

**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**

Attendance	
98-100%	Excellent – children are accessing all learning opportunities
96-97%	Good – very few learning opportunities are missed
94-95%	Risk of underachievement Up to 8 school days absent in an academic year
93-92%	High risk of underachievement Up to 10 school days absent in an academic year
90-92%	Severe risk of underachievement Upwards of 15 school days
Less than 90%	Extreme risk of underachievement Upwards of 19 school days absent in the academic year



If your child becomes reluctant to go to school or you need help, please contact the school immediately, we are here to work in partnership with you.

If you like to speak to a member of the Attendance Team, please contact the academy's office.

Telephone: 01842 753279

Email: [office@nor.eastern-mat.co.uk](mailto:office@nor.eastern-mat.co.uk)

Senior Attendance Champion:  
Mrs Julie-Anne Purvis

Attendance Officer and Inclusion Lead  
– Mrs Dawn Marshall

Attendance Administrator – Mrs Sarah Hamill



**Norwich Road  
Academy**



# Attendance & Punctuality

A guide for parents and Carers



### Our Opening times

Pupils are expected to arrive on time for school for registration.

Reception, Y1, Y2, Y3, Y4, Y5, Y6

**8.35** - Main school gates open

**8.40** – Classes open, all children are met by a member of the teaching team. Children should be outside their classrooms ready to go in.

**8.45** – Registration

Any child who arrives at 8.45 or after, must report to the school office with their parent.

If a child arrives after registration, without a parent, a telephone call to the child's parents will inform them their child has arrived late for school.

If your child arrives late, they may disrupt the learning of other children and will miss some learning opportunities and time to speak with friends before school.



### Attendance Matters



**We expect pupils to attend school for 100% of the academic year. You can support your child to have excellent attendance by taking these steps:**

-Ensure your child arrives on time for school everyday and is ready to learn.

-Your child must arrive in time for registration, arriving after 8.45 will result in a **Late mark** on their attendance and an **unauthorised mark**, if they arrive after 9.15.

-Avoid taking holidays during term time.

-If your child appears to be only slightly ill, send them to school. We have staff who will contact you if their condition deteriorates.

-Book medical appointments outside of school hours. If this is not possible bring your child to school before and after their appointment and contact the office to inform them of the appointment times.

### Reporting Absences

A parent has a legal responsibility to ensure that their child attends school regularly. If a child is unavoidably absent from school, parents are expected to contact the school by telephone on the morning of the first day of absence and **everyday** after on each subsequent day.

Parents must explain the reason for absence and the expected return date.

**Telephone : 01842 753279**

**Before 9.15am**

We believe that children need to be in school every day. Parents wishing to apply for leave of absence during term time must apply in writing to the Principal at least a month before the planned leave.

**Authorisation of absence is only granted in extreme circumstances.** For any absence, please speak with the academy office.

**Missing one day can mean you child has missed up to 7 learning lessons.**