



Dame Elizabeth  
**CADBURY**

**Parents'  
Guide to  
Attendance**





on holiday

## Is your child missing out?

Every absence comes at a price...

As parents it's your responsibility to ensure your child attends school.

For a free leaflet *School Attendance: Information for Parents*, telephone 0845 60 222 60.

**Don't make them miss out**

department for

**education and skills**

creating opportunity, releasing potential, achieving excellence



# Meet The Team

**Headteacher: Mr M Dunn**

**Assistant Headteacher: Mr C Walton Safeguarding Lead**  
**Assistant Headteacher: Mr W Robinson Behaviour and Pupil Welfare**

## **Attendance Team**

**Attendance Manager/Deputy DSL: Mrs Minogue**

**Attendance: Mrs Carson**

**tel: 0121 675 9511**

**n.minogue@decschool.co.uk**

**s.carson@decschool.co.uk**

## **Family Support**

**Social Worker: Miss A Morris**

**a.morris@decschool.co.uk**

# Heads Of House

## **Durham House**

**Head of House: Mr W Robinson**  
**email: durham@decschool.co.uk**

## **Exeter House**

**Head of House: Mr R Hanson**  
**email: exeter@decschool.co.uk**

## **York House**

**Head of House: Ms B Greene**  
**email: york@decschool.co.uk**

Dame Elizabeth Cadbury School believes that regular, punctual school attendance is vital for high achievement in order that students can achieve be the best of their abilities.

Regular attendance of students is closely related to their levels of achievement. This makes the issue of regular attendance of great importance. Under education legislation parents have a duty to ensure that their children attend school regularly and punctually. Failure to do so, without reasonable excuse, may result in referrals to the local authority (**Fast Track to Attendance**) with the prospect of fines or prosecution for parents, if a child's attendance does not improve rapidly.

## **EXPECTATIONS**

Good attendance and punctuality depend on a partnership between students, parents and carers, the school and outside bodies. For it's part, the school expects the following from students and parents and follows the practice detailed below:

### **Students are expected to:**

- Attend school regularly on time
- Arrive in school for registration at 8:40am each morning
- Attend all lessons promptly on time

### **Parents are expected to:**

- Ensure that their children attend school regularly
- Ensure that their children arrive at school in good time for registration at 8:40am each morning
- Contact the school by telephone (0121 675 9511 or 0121 464 4040) on the first day of absence if their child is unable to attend school for any reason followed by any medical evidence if required
- Arrange medical appointments outside school time where possible
- Ensure that no holidays are booked during term time
- Contact the Attendance Team to discuss any concerns that they may have which could affect their child's attendance
- Ensure that the school has up to date contact details

### **Dame Elizabeth Cadbury are expected to:**

- Register students efficiently and accurately during AM form registration and again at PM form registration according to current regulations
- The attendance team will contact parents if a child is absent without reason. If no contact has been made by the 3<sup>rd</sup> day of absence, the school will conduct a home visit. If the school have still not had any contact by day 5 the school will report to the local authority a CME (child missing in education)
- Follow the school attendance protocols if a child is absent for an unauthorised period of time
- Invite parents into school to discuss the situation if absences persist as well as to refer poor attendance on to relevant authorities
- Promote attendance by taking account of each student's individual needs.
- Reward students who have achieved positive attendance
- Provide regular reports on each student's attendance to parents

The tables below further highlight the links between attendance and learning:

Attendance during one school year	Equals days absent	Which equals approximately weeks absent	Which equals this many lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons
80%	38 days	8 weeks	200 lessons
75%	48 days	10 weeks	250 lessons

Just a little late doesn't seem to matter, but. . .

He/she is only missing just. . .	Equal to. . .	Equal to. . .	Over 13 years schooling that equals. . .
10 minutes per day	50 minutes per week	Almost 1½ weeks per year	Nearly half a year
20 minutes per day	1 hour and 40 minutes per week	Over 2½ weeks per year	Nearly a whole year
Half an hour per day	Half a day per week	4 weeks per year	Almost 1½ years
1 hour per day	1 day per week	8 weeks per year	Over 2½ years

If parents/carers have concerns about their son or daughter's attendance or are concerned that there may be underlying reasons for him/her failing to attend school, please contact the attendance team on 0121 657 9511 or 0121 464 4040.

Please check the school's website for term dates and any further information regarding attendance.



## "It's not like she's going to miss anything"

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# School Attendance (Legal Action) - Information for Parents

To avoid Legal Action being taken against you for failing to ensure your child/ren attend school regularly, you are advised of the following:

- Ensure your child/ren attend school every day it is open, on time, escorting them into school if necessary and handing them over to a member of staff. (Please be aware your child/ren will get an unauthorised absence mark if they arrive after registration closes)
- Contact school on the first day of every absence by 9.30am stating the reason for absence and the likely return date
- Take your child/ren to the doctor if unwell and provide the school with: a medical appointment card with one appointment entered, letter from a professional, doctor's note, medication prescribed by a doctor, copy of prescription, print screen of medical notes, and/or letters regarding hospital appointments or any other relevant evidence

The Head Teacher will not authorise medical absence without the required evidence.

How does your child compare?

Attendance during one school year	equals this number of days absent	which is approximately this many weeks absent	which means this number of lessons missed
95%	9 days	2 weeks	50 lessons
90%	19 days	4 weeks	100 lessons
85%	29 days	6 weeks	150 lessons

Frequent absence can add up to a considerable amount of lost learning and can seriously disadvantage your child in adult life.

- **Section 23(1) Anti-Social Behaviour Act 2007:**  
Penalty notices may be issued to the parent of pupils who have unauthorised absence from school. **The amount of the penalty is £60.**
  - **If this is not paid within 21 days the amount rises to £120.**
  - **If not paid within 28 days the Local Authority may prosecute** under section 444(1) unless it comes to our attention that the penalty notice had been issued in error.
- **Section 444(1) Education Act 1996:**  
"If you are the parent of a child of compulsory school age who fails to attend school regularly, you are guilty of an offence."
  - **The court can fine each parent up to £1,000 per child, order payment of the prosecution costs and/or make a Parenting Order.**
- **Section 444(1A) Education Act 1996:**  
"If in the above circumstances you, the parent, know that your child is failing to attend regularly at the school and fail without reasonable justification to cause him/her to attend, you are guilty of an offence."
  - **The court can fine you up to £2,500 per child and/or sentence you to a period of imprisonment of up to 3 months, and order payment of the prosecution costs.**

Please note that:

- Penalties and prosecutions are in respect of each parent for each child.
- 'Parent' includes any person who is not a parent of the child but who has parental responsibility for the child (and applies whether or not that person lives with the child) or who has care of him/her.

**These prosecutions are criminal proceedings and could result in you having a criminal record.**



Dame Elizabeth  
**CADBURY**

**Mr M Dunn: Headteacher**

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