

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.
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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.
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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.
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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.
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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.
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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.
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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.
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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.
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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.
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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.
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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.
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Out-of-Class Procedures

| Reason | Procedure |
|--------|---|
| Toilet | 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. |
| Nurse | 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 |
|-----------------------------------|---------------------------------|---|
| <input type="checkbox"/> Low | 6 absences | Early warning: please ensure your child attends regularly and on time. |
| <input type="checkbox"/> Moderate | 12 absences | Attendance is now a concern. Continued absences may affect school placement. |
| <input type="checkbox"/> 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