

NFIS Attendance Policy Quick Guide for Parents

Regular attendance at school promotes pupils' well-being, maximises progress in learning and helps pupils reach their potential. Good attendance is fundamental to a successful and fulfilling school experience. It is our duty to promote **100% attendance** for all children. For our children to take full advantage of the educational opportunities offered it is vital that our pupils are at school, on time, every day the school is open unless the reason for the absence is unavoidable.

All children have the right to an education and we have put in place a range of procedures to support this. We believe that the most important factor in promoting good attendance is development of positive attitudes towards school and learning.

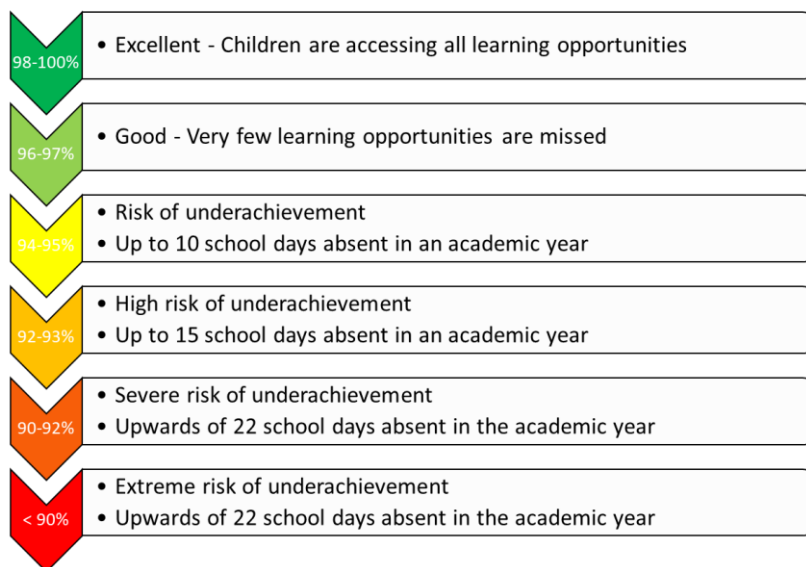
Research shows that good attendance is important because:

- statistics show a direct link between under-achievement and absence below 95%
- regular attenders make better progress, both socially and academically
- regular attenders find school routines, school work and friendships easier to cope with
- regular attenders are most successful in transferring between junior school, secondary school, higher education and employment or training

You can support your child to have excellent attendance by taking these steps:

- Ensure your child arrives on time for school every day and is ready to learn. Arriving after registration is recorded as an unauthorised absence. Pupils must be in school by **8.55am**.
- If your child appears to be only slightly unwell, send them in to school. We will contact you if their condition deteriorates.
- Book any medical appointments outside of school hours. If this is unavoidable, please book for as late in the afternoon as possible and inform the school of appointments in advance.
- Supply a copy of the appointment card or hospital letter if your child has an appointment during school hours.

If your child becomes reluctant to go to school or you need help, please contact the school immediately; we are more likely to be able to work together to solve any problems if we act early.



On each day your child is unfit to come to school, please report this absence by phoning the school office – **01252 544606** to let us know.

If you leave a message, you must leave your child's full name, class and give the specific reason for absence. The information you give will be recorded on our official register.

Leave of Absence

There may be exceptional circumstances where you need to request a leave of absence for your child. Please use our 'Leave of absence request' form to make these types of requests. The form should be submitted at least a month in advance of the leave of absence, via the school office. You will receive a letter in response, to advise if the request has been granted or declined