for their child's absence from school on the first day of absence. They should maintain regular communication with school staff where necessary and ensure that the school is informed of any changes of contact details. Parents will avoid making medical appointments during the school day and arranging family holidays during term time.**
- **Students are expected to attend school and all of their lessons regularly and punctually, fully equipped and ready to learn. They must remember to hand any note giving reasons for absence to the relevant person and bring a note or appointment card to school if they need to leave for an appointment. Students are expected to catch up work missed and home learning set while they were absent. Students will not leave the school premises without permission.**





Clear expectations of attendance and punctuality are communicated, promoted and supported through school policies and documentation and are displayed on the school website. They are included in the Home School Agreement. Expectations for attendance and punctuality will be referred to and communicated in assemblies and in the school newsletter. Students will be encouraged to monitor their attendance and parents will be given up-to-date information on their child's attendance on each progress check as well as at parents' evenings. Good attendance will be promoted through competition and one-hundred percent attendance will be acknowledged through weekly celebration assemblies, termly rewards and the annual achievement assembly.

Intervention

Should a student's attendance fall below the target attendance rate of 95%, parents will be notified in writing. Should their attendance continue to fall, parents will receive further notification and will be invited to work with the school to improve their child's attendance and punctuality before it reaches the level where medical evidence is required or a fixed penalty notice could be issued. Parents will receive notice of persistent lateness through a phone call.

Action plans and clinics will be put in place to support improved attendance in conjunction with the Attendance Improvement Officer. In the event of persistent offenders, the Local Authority may take court action.

Monitoring, Evaluation and Review

Governors will regularly put monitoring of attendance and punctuality on their meeting agenda and ensure that high levels of attendance and punctuality are recognised by the school.

The School will review the policy and its implementation and effectiveness on an annual basis, taking into account relevant data, including information on student progress, views expressed through parents' contact with the school, analyses of the attendance data, reports from SEN and inclusion teams and reports by the Attendance Improvement Officer.

Conclusions

Da Vinci Studio School of Creative Enterprise believes that good school attendance assists children and young people to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being. Through working together, we believe that we can ensure students have high attendance at school and this will result in high standards of achievement.

Leave of Absence During Term Time

The Government only allows schools to authorise a leave of absence during term time in 'exceptional circumstances' as any absence impacts directly on achievement.

- Any request for a leave of absence must be addressed in writing to the Principal who will only authorise a leave of absence in exceptional circumstances.
- The Principal would determine how many days would be appropriate if the 'exceptional circumstances' were authorised
- A retrospective request for a leave of absence in term time will not be granted.
- A leave of absence that has not been agreed will be marked as unauthorised absence and may be referred to the Local Authority for a Fixed Penalty Notice to be issued where the leave of absence results in **10 or more** days absent in the current school year.



IMAGINATION IN ACTION

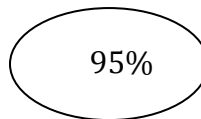
The Old Grammar School, Broadway, Letchworth, SG6 3PA



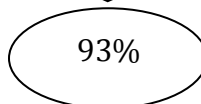
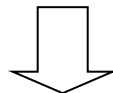
Attendance monitoring ladder



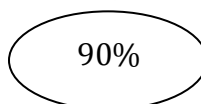
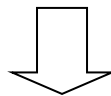
Excellent attendance – certificate and prize given in celebration assembly each term



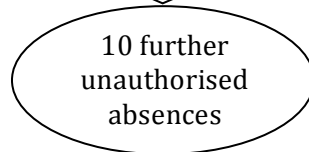
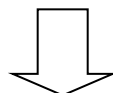
Minimum target attendance – certificate awarded at end of term if exceeded



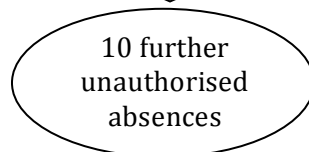
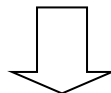
First warning letter regarding attendance being too low



Second warning letter – states that we will no longer authorise absence without medical evidence and warns of Fixed Penalty Notice



Formal notice that an FPN will be issued



FPN issued (where 20 unauthorised absences are in current and/or previous term)





Legal Action

Fixed Penalty Notices (FPN)

At Da Vinci Studio School of Creative Enterprise we expect parents to work with us to address attendance problems. However, if a parent fails to cooperate with the school or if a child's attendance fails to improve for no approved reason, then the school may issue a fixed penalty notice.

- If a student has **21 or more** sessions (a half day is equal to 1 session) of unauthorised absence in a term, then the Principal may ask the Local Authority to issue a Fixed Penalty Notice.
- The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid within 28 days.
- If the penalty is not paid the Local Authority may prosecute the parents for their child's irregular attendance.
- If paid, the parent discharges potential liability for non-attendance of their child at school
- A school may request up to two FPNs per student in a school year
- An FPN may be issued where an unauthorised leave of absence results in **10.5 or more** days absent in the current school year.
- An FPN may be issued for persistent lateness where a student arrives after 9.00 a.m. as one late arrival without valid reason is equal to one unauthorised absence. A warning letter would be sent once the student accrues 10 unauthorised sessions due to lateness.

Working with the Attendance Improvement Officer (AIO)

Da Vinci Studio School of Creative Enterprise works in partnership with the allocated AIO from the Local Authority to improve attendance for individual students and the whole school. Designated pastoral staff are timetabled to meet with the AIO on an agreed schedule and the school has an integrated approach to working with individual students and their parents to improve poor attendance. When attendance does not improve sufficiently, and after discussion with the AIO, the school will make a formal referral to Children's Services for safeguarding purposes.

The Principal may request the Attendance Improvement Officer issue a Fixed Penalty Notice to those parents who are not cooperating with attempts to help them improve their child's attendance. The school will also support the AIO to compile evidence in order to undertake legal action in the Magistrates Court (under section 444 of the Children Act 1996) or apply for an educational supervision order relating to the student under section 36 of the Education Act 1989 – taking into account any mitigating circumstances as identified by the school.

