

January 2023

Dear Parent / Carer

### Why good attendance is important



City of Norwich School  
An Ormiston Academy | *Excellence in all*

Every lesson really does count for your child, students can quickly fall behind if just one day is missed, catching up even a little lost time from school can be really difficult. Good attendance is linked to achievement, better relationships with other students and better overall behaviour in school. Good attendance is not just about what happens in school; absences can limit future opportunities and set up bad habits for work and life. As a school community we work with our parents to support our students in maximizing their achievements and enjoying their time at City of Norwich School.

### How we ask you to support your child in excellent attendance and punctuality

- Ensure your child attends school every day and arrives on time in order to keep up with schoolwork.
- Ensure your child is fully prepared for school each day, organise your student's school uniform, and encourage your student to check they have the correct equipment, homework, and PE kit the night before.
- Do not keep your child at home. If your child is worried or has a problem, the best way to support your student is to ask for a meeting in school to explain any difficulties and to address problems. The more time your child is absent from school, the harder it will be for them to return.
- Make sure your child wakes up in good time for the school day, arriving no later than 8.25 a.m.
- Organise non-urgent medical appointments outside of school time.
- Attend any meetings in school to which you are invited to support your child's attendance. There are Norfolk County Council and government requirements of all schools to follow up on attendance concerns.
- Let the school know as soon as there are any problems or changes.
- Contact the school at the first opportunity if your student is genuinely ill or is unable to attend for each day's absence. It is a legal requirement.
- Talk to someone in the House team as soon as possible if there is a problem or reason your child finds it difficult to attend regularly.

### Excellent attendance allows your child a better opportunity to:

- Develop skills that they will need in later life. To improve their chances of having a good career or life chances.
- Establish good relationships with other students and staff. To feel safe and listened to as part of their tutor group, House, and subject class.
- Take part in a wide range of activities inside and outside of CNS. To learn how to look after themselves and encourage independence,
- Make a positive contribution to the CNS community of their tutor group, House, and school.

### The importance of punctuality

Whilst overall our students arrive at school on time, we can still have a small number of pupils who can arrive late to school. Parents may not be aware of the difficulties experienced by the student even when they are only a few minutes late each day.

- Being late to school reduces learning time. 10 minutes late a day adds up to almost a whole hour of lessons missed each week; over the school year this equates to 2 whole weeks.
- Being late to Tutor time results in students not gaining information from the Daily Messages, Head Teacher updates and reading in form.
- Your child will miss their teacher's instructions at the start of each lesson.
- Arriving late to a lesson causes disruption to the whole class as well as to your child.
- Students are often embarrassed and concerned at coming into class late.
- Your child will receive a Senior Leadership detention on Friday if they are late more than twice in each week, or repeatedly over a period of a few weeks.

**GENERAL INFORMATION - IN ALL CASES OF ABSENCE PARENTS SHOULD:**

- Contact the attendance team to report the absence **each day** of absence via telephone or email on 01603 454015 or alternatively you can email [attendance@cns-school.org](mailto:attendance@cns-school.org)
- Keep school informed if more than one day's absence is necessary.
- Avoid medical appointments in school time, but, if necessary, please bring your child in to school first and return them after the appointment. Medical appointments are meant to be a half day absence.
- Only keep your child away from school if really necessary. Please consider sending them in, and if necessary, we can send them home as we have first aid and a school nurse.

<b>Look at Go 4 Schools</b>	One year in school is equivalent to <b>950</b> 1-hour long lessons				
	Five years in school is equivalent to <b>4,750</b> 1-hour long lessons				
	Eleven years in school is equivalent to <b>10,450</b> 1-hour long lessons				
<b>Attendance %</b>	<b>Missed Days</b>	<b>Missed weeks</b>	<b>Over 5 years</b>	<b>Annually</b>	<b>Impact over 5 years</b>
<b>100%</b>	0	0	0	Excellent	
<b>99%</b>	1.9	0.38	9.5	Very Good	
<b>98%</b>	3.8	0.76	19	Very Good	
<b>97%</b>	5.7	1.14	28.5	Very Good	
<b>96%</b>	7.6	1.52	38	Good	
<b>95%</b>	9.5	1.9	47.5	National average	Quarter Year missed
<b>94%</b>	11.4	2.28	57	Below Nat. average	
<b>93%</b>	13.3	2.66	66.5	Below Nat. average	Approx. Third year missed
<b>92%</b>	13.3	2.66	66.5	Requires improvement	
<b>91%</b>	17.1	3.42	85.5	Requires immediate improvement/ worrying	
<b>90%</b>	19	3.8	95	Cause for concern	Half year missed
<b>89%</b>	20.9	4.18	104.5	Serious concern	
<b>85%</b>	28.5	5.7	142.5	Major issue	
<b>80%</b>	38	7.6	190	Major issue	1 Year missed
97% and above- pupils with attendance at this level throughout their school career, will make the most progress and this should lead to better prospects for work, college, and university.					
95%- pupils with attendance at this level should reach their target grades and should have good prospects and opportunities for work, college, and university but they are just below the national average rate of attendance.					
90% - pupils with attendance at this level are missing a month of school per year and are likely not to reach their target grades. Progress will be negatively affected, and their attendance will be viewed negatively by employers, further and higher education.					
85%- pupils with this attendance will find it very difficult to keep up and their chances of achieving their potential will be significantly damaged					
Any attendance percentage below this will make it impossible for pupils to keep up with the work. An EPN (Education Penalty Notice) will be issued.					

We look forward to establishing regular attendance and punctuality at CNS especially after such a period of instability in the last few years. It is especially important going forward for examination year groups of Year 10 and 11 (Year 9 included as some subjects start the GCSE curriculum) as the government has stated that no allowance will be given in the exam papers going forward.

We appreciate your support in ensuring excellent attendance at CNS; thank you.

Yours faithfully



**Ms J Philpott**  
Headteacher



**Ms J Tillyard**  
Assistant Headteacher & Attendance Lead

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**Head:** Ms Jo Philpott

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**N|C|Y|M** Norfolk Centre for Young Musicians

**DE**

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**[OAT]**  
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