



Dame Elizabeth  
**CADBURY**

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# **Attendance & Punctuality Guide**

For Years 4-6, 7-9  
Term 1: Sept - Nov 2023  
Term 2: Dec - Feb 2024



## WHAT CAN I DO TO **IMPROVE ATTENDANCE?**

Here are some of the things that your child can do to ensure that they achieve and maintain good attendance and punctuality:

- Have a Regular Bedtime
- Limit Digital Technology Use (*gaming, social media, apps etc.*)
- Encourage them to use their own alarm clock.
- Get a reliable friend to call for them in the morning.
- Ensure their uniform, bag and PE kit is ready the night before.
- Have a regular study time each evening.
- Do not let them be late when waiting for friends.
- Learn bus timetables in advance.

It might also help if parents:

- Take an interest in school work.
- Work with and support the school.
- Praise their child's efforts.
- Check their child's School Planner daily.

## WHY IS GOOD ATTENDANCE **IMPORTANT?**

- Helping to avoid gaps in learning.
- Supporting in achieving good exam results.
- Helping with getting a place at Sixth Form, College, an Apprenticeship or to University.
- Helping to get a good job.
- Developing a good Progress file.
- Preventing court action.

## WHAT IS A '**PERSISTENTLY ABSENT** (PA) PUPIL'?

You should not keep your child from school or allow him/her to be absent:

- Your child becomes a 'persistently absent' pupil when absence falls below 90%.
- A PA pupil will be monitored by the Attendance Manager. If your child's attendance is under 90%, we will not authorise any absence without medical evidence (*e.g. prescriptions, stamped appointment cards*).
- As a school we monitor attendance very closely. If your child's attendance drops below 97% they will be closely monitored. We will communicate attendance concerns via a letter. If your child's attendance drops below 93% you will be required to attend a meeting with your child's Head of House.

## WHAT ABSENCES ARE **NOT APPROPRIATE?**

You should not keep your child from school or allow him/her to be absent:

- To look after other members of the family.
- To go shopping or to visit relatives.
- For girls: because they are menstruating.
- Because they got up late.
- Because they don't want to come to school or you do not feel like accompanying them.
- For family birthdays or to go on family outings.

## WHAT ABOUT **HOLIDAY?**

The Department of Education has introduced amendments to holidays taken in term time. The Headteacher will **not be able to grant** any leave of absence during term time, for any purpose unless there are exceptional circumstances. If you decide to take a holiday in term time you will receive a fixed penalty, where each parent will have to **pay £60 for each child removed from school**. This will need to be paid within 21 days and, if not paid within this time, the charge will **rise to £120 per parent** per child and must be paid within 28 days to avoid potential prosecution. A second offence during your child's education will be dealt with via the Courts.

## WHAT IF ABSENCE IS **ESSENTIAL?**

It is important to get a message to school - it is the responsibility of parents to let the school know the reason for their child's absence as soon as possible, before 9:30am on each day your child is absent.

Your child deserves a rigorous education and all the opportunities that Dame Elizabeth Cadbury School has to offer. Coming to school every day is essential for your child's academic and personal development.

Attendance for one term	In one term <u>your child</u> will have missed	In a year <u>your child</u> will have missed
90%	1 week 2 days	4 weeks
80%	2 weeks 4 days	8 weeks
70%	4 weeks 1 day	12 weeks
60%	5 weeks 3 days	16 weeks
50%	7 weeks	20 weeks
40%	8 weeks 2 days	24 weeks
30%	9 weeks 1 day	28 weeks



## WHAT ARE PARENTAL RESPONSIBILITIES?

If your child is aged between 5 and 16, you must make sure he/she attends school regularly and stays in school. **This is law.** You can be taken to court for breaking this law (*Section 444 of the Education Act 1996*). Academic Year 2018/19 - 9 families received fines totalling over £2000.

Parents should ensure their children arrive at school on time, properly dressed and in a condition to learn. This means pupils should wear school uniform. They must have their books, pens, pencils, PE kit etc, and not be too tired, worried or hungry. Parents must also make sure that pupils complete homework on time and keep to school rules about behaviour.

## WHAT IS AN AUTHORISED ABSENCE?

Parents and carers can explain absences but they cannot authorise them. Only the school can decide whether explanations about absences are acceptable and can be authorised. For persistent absence, the school will insist medical evidence is provided. All other absences will be coded as 'O' and will not be authorised.

## WHAT ABOUT ABSENCE FOR DENTAL/MEDICAL TREATMENT?

Your child may have to be absent from school for medical or dental treatment. The school must be informed and where possible appointments should be arranged before/after school. We expect all pupils to be in school before and after any appointment.

## WHAT HAPPENS IF A PUPIL MISSES TOO MUCH SCHOOL?

If a pupil does not attend every day, this is what happens:

- They will not know how to complete the work set.
- They may feel left out and get left behind.
- Friendship groups may change.
- He/she loses touch.
- Creates anxiety for your child.
- He/she will underachieve.

## WHAT REWARDS ARE THERE FOR EXCELLENT ATTENDANCE AND EXEMPLARY PUNCTUALITY?

Attendance competitions take place throughout the academic year. Pupils can earn additional iPad points for excellent attendance. Regular attendance and punctuality assemblies take place throughout the year.

## REMEMBER

- 7 sessions (3 and a half days) missed in each half term = a persistently absent (PA) pupil.
- Missed lessons = Missed opportunities.
- Being on time shows that pupils are reliable and organised, and know that school matters.
- Employers want good time keepers.

## WHAT HAPPENS IF PUPILS ARE LATE?

- Your child will be at a disadvantage.
- He/she may miss important notices in Form and interrupt lessons.
- We expect pupils to be in school from 8:30<sup>am</sup>.
- Late Gate: any pupils who arrive late to registration after 8:40<sup>am</sup> will be issued with an after school 20 minute detention the same day.
- If your child arrives after 9:30<sup>am</sup>, it is an unauthorised absence and will be coded as 'U' (arrived after registration closed).
- Afternoon registration takes place at 2.55<sup>pm</sup>.
- If your child has 3 or more late marks in 1 week, they will be given a 1 hour detention with the Deputy Head teacher, the following week.
- If your child's punctuality does not improve, further sanctions will be put in place and you will be required to attend a meeting with your child's Head of House.

## OUR EXPECTATIONS

- Pupils should be waiting outside their form rooms by 8:40<sup>am</sup> every morning.
- We expect pupils to arrive on time for **ALL** lessons.

## ATTENDANCE AT EXTERNAL EXAMINATIONS

- All pupils must attend external exams on time as these dates are set by the examinations boards and cannot be changed.

## ATTENDANCE TEAM

Dame Elizabeth Cadbury's Attendance Team may complete Safe and Well visits for pupils, where they attend the family home. These visits can take place for a range of reasons e.g. the pupil is not in school and the parents/carers have not contacted the school to inform them of the reason. This is a procedure that the school has to follow to ensure that all its pupils are safe.



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