



School Attendance Matters!

Parental guide to school attendance

Regular attendance at school is essential if your daughter is to achieve success at school.

We are working hard at Davison C.E High School for Girls to reduce levels of student absence.

For the purposes of registration, our school day is divided into two sessions, morning and afternoon. Your daughter must be on the school site by 8.35am and attend registration no later than 8.40am. After lunch, registration is at 1.55pm. **Your daughter must attend registration to gain a present mark.**

If your daughter is late she must sign in at the Student Services Office. More than three late marks in a term will incur a sanction. Please see our Attendance Policy for details.

There is a clear link between poor attendance at school and low achievement:

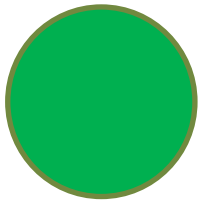
Only 35% of students who miss between 10% and 20% of school manage to achieve five 4-9 GCSEs including English and Mathematics

Whereas 75% of students with over 95% attendance achieve five 4 – 9 grades including English and Maths

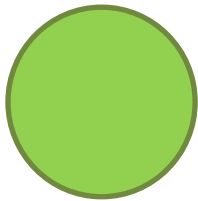
Good regular attendance often means doing well academically, better relationships with other students and better overall behaviour in school. Catching up even a small amount of lost time from school can be difficult. Absence from school can set up bad habits for work and life.

Whilst we appreciate that in some circumstances absence is unavoidable, we are keen to discourage unnecessary absence i.e. the odd day here and there, when perhaps your daughter could come to school but does not feel like it. Please do not allow your daughter to persuade you that a day off school does not matter. **It does matter!**

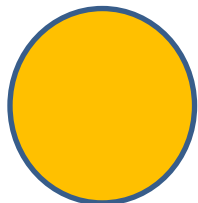
Every lesson really does count for your daughter and she can quickly fall behind!



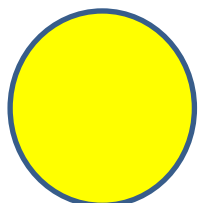
Outstanding 100%



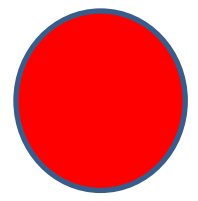
Very Good 98.3%



Good 96.6%



Satisfactory 95%



Poor below 95%

**From 1st October 2012 we implemented the
WEST SUSSEX FIXED PENALTY SCHEME**

You may receive a fixed penalty notice if:

- Your daughter has a minimum of 10 school sessions recorded as an unauthorised absence in any 10 week period
- Your daughter has an unauthorised holiday
- Your daughter is persistently late for school
- Your daughter is in a public place during the first 5 days of an exclusion from school

The fixed penalty fine is £60 per child, per parent and rises to £120 if not paid within 21 days

If you do not pay your fine within 28 days, court proceedings will commence for the original offence of poor school attendance by your daughter. If proven a fine of up to £2500 and/or a parenting order or a community sentence could be imposed.

**Please note that these criteria are set by WSCC.
The school does not financially benefit from any fixed penalty.**

What is authorised absence?

Only the school can authorise the absence. Once your daughter is registered at school she can only legally miss school in very limited circumstances. For example:

- When she is too ill to attend
- Family bereavement
- Emergency dental or medical appointments which cannot be scheduled after school or during holidays
- Some religious festival observance
- Attending off-site examinations which are approved by the school
- Attending a college interview

What is unauthorised absence?

Unauthorised absence is regarded as truancy. For example:

- Family holiday
- Taking your daughter shopping or missing school for any other activity for which there is no serious reason for her to be away from school
- Allowing your daughter to miss school on her or any other family member's birthday
- Keeping your daughter away from school because of the closure of a sibling's school for staff training or any other purpose

Due to work commitments, the family must take a holiday during term time.

Will the school authorise this?

The school is no longer able to authorise family holidays in term time however good attendance is prior to the date of the request. This is due to a change made in *The Education (Pupil Registration) (England) (Amendment) Regulations 2013* which made amendments to the *Education (Pupil Registration) (England) Regulations 2006*. Exceptional circumstances may be considered but only granted at the discretion of the Headteacher. See Attendance Policy on school website.

**To report your daughter absent, call 01903 233835 and Press 1 to leave a message or
report via the Studybugs app.**

