



Dame Elizabeth
Cadbury School
www.decschool.co.uk

Our Ref: CS/ER/Spring 1 Attendance Concern

Date: 25th February 2026

Dear Parents/Carers,

Re: Serious Attendance Concern: Spring Term 1 – decline in attendance

As a school, attendance is our number one priority because being in school every day gives pupils the best possible chance to succeed both academically and personally. Regular attendance ensures that pupils can access the full curriculum, build strong relationships with staff and peers, and enjoy the wide range of opportunities we offer beyond the classroom. It also means they can benefit from the many services and support systems available in school, which are increasingly important in helping young people navigate the challenges of modern society. By prioritising attendance, we are prioritising each child's future.

Regular attendance at school is essential to support both academic progress and overall wellbeing. When attendance falls below expected levels, it can have a significant impact on learning, confidence, and social development. We are therefore keen to address this early and ensure the right support is in place.

Through our attendance monitoring, we have identified that your child's attendance has dropped during the first Spring Term, compared to their attendance in the Autumn Term. As a result, your child's attendance will be monitored on a weekly basis by the Senior Leadership Team with responsibility for attendance. This is not intended to be punitive, but rather to ensure that we are providing appropriate oversight and support to help improve attendance moving forward. We will be providing weekly communication regarding your child's attendance.

We would very much like to work in partnership with you to support improvements in your child's attendance. If there are any barriers or concerns that may be affecting attendance, please do not hesitate to let us know so that we can explore how we may help. If you require support or wish to discuss your child's attendance further, please contact your child's **Head of House** or our **Attendance Manager**, Mrs J McManus, using the details below:

- ✓ **Durham House** – Miss Faulkner cfaulkner@decschool.co.uk, or Phone Line Option 2
- ✓ **Exeter House** – Miss Britt sbritt@decschool.co.uk, or Phone Line Option 3
- ✓ **Warwick House** – Mr Canning-England dcanningengland@decschool.co.uk, or Phone Line Option 4
- ✓ **York House** – Mr Smith csmith@decschool.co.uk, or Phone Line Option 5
- ✓ **Attendance Officer** – Mrs McManus jmcmamus@decschool.co.uk, or Phone Line Option 1

Thank you for your continued support in ensuring your child attends school regularly and benefits fully from their education.

We urge you to take this matter **extremely seriously**. Immediate action is required to avoid escalation and to ensure your child has the opportunity to succeed academically and personally.

Yours sincerely,

Mr J Till
Headteacher

Mr. C Seager
Head of School



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