



# The Shrubbery School

**Celebration 94 Years 1930 – 2024**

Headteacher: Mrs A Lees BA (Hons)

Walmley Ash Road, Sutton Coldfield, West Midlands, B76 1HY  
0121 351 1582 – [info@shrubbery.bham.sch.uk](mailto:info@shrubbery.bham.sch.uk) – [www.shrubberyschool.co.uk](http://www.shrubberyschool.co.uk)

September 2024

## **School Attendance – an important message for all parents and carers**

Dear Parents/Guardians,

The Shrubbery School hold high expectations around learners' attendance, all pupils are expected to maintain a minimum of 96% attendance throughout the school year.

Regular attendance at school is important for learning. Your efforts, working in partnership with the school, will ensure that your child will have the best chance to achieve their academic potential and have real opportunity in school, further education and the world of work. It will also enable your child to:

- access the lessons needed to achieve their expected levels of attainment.
- maintain friendships and develop new ones.
- develop work habits such as good punctuality which are essential to thrive in the world of employment.

## **Changes to the DfE Working Together to Improve School Attendance (Statutory Guidance)**

"Working Together to Improve School Attendance" is now a statutory requirement, obligating all schools to adhere to the guidance. The 2024 updates to the DfE's attendance guidance are designed to foster a more supportive, communicative, and collaborative environment for enhancing school attendance. The procedures that schools must follow are detailed in the document, emphasising the importance of parents and carers working alongside schools to address the underlying causes of absenteeism and to encourage a culture of consistent attendance. If you would like to read the guidance, please click the following link:

[Working together to improve school attendance.](#)

## **Absence and First-Day Call**

If your child is too unwell to attend school, you should inform us by 8.45 on the first day of absence, you then need to provide updates on any further days they are absent, this can be done by phone or email. If we have not been given a reason why your child is absent, we will call and email until one is provided.

We understand it is not always possible to have medical appointments outside of school hours, if your child has a medical appointment during school time, please let us know in advance.

## **Minor Illness**

If your child has a cough, cold or a headache, we still expect them to attend school. If, however, they have a fever, keep them off school until the fever goes. Children with diarrhoea or vomiting should stay away from school until they have not been sick or had diarrhoea for at least 48 hours (2 days).

Further guidance on whether to keep your child off school can be found at <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

## **Mental Health**

We understand that children may struggle with their mental health and feel they cannot attend school because of this. If you have concerns about your child's mental health, please contact either their class teacher or any member of our safeguarding team and we will support them. Support can also be found at Birmingham City Council's website [From Birmingham with Love](#).

## **Emergency Occasions**

**Respect Responsibility Resilience Reasoning Resourcefulness Reflection**



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There are some circumstances, such as bereavement, family issues, etc. when it may be in the best interests of your child to be absent. We will be sympathetic to such requirements, and they will be handled on an individual basis.

## **Punctuality**

Please be mindful that our morning registration begins at 8.50, if you transport your child to school, they should be dropped off in time to attend this session. When children are late, they find it harder to settle into the routine of the day.

## **Requests for absence in term-time**

Any absences throughout the academic year must be approved by the head teacher. Prior to the absence, a request for leave of absence must be completed and submitted to the school office. The decision on whether the absence is authorised rests solely with the head teacher. Unless there are exceptional circumstances, schools are now prohibited from authorising any holidays taken during term time. The head teacher will decide what qualifies as exceptional.

## **How does your child compare?**

Attendance during one school year	No. of days absent
95%	8 days
90%	17 days
85%	25 days

We really hope that you will find this letter to be informative and helpful in helping all our pupils to access their full education and experience future success and we thank you for your continued support. Additional information and guidance from Birmingham City Council can also be accessed at [School Attendance Information for Parents](#).

Kind regards,

Mrs A Lees  
Headteacher