

Our Ref: CS/ER/Attendance Update Feb 2026

Date: 27th February 2026

Dear Parent/Carer,



**Dame Elizabeth
Cadbury School**
www.decschool.co.uk

We are writing to inform you of an important update to our pupil absence reporting procedures and to take this opportunity to reiterate the importance of excellent attendance.

Regular attendance at school is vital for academic progress, wellbeing and maintaining positive routines. Even occasional days of absence can have a significant impact on learning over time. We appreciate your continued support in ensuring your child attends school every day, on time.

From Monday 2nd March, all absences must be reported either via the Matrix WEDUC app or by leaving a voicemail directly with your child's individual House Office.

Please note that our absence voicemail system will no longer be centralised. Instead, each House Office will manage its own absence line:

- Durham House Office
- Exeter House Office
- Warwick House Office
- York House Office

If leaving a voicemail, please clearly state your child's full name, form, reason for absence and the expected date of return.

Please be reminded that you must contact the school on the first day of absence, and on each subsequent day of absence, before 8.45am, giving the reason for absence. Medical evidence, where applicable, must also be provided to confirm the reasons and dates of absence.

If your child is unwell in the morning but begins to feel better during the day, they can attend school later and receive a present mark for the afternoon (PM) registration. We encourage parents and carers to consider this where appropriate, as attending for part of the day is always better than missing a full day.

For guidance on whether your child is too ill to attend school, we recommend consulting NHS advice available here:

<https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

These changes will allow House teams to respond more efficiently and ensure accurate attendance monitoring and safeguarding.



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Dame Elizabeth Cadbury School



dameelizabethcadbury



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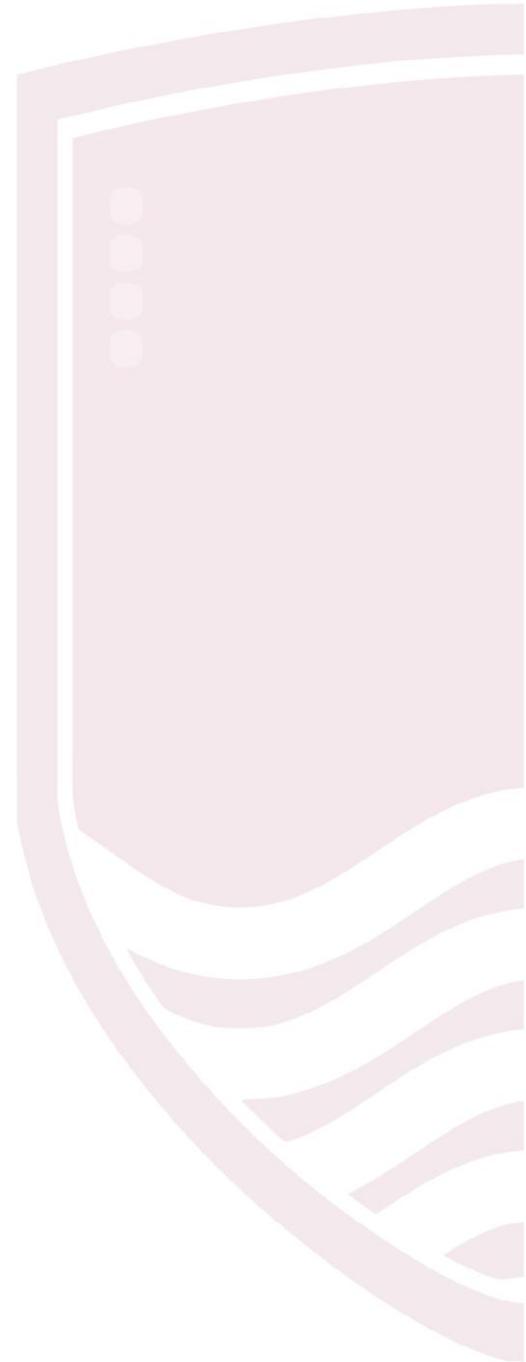


Thank you for your ongoing support in maintaining high standards of attendance.

Yours sincerely



Mr C Seager
Head of School



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Academy Trust
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