

# **Newton International School – Lagoon**

## **Attendance & Punctuality Policy**

### **Middle & Upper**

**2025/2026**

**Reviewed by: Deputy Head of Pastoral (Upper)**

**Next review date: 30/06/2026**

## **Introduction**

At NIS Lagoon Secondary, we aim to implement a clear, practical policy to monitor, improve, and maintain good attendance and punctuality. Achieving this requires a strong partnership between the school and parents.

---

## **Purpose of the Policy**

- To ensure all stakeholders understand their responsibilities.
  - To maintain high levels of attendance and punctuality, enabling students to achieve outstanding academic progress and personal growth.
- 

## **Expectations**

Regular, uninterrupted attendance and punctuality are essential for student progress and success. There is a strong correlation between attendance and academic achievement.

- The school year consists of approximately 180 days.
  - Pupils are expected to attend **at least 90%** of school days (a minimum of 162 days).
  - Absences should not exceed 18 days annually.
  - Pupils exceeding 18 days absence may risk losing their place for the next academic year, with punctuality and academic performance also considered.
  - According to MOEHE guidelines, 3 lates equal one day's absence.
  - Holidays should be booked during the 185 non-school days in the year. Unauthorized holidays during term time affect academic progress.
- 

## **Registration**

- Registration starts at 7:00 am.
  - Registers close at 7:10 am.
  - Pupils arriving after 7:10 am without notification will be marked absent.
- 

## **Rights & Responsibilities**

### **Pupils**

- Attend school regularly, on time, and prepared to learn.
- Older students are expected to take responsibility for their attendance and punctuality.

### **Parents**

- Ensure children attend school regularly, punctually, and in good condition to learn.
- Notify the school immediately if the child is absent or late.
- Provide medical certificates or relevant documentation upon the child's return.
- Avoid scheduling medical/dental appointments during school hours.
- Support the school's efforts to improve attendance and punctuality.

## School

- Attendance responsibility lies with all staff.
  - Employ strategies to encourage good attendance and promptly investigate absences.
  - Respond firmly and consistently to absenteeism.
  - Lead by example regarding attendance and punctuality.
  - Report attendance on all end-of-term reports.
  - Contact parents promptly when attendance causes concern.
  - Offer support to pupils struggling with attendance.
  - Celebrate pupils with 100% attendance each term and year-end.
- 

## Authorised & Unauthorised Absences

Type	Examples of Authorised Absences	Examples of Unauthorised Absences
Authorised	Illness with medical certificate	Minor illness without medical certificate
	Medical/dental appointments with proof	Caring for family, siblings, or household duties
	Religious events (e.g., Hajj)	Holidays or trips without permission
	Family emergencies or weddings	Being unhappy or conflicts at school
		Birthday celebrations

*All absences are recorded in registers and end-of-term reports.*

---

## Punctuality / Lateness

- Being 15 minutes late daily equals missing two weeks of school annually.
  - Lateness impacts social development and learning.
  - School starts at 7:00 am; late pupils miss critical learning time.
  - Traffic delays are only considered for one-off incidents, not habitual lateness.
- 

## Absenteeism

### Leave of Absence (Exceptional Circumstances)

- Leave during term time requires advance application (minimum one week).
  - Leave is granted at the principal's discretion and judged case-by-case.
  - Holidays during term time are not considered exceptional.
  - Unauthorized absences may trigger a parent meeting.
- 

### Religious Absenteeism

- Written requests are required in advance.
- Religious leave should ideally be on weekends.

## **Request Procedure**

- Parents must complete a leave of absence form (available at reception).
  - Medical or supporting evidence must accompany requests.
- 

## **Illness & Daily Absence Communication**

- Parents must call daily to report absence reasons.
  - Provide a medical note upon return.
  - After 3 consecutive days without contact, school will call parents.
  - If no notification, school contacts parents daily for safeguarding.
- 

## **Truancy**

- Truancy = intentional, unauthorised absence from lessons (marked as 'B' code).
  - Three 'B' codes result in a behaviour report card for one week, signed daily by parents.
  - Further truancy during this period leads to detention, behaviour contract, and parental meeting.
  - Failure to attend detention may result in suspension.
  - Behaviour contracts last four weeks and involve weekly meetings with counsellors.
  - Persistent truancy leads to final meetings and potential sanctions.
  - Truancy monitoring is done weekly through SIMS and PLT.
- 

## **Early Release of Pupils**

Early release is only permitted for:

- Verified medical appointments for the pupil or parent.
- Genuine family emergencies.

## **Procedure:**

- Parents must report to reception and complete an early release form.
  - Proof of appointment/emergency must be shown.
  - Parents must wait for the child at reception.
  - Unauthorized early releases result in a full day's absence.
- 

## **Procedures & Sanctions**

### **Absence Follow-up**

- Daily contact with parents for absent pupils by 8:15 am unless already notified.
- Contact after 3 consecutive unexplained absences.
- Weekly communication via tutor to parents regarding absence concerns (6, 12, 18+ absences).
- Meetings with parents arranged for serious attendance concerns.

## **Punctuality Follow-up**

- Receptionists record lateness daily from 7:10 am to 7:40 am at two designated entrances.
  - Late arrivals after 7:40 am must check in at reception.
  - Students receive a late slip for class entry.
  - Teachers ensure all students have registration marks.
  - Weekly punctuality reports sent to parents for 6, 12, and 18+ lates.
  - Meetings scheduled for persistent lateness.
- 

## **Lateness to Lessons (During the School Day)**

- Pupils have 5 minutes to be in class after each changeover.
  - More than 5 minutes late results in a **L** mark.
  - More than 10 minutes late is recorded as truancy (**B** code) unless authorised.
- 

## **Out-of-Class Procedures**

<b>Reason</b>	<b>Procedure</b>
<b>Toilet</b>	Must have a pass; max 5-10 minutes; after 10 mins may be marked truant. Teachers limit passes to one at a time. Avoid passes in last 15 mins of lesson.
<b>Nurse</b>	Must have pass with time recorded by teacher and nurse. Discrepancies may result in late/truancy mark.

## Request for Student Absence

**IMPORTANT:** Extended or frequent absences from school are strongly discouraged. Please consult the **Student Attendance Policy** before submitting this request. Regular school attendance is essential for your child's social, emotional, and academic development.

All absences will be recorded in the school register and reflected in end-of-term reports.

### Section 1 – Student Information

Student Name(s):	
Class:	

### Section 2 – Absence Details

Reason for Absence:	
Number of School Days to be Missed:	
Start Date of Absence:	
Expected Return Date:	

### Section 3 – Parent/Guardian Declaration

Parent/Guardian Name:	
Signature:	
Date:	

### Section 4 – Office Use Only

Comments:	
Principal's Signature:	
Date:	

## Early Release Slip

**Important:** Early release from school is not permitted unless there is a valid reason.

Please refer to our **Attendance Policy** for guidance.

Regular and uninterrupted school attendance is essential for your child's social, emotional, and academic development.

**Note:** Early departures without valid justification (e.g. medical appointment note) will result in a **full day's absence** being recorded.

---

### Section 1 – Student Information

Student Name(s):	
Class:	

### Section 2 – Early Release Details

Reason for Early Release:	
Time of Early Release:	
Number of lessons Missed:	

### Section 3 – Parent/Guardian Declaration

Parent/Guardian Name:	
Signature:	
Date:	

## Absence Concern Letter

Date:	
Student Name:	
Class:	

Dear Parent/Guardian,

We are writing to inform you that your child's **unauthorised absences** from school have reached a level of concern.

Please see the level of concern below and the associated message from our **Student Attendance Policy**:

### Level of Concern

Concern Level	Number of Unauthorised Absences	School Response
Low	6 absences	Early warning: please ensure your child attends regularly and on time.
Moderate	12 absences	Attendance is now a concern. Continued absences may affect school placement.
High	18+ absences	Your child has reached the limit. Placement for next year may not be offered.

### Attendance Record Summary

Absences	Lates	Total Minutes Late

Kind regards,

NISL Pastoral Team

# Punctuality Concern Letter

Date:	
Student Name:	
Class:	

Dear Parent/Guardian,

Your child's **punctuality** has become a concern due to repeated late arrivals. Timely attendance is essential for social development, morning routines, and academic readiness.

Below is the level of concern based on our **Student Attendance Policy**:

## Level of Concern

Concern Level	Number of Unauthorised Absences	School Response
<input type="checkbox"/> Low	6 lates	Early reminder: please ensure your child arrives on time (7:00 AM start).
<input type="checkbox"/> Moderate	6 lates	Continued lateness is affecting learning. Please take urgent action.
<input type="checkbox"/> High	6 lates	Punctuality is a serious concern. A meeting with the school is recommended.

## Attendance Record Summary

Absences	Lates	Total Minutes Late

Kind regards,

NISL Pastoral Team

## Weekly Truancy & Punctuality Monitoring (L & B Codes)

Date:	
Student Name:	
Class:	

Dear Parent/Guardian of \_\_\_\_\_,

We are writing to inform you that your child has recorded the following during the past week:

Code Type	Number Recorded This Week
Lates (L)	
Truancy (B)	

---

At NIS Lagoon, punctuality and full attendance in every lesson are essential for learning and progress.

- L codes indicate late arrival to lessons or school.
- B codes indicate internal truancy, being in school but missing or arriving very late to a scheduled lesson.

This behaviour is concerning and leads to lost learning time.

As a result, your child will be placed on a Behaviour Report Card for one week, to be signed daily by you.

If lateness or truancy continues, this will lead to:

- After-school detention, and
- A Behaviour Contract.

Kind regards,

NISL Pastoral Team