


Attendance & Punctuality

A guide for parents & carers

 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%.
- As a school we monitor attendance very closely. If your child's attendance drops below 92% they will be monitored and, where necessary, supported by an Assistant Head of House or the Attendance Officer.
- From September 2024, we will have to consider a fine if a pupil misses 10 sessions (half days) of unauthorised absence in a rolling period of 10 school weeks. The threshold can be met with "any combination of unauthorised absence". For example, four sessions in term time plus six instances of arriving late. The period of 10 weeks can also span "different terms or school years".

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 Headteacher will not grant any leave of absence during term time.

If a parent/carer decides to take a holiday in term time of 5 or more days, a Fixed Penalty Notice (FPN) will be considered, and they will have to pay £80 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 £160 per parent per child and must be paid within 28 days to avoid potential prosecution. An escalation process for repeat offences will be followed.



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?

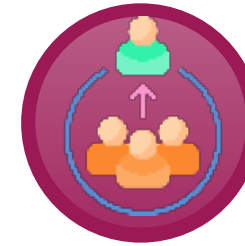
Your child may have to be absent from school for medical or dental treatment. The school must be informed if during school time, but where possible appointments should be arranged before/after school. Please ensure evidence is provided for a medical absence to be authorised.

What happens if a pupil misses too much school?

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



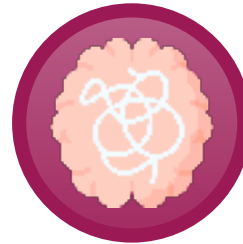
They will not know how to complete the work set.



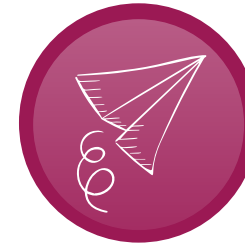
They may feel left out and get left behind.



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 8:45am.
- Any pupils arriving onto school site after 8:39am will enter via Late Gate, be marked as late (L) and receive a 20-minute detention.
- If your child arrives after 9:15am, it is recorded as an unauthorised absence and their attendance for the day will be capped at 50%. It will be coded as 'U' (arrived after registration closed) and they will receive a late detention.
- Afternoon registration takes place at 2:10pm.
- If your child's punctuality does not improve, further sanctions will be put in place.

Our expectations

- Pupils will attend Line Up at 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 Officer

Dame Elizabeth Cadbury School's Attendance Officer 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 ONE term	In ONE term your child will have missed	In a YEAR your child 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 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.



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



Dame Elizabeth Cadbury School

'Strive for Excellence'