



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



# **Attendance and Punctuality Booklet**

**Important information for  
students, parents and carers**

**September 2017**

# Introduction

---

At Da Vinci Academy we believe it is vitally important for students to attend school regularly and punctually. This will give them the best opportunity to progress and achieve their full potential. Good attendance and punctuality will also encourage students to become responsible and resilient individuals, which will serve them well in their future working lives. Every student at da Vinci, in line with the Government's expectations, is expected to maintain an attendance level of 95% and above.

Regular school attendance keeps children safe, whereas evidence shows that pupils who truant are more likely to be involved in crime and anti-social activity.

We hope that you appreciate how crucial good school attendance is to your child's progress, achievement and chances in life and we look forward to working with you to ensure that your child's attendance is the very best it can be to give them the very best chances in school and after it.

Progress data achieved by students demonstrates how important good attendance is. In 2016 students who had attendance over 95% achieved over a grade higher in all of their subjects compared to students whose attendance was below 90%, as can be seen by the table below.

	<b>ATT &lt; 90%</b>	<b>ATT 90-94.9%</b>	<b>ATT &gt;95%</b>
<b>Year</b>	<b>Yes</b>	<b>Yes</b>	<b>Yes</b>
<b>2016/2017 Predicted Progress 8 Score</b>	-2.87	-0.05	0.01
<b>2015/2016 Progress 8 Score</b>	-1.3	-0.71	-0.02
<b>2014/2015 Progress 8 Score</b>	-1.45	-0.22	-0.21

# Standards

---

At Da Vinci Academy we

- expect every student to attend school for at least 95% of the time
- expect students to arrive on time every day
- will support parents in their legal responsibility to ensure their child attends school regularly and punctually
- believe family holidays should not be taken during term time. We will not authorise requests for holidays during term time, unless in exceptional circumstances in line with section 444 of the Education Act.

The government expects schools and local authorities to

- promote good attendance and reduce absence, including persistent absence
- ensure every pupil has access to full-time education to which they are entitled
- act early to address patterns of absence.

And

- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly
- All pupils to be punctual to their lessons.

Parents should contact us by telephone on the first day and each subsequent day of their child's absence. Our Attendance Team will visit every child who is absent from school. The school should be informed of any planned absence in advance; this includes unavoidable medical appointments during the school day.



# Policy and procedures

---

## Recognising good attendance and punctuality

At Da Vinci Academy we use a range of measures to praise and reward students who meet their attendance and punctuality targets. This will include achievement assemblies, certificates, other rewards and entry into prize draws.

## Addressing poor attendance

We work diligently to help students attend well. We will communicate regularly with parents/carers and always provide support to overcome barriers to good attendance.

Our Attendance Officer Miss C Tiochta works with families when attendance falls to unacceptable levels. Any student whose attendance falls below 95% and fails to meet interim thresholds throughout the year is more likely to become a persistent absentee (PA). In these cases, further absence due to illness or medical reasons will not be authorised unless supported by additional medical evidence such as a doctor's appointment card or letter.

We will conduct regular home visits and hold meetings with parents. Should there be no further improvement in attendance, we will ultimately pursue court action.

Please refer to the attendance bands in this leaflet to identify the different stages of action, should your child's attendance fall below our expectation. Please be aware that the descriptions are for guidance only and a student can be 'fast-tracked' to any stage as is deemed appropriate.

## Holidays in term time

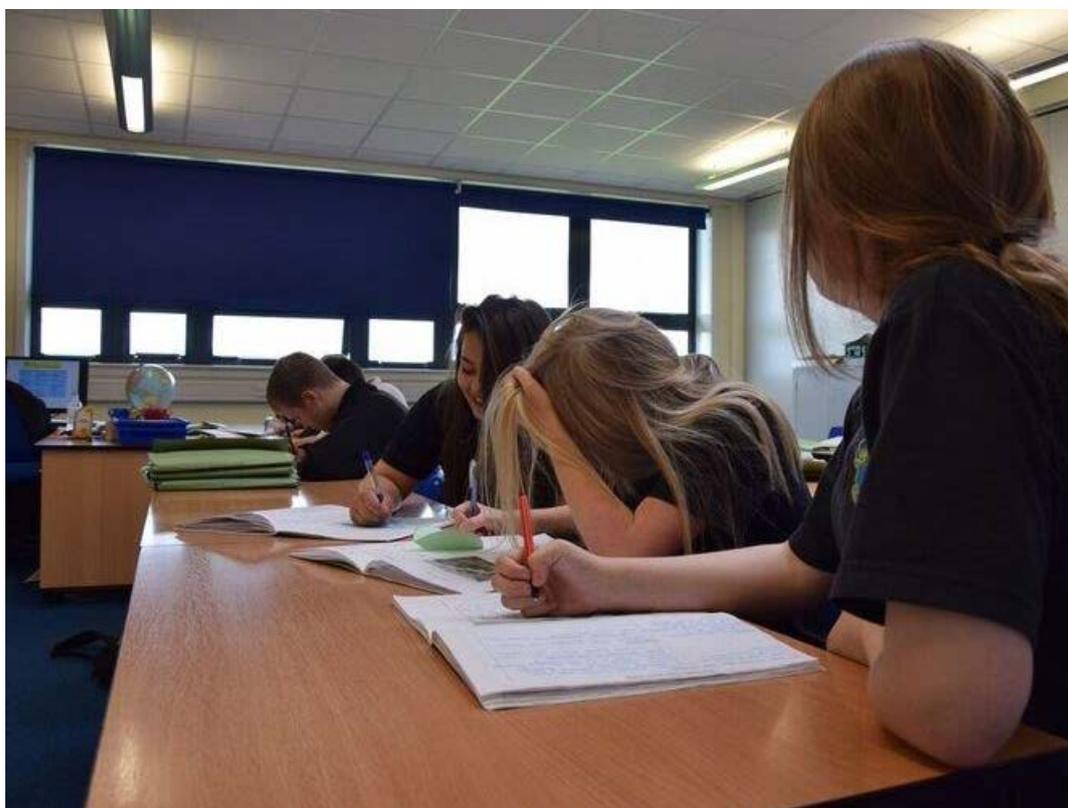
At the Da Vinci Academy we believe family holidays should not be taken in term time. We will not authorise any holidays, unless in exceptional circumstances. Penalty notices will be issued, under section 444 of the Education Act 1996, where unauthorised holidays are taken.

# Punctuality

It is the responsibility of parents to ensure that their child attends school every day and on time. Students who arrive late to school, without good reason, on 3 occasions in a half term will be set an after-school detention. Further after-school detentions will be set for every subsequent time the student is late.

Our Year Teams work with parents to overcome barriers which prevent students arriving on time. If punctuality problems persist we may involve our Attendance Team, who may issue a penalty notice for persistent lateness under section 444 of the Education Act 1966.

Students should be on the school site by 8.35am every day. Breakfast club runs every school morning 8 – 8.25am and has been a success with students and staff. The breakfast club gives an opportunity for students to come to a safe supervised place before the start of the school day where they can buy various breakfast items including bacon rolls, hot chocolate, toast and tea. The library is also open for students to access, where they can complete homework.



# Attendance bands

## Excellent Attendance

**100-99%**

This is an achievement that you can be proud of and gives you the best chance to be very successful in school and achieve the highest possible grades.

## Good Attendance

**98-95%**

This gives you every opportunity to be successful in school and achieve your best grades in your exams.

Although, this would mean that you would miss between 4-9 days of school across the year; which is 20-45 hours of learning.

## Step 1: Requires Improvement

**94.9-93%**

You are missing too much school and getting behind in your lessons, you are reducing your chances of achieving your best in your exams. This would mean that you would miss between 10-13 days of school across the year; which is 50-65 hours of learning.

You will be closely monitored and a meeting will be held with the attendance team to establish reasons, set a target for improvement and establish any support required.

## Step 2: Requires Improvement

**93-92%**

You are missing too much school and it will be hard to keep up; you are unlikely to achieve your best in your exams. This would mean that you would miss between 13.5-15 days of school across the year; which is 67.5-75 hours of learning.

We will continue to monitor you closely and contact will be made with parents by the attendance team. A letter will be sent out to confirm expectations and possible consequences of further absence.

## Step 3: Requires Improvement

**91.9-90%**

You are missing a lot of school and will find it very difficult to keep up; you are unlikely to achieve your best in your exams. This would mean that you would miss between 15.5-19 days of school across the year; which is 77.5-95 hours of learning.

A Letter will be sent to parents inviting them in to a meeting with your Pastoral Leader to agree targets for improvement and establish ways that we can provide support in school.

## Persistent Absence

**89.9-85%**

You will be missing so much time from school that you will be falling far behind and cannot reach your potential. This would mean that you would miss between 19.5-28 days of school across the year; which is 97.5-140 hours of learning.

A meeting will be held with parents and the Deputy Headteacher. A first legal warning may be issued.

## Critical

**84.9%-80%**

Your attendance has become critical because you are falling so far behind that you cannot reach your potential and your lesson work will become too difficult. This would mean that you would miss between 29-39 days of school across the year; which is 145-195 hours of learning.

A second legal warning will be delivered to parents and they could face legal action.

# Additional Information

---

## Unavoidable absence

Absences which are considered unavoidable may be authorised by Da Vinci Academy. These include:

- general illness, unless your child is classed as a Persistent Absentee
- attending a religious festival or ceremony with family
- an emergency medical or dental appointment that could not be made outside of school hours
- being in hospital or having hospital treatment
- attending a funeral with family
- attending an interview for a job or place at a college
- taking part in a public performance or an examination

Please inform the school on the first day and each subsequent day of absence. The Attendance Team will visit every child who is absent from school.

## Avoidable absence

Absences which are considered avoidable will not be authorised by the school. These include:

- trivial illness or looking after an ill relative
- looking after the house or waiting for workmen/deliveries etc
- holidays in term time
- looking after brothers or sisters, including dropping them off at school or nursery
- helping with housework or a family business
- being unhappy or not getting on with others at school
- being up late the night before, including for family problems

If you feel there is anything we can do to support you or your child, or would like to discuss this matter further please do not hesitate to contact school. We are keen to work with you and to support you and your child.



# School Day

---

08.40 Registration  
15.05 End of School

## Contacting us

---

Address: Da Vinci Academy  
St Andrew's View  
Breadsall  
Derby  
DE21 4ET

Telephone: (01332) 831515

Email: [office@davinci.derby.sch.uk](mailto:office@davinci.derby.sch.uk)

**To report a student absence call:**  
01332 831515

**To discuss any issues regarding your child's attendance with a member  
of staff please call:**  
01332 831515

**Attendance Officer**  
Miss C Tiochta

**Senior Leader responsible for attendance**  
Mrs C Stone

### **Pastoral Leader details**

**Year 7 & 8** - Mrs T Lucas  
**Year 9 & 10** - TBC  
**Year 11** - Mrs T Heyes