

# Davison CE High School for Girls

## **Procedure for reporting your daughter's absence from school due to illness**

- Davison uses an efficient and secure system for reporting your child's absence due to illness, called Studybugs. The App is easy to download or you can register on the Studybugs website.
- If your daughter is too ill to attend school, you **must** contact the school via Studybugs on the **first morning** of absence and **every day** thereafter (if you don't, your daughter's absence may be marked as "unauthorised").
- **If your daughter is absent and we have not heard from you we will send a standard text message to you by 10.30am. Please contact the school as soon as possible to help us ensure your daughter's safety.**

***Please do not sign up to the App or the website until Thursday 3rd September 2020.***

### **TERM DATES AND TEACHER TRAINING DAYS**

#### **Autumn Term 2020**

Monday 7<sup>th</sup> September to Friday 18<sup>th</sup> December

**Years 7** start school at 8.40am

**Years 8, 9, 10 & 11** start school at 11.00am

*Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September will be two of five Teacher Training Days*

Half Term: Monday 26<sup>th</sup> October to Friday 30<sup>th</sup> October

#### **Spring Term 2021**

Monday 4<sup>th</sup> January to Thursday 1<sup>st</sup> April

Half Term: Monday 15<sup>th</sup> February to Friday 19<sup>th</sup> February

#### **Summer Term 2021**

Monday 19<sup>th</sup> April to Friday 23<sup>rd</sup> July

*Monday 3<sup>rd</sup> May is a Bank Holiday*

Half Term: Monday 31<sup>st</sup> May to Friday 4<sup>th</sup> June

### **TEACHER TRAINING DAYS**

FURTHER INSET DAYS TO BE ADVISED

**From 1<sup>st</sup> 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 festivals/observance
- Attending off-site music or dance examinations
- 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.

Please keep this handy for future reference – thank you.