

Attendance and Punctuality at Norbridge Academy

At Norbridge Academy, we strive for the highest possible standard of education for all pupils and recognise that this can only be achieved by supporting and promoting excellent attendance and punctuality. This is based on the belief that only by attending school regularly and on time will pupils be able to take full advantage of the educational opportunities available to them. Parents and carers play a key role in ensuring primary-aged pupils attend school regularly and arrive on time.

Many pupils achieve 100% attendance but there are some whose patterns of attendance cause concern. The Government have a target of 96% for all children and our aim is for all our children to achieve this.

Research proves that attendance is linked to academic achievement. The more your child is in school, the better they will achieve academically.

96% - 100%	A child's best chance of success!	Your child is taking advantage of every learning opportunity.
90% - 96%	At least 2 weeks of a child's learning are lost over an academic year. 90% means your child has missed an average of half a day off each week.	Your child will miss elements of the curriculum that will need support, such as additional homework, to catch up. This is also where friendships begin to be affected when friends start to find others to play with.
85% - 89%	At least 4 weeks of a child's learning are lost over an academic year.	Your child is a greater risk of underachieving and will need additional support to catch up as they are missing big chunks from the curriculum.
80% - 84%	At least 6 weeks of a child's learning are lost over an academic year. 80% means your child has missed an average of a day off per week over the year.	Your child's attendance is having a negative impact on your child's learning and social time.
Below 80%	At least 8 weeks of a child's learning are lost over an academic year.	Your child is missing out on a broad and balanced curriculum. You may be at risk of prosecution.

Tracking Attendance and Punctuality

At Norbridge Academy, each pupil’s attendance and punctuality is tracked. Where attendance or punctuality data causes a concern, parents are informed of this by letter. Formal processes around attendance begin when your child falls below 95%. Details of these processes are set out in our Attendance Policy.

Progress & Attainment

The Senior Leadership Team and safeguarding leads meet regularly to look at attendance rates and cross reference these with pupils’ current progress and attainment scores. Parents will be informed if their child is falling behind academically as a result of poor attendance or punctuality.

Holidays

Norbridge Academy does not authorise term-time holidays. Whenever the need arises to take a child out of school during term time, parents must complete a Leave of Absence Request Form. The Head of Academy will consider each application individually and consider whether the reason for absence constitutes exceptional circumstances. At Norbridge Academy, exceptional circumstances are emergency or unavoidable events which relate directly to the child or immediate parents or carers. In each Leave of Absence Request, the Head of Academy’s decision is final.

Medical/Dental Appointments

Please try and arrange these for after 3.30pm or in the school holidays. Where this is not possible, they will be authorised with proof of attendance – appointment cards, date of prescription given etc.

Problems with Attendance & Punctuality

Here are some common problems that parents talk to us about when it comes to attendance and punctuality. What else can you do?

Common Problems	Have you tried?
Getting your child to bed at night or out of bed in the morning.	<ul style="list-style-type: none"> • Establishing set routines for bedtime. • Setting an alarm. • Limiting screen time.
Finding clean uniform, PE kit, school bags or packed lunch.	Asking your child to help or prepare/organize their school items the night before.
Your child eating breakfast slowly.	Establish a consistent time for breakfast each morning and set a timer.
Your child having to do a subject in school they don’t like.	Share your concerns with the class teacher – they may be able to help and support.
Your child is anxious about issues with friends.	Talk positively about school and speak to your child’s teacher.
Your child wants to take a day off for their birthday.	Be firm and celebrate after school.

Your child being upset due to death of family member or pet.	Talk to school staff to make them aware. Additional support can be provided if necessary. School can ask as a distraction.
You, as a parent, are ill or have an appointment.	Please organise for a family member, friend, or other parent to bring your child to school.

Punctuality

As well as regular attendance at school, parents need to ensure that their child arrives at school in good time each morning.

Being late for school has many negative consequences:

- Gets the day off to a bad start
- Increases stress and upset for the child
- Can lead to the child feeling embarrassed and singled out
- Affects the child's overall confidence
- Disrupts the learning of other class members
- Creates bad habits which could lead to poor attendance
- Confusion for your child as work or activities might have been started

**Do not be late through the gate! Gates are opened at 08:35am
Teachers will open the doors at 08:40am School starts at 08.45am**

Being late on a regular basis adds up to a loss of learning time.

5 minutes late every day.	3.5 days of lost learning time per year.
10 minutes late every day.	7 days of lost learning time per year.
15 minutes late every day.	10.5 days of lost learning time each year.
30 minutes late every day.	21 days of lost learning time each year.

Please keep up to date with your child's current attendance patterns by accessing the MCAS app. You can find out more about the app by speaking to a member of staff at the school office.

Thank you for your continued support.

Yours sincerely



Miss R Jackson
Head of Academy

