

ATTENDANCE GUIDANCE & SUPPORT AT CNS

November 2024

At City of Norwich School our aim is to work with & support parents to ensure that all our pupils receive the most from their education and reach their full potential. The Government is very clear that no child should miss school apart from in exceptional circumstances & schools must take appropriate steps to reduce absence to support children's attainment.

For further information about the legal obligations surrounding school attendance & how to request a leave of absence, please see the letter sent out to all parents at the beginning of the academic year, which can be found on our school website.

Attendance & Absence:

There is a proven link between students' attendance & outcomes. The table below details the number of days & lessons missed per year when a student's attendance deteriorates, along with a summary of the actions taken to support positive attendance. This also applies to lates, detailed in the second table.

Attendance %	Academy days missed per year	Number of lessons missed per year	Attendance grading	Possible actions
100%	0	0	Outstanding	Rewards
98%	4	20	Very good	Rewards
96%	7	35	Good	Academy monitoring
95%	10	50	Almost there	Academy support
94%	11	55	Improvement needed	Academy support
90%	20	100	Concern	External support / referrals
85%	29	145	Serious concern	External support / referrals Penalty notices

Lates Absence:

Minutes late per day	Academy days lost per year	Number of lessons lost per year
5 minutes	3	15 lessons
10 minutes	6	30 lessons
15 minutes	9	45 lessons

We would encourage all parents to communicate with us regarding students' absence from school, by contacting the Attendance Team at CNS on 01603 454015 or at attendance@cns-school.org. **Please be aware that absences must be reported by 8.15am on the day of absence & for each following day. If a reason for absence is not provided, the Attendance Team will make contact to ascertain a reason for this.**

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If you have any concerns about your child's attendance, or would like to discuss any attendance related issues, please contact our Attendance Officer, Cheryl Claxton at c.claxton@cns-school.org, or your child's House Team.