



**Dame Elizabeth
Cadbury School**

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Our Ref: RP/DfE Attendance

Date: 30th November 2022

Dear Parents/Carers

I am writing to update you on the most recent guidance from the Department for Education regarding attendance. This guidance, and Dame Elizabeth Cadburys attendance policy, reinforces that excellent attendance is central to high levels of academic attainment, as well as preparing pupils for future education and employment. It is pivotal that parents/carers ensure that their child is in school and on time each day, unless in exceptional circumstances. If your child is going to be absent from school, then please inform the school by telephone before 8.40am.

Attendance is a learned behaviour and if pupils do not attend school regularly then they do not learn the importance of commitment, dependability and good timekeeping.

Please note our school day starts at 8.40am. Therefore, all pupils should be on site from 8.35am and in form for 8.40am.

Pupils are actively engaged in learning activities during form time.

Pupils who arrive later than 8.40am will be sanctioned with a detention that afternoon as in line with the behaviour policy. This will be a 20-minute detention.

I thank you for your continued support with your child's education.

Should you wish to discuss any of this please do not hesitate to contact the House office on 01214644040.

Or alternatively contact enquiry@decschool.co.uk

Yours sincerely

Mr R Prime
Headteacher



Dame Elizabeth Cadbury School
Woodbrooke Road
Bournville
Birmingham
B30 1UL



0121 464 4040



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enquiry@decschool.co.uk

