



**Dame Elizabeth  
Cadbury School**

Respect. Aspire. Believe. Commit  
[www.decschool.co.uk](http://www.decschool.co.uk)

Our Ref: RP/New Role: Attendance Manager

Date: Thursday 12<sup>th</sup> January 2023

Dear parent / carer

The importance of attending school regularly cannot be overstated, since missing school can have a significant impact on pupils' attainment, wellbeing, and wider life chances. As a school, we are constantly striving to work with pupils and families to remove any barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

In order to encourage high levels of school attendance and enhance our support for both pupils and their families, the school has appointed Mrs L Sanders as the Attendance Manager, working with Mrs Donovan, designated senior leader responsible for attendance, the Heads of House, the Heads of House PAs, the Designated Safeguarding Lead, the Mental Health Practitioner, the Success Centre Manager, and the SEND department.

Her extensive experience in schools allows her to assist pupils and their families in overcoming barriers to learning, ensuring pupils are able to achieve their full potential.

Within her role as Attendance Manager, Mrs L Sanders will:

- Monitor and track pupil attendance on a daily basis
- Discuss attendance patterns with parents over the telephone
- Visit the homes of pupils who are absent from school
- Conduct *School Attendance Review Meetings* as part of the formal *FAST-Track to Attendance* process set out by the Local Authority

I would like to extend my best wishes to Mrs L Sanders on behalf of the leadership team, faculty of staff, and wider school community. I am certain that her expertise, knowledge, and approachable manner will prove to be an asset to the school as she moves into her new role.

Yours sincerely,

Mr R Prime  
Headteacher



Dame Elizabeth Cadbury School  
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Bournville  
Birmingham  
B30 1UL



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Dame Elizabeth Cadbury School

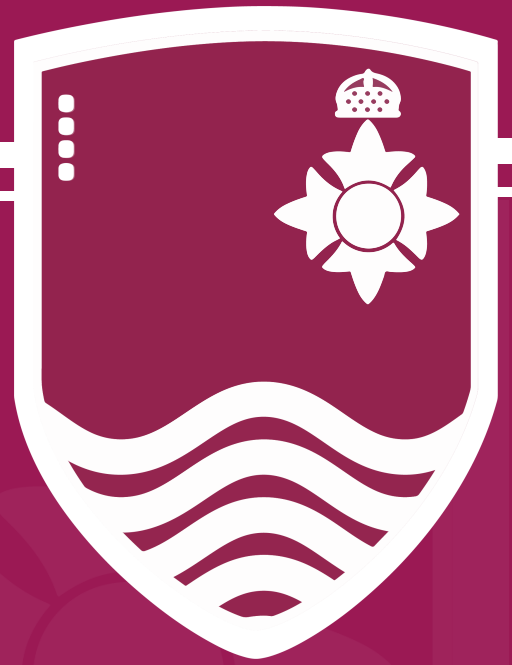


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# Attendance & Punctuality

A guide for parents & carers

 [www.decschool.co.uk](http://www.decschool.co.uk)

 0121 464 4040



## What can I do to improve my child's attendance?

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

- Have an evening and morning routine that allows a minimum of 8 hours sleep.
- Limit digital technology use - e.g. gaming, social media, apps etc. and finish at least one hour before bed.
- Allow enough time in the morning for your child to get ready, have breakfast and travel to school and arrive on time.
- Have their own alarm clock.
- Get a reliable friend to call for them in the morning.
- Get their equipment and bag ready the night before.
- Have a regular study time each evening.
- Not waiting for friends in the morning before school.
- Learn bus timetables in advance.

**It will also help if parents/carers:**

Take an interest  
in schoolwork.

Work with and  
support the  
school.

Praise their  
child's efforts.

Check and sign  
their child's  
school planner  
regularly.

## Why is good attendance important?

- To avoid gaps in learning.
- To help achieve good exam results.
- To help with getting to sixth form, college, an apprenticeship or university.
- To help get a good job.
- To prevent court action

## What is a 'Persistently Absent (PA) Pupil'?

You should not keep your child from school or allow them to be absent:

- Your child becomes a 'persistently absent' pupil when attendance falls below 90%.
  - A PA pupil will be monitored by an Assistant Head of House and 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 95% they will be monitored.

## What absences are not appropriate?

- To look after the house or other members of the family.
- To go shopping or to visit relatives.
- Because they are menstruating.
- Because they got up late.
- Because they don't want to come to school.
- 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 and it has not been authorised by the school you will receive a fixed penalty, where the parent/carer 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 child and must be paid within 28 days to avoid potential prosecution.



## What if absence is essential?

It is important to get a message to school - it is the responsibility of parents/carers to let the school know the reason for their child's absence as soon as possible, before 8:40am on the first day of absence.

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.

## What are parental/carer 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).

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 pupil's 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 a doctor's note or medical evidence is provided. All other absences will be coded as 'O' and will not be authorised.

## What about absence for dental/medical treatment?

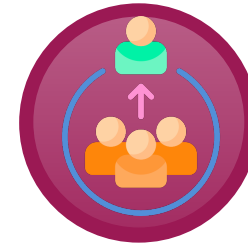
Your child may have to be absent from school for medical or dental treatment. The school must be informed if during school time, but where possible appointments should be arranged before/after school. Please ensure evidence is provided for a medical absence to be authorised.

## What happens if a pupil misses too much school?

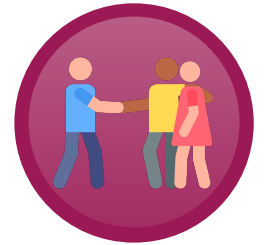
If a pupil does not attend everyday, this is what can happen:



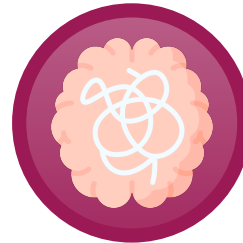
They will not know how to complete the work set.



They may feel left out and get left behind.



Friendship groups may change.



They become anxious.



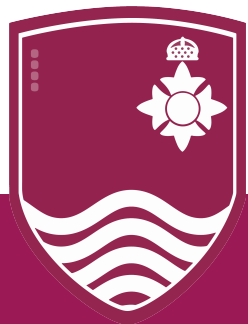
They lose touch.



They will underachieve.

## What rewards are there for excellent attendance and exemplary punctuality?

Regular attendance and punctuality rewards are given 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.
- They may miss important notices given in Form time and interrupt lessons.
- Morning registration takes place at 8:40am.
- Any pupils arriving onto school site after 8:35am will enter via Late Gate, be marked as late (L) and receive a 20-minute detention.
- If your child arrives after 9:30am, it is an unauthorised absence and will be coded as 'U' (arrived after registration closed). They will also receive a late detention.
- Afternoon registration takes place at 12:30pm.
- If your child's punctuality does not improve, further sanctions will be put in place.

## Our expectations

- Pupils should be waiting outside their form rooms by 8:40am 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. If your child fails to attend an external exam parents/carers will be charged the cost of the examination.

## Attendance Manager

Dame Elizabeth Cadbury School's Attendance Manager or a member of the pastoral 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 by law to ensure that all its pupils are safe.

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



## What if I need further information?

**(Term Dates can be found on our website)**

Dame Elizabeth Cadbury School - 0121 464 4040

Birmingham Children's Services - 0121 303 1888


Childline (24 hour helpline) - 800 11 11

Parentline - 0808 800 2222

West Midlands Travel - 0121 254 7272.

### **GOVERNMENT GUIDANCE DURING COVID-19 OUTBREAK**

Dame Elizabeth Cadbury School  
will follow to any changes the  
government makes to attendance  
procedures for schools during the  
Covid-19 outbreak



**Together** we can  
help your child to  
feel happy and  
successful at school



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