

Student Attendance Policy

Newcastle International School (NIS) Attendance Policy for Students

1. Introduction

This Attendance Policy sets out the requirements and expectations for student attendance at Newcastle International School (NIS). Maintaining consistent attendance is crucial for academic success and course cohesion as well as fostering a respectful relationship between the school and students.

2. Attendance Requirements

a. General Attendance: All students are expected to attend at least 80% of their scheduled classes. Regular attendance is vital for effective language learning and academic progress.

B. Students on a visit visa for 11 months or shorter should aim to maintain the minimum of 85-90% attendance rate to benefit fully from the academic program.

3. Reporting Absences

a. To report absences or lateness, students should contact a member of staff:

Phone/WhatsApp: 07715811453

Email: sales@newcastlenis.com

Alternatively, students can call the school directly at: 0191 908 4592.

b. Absences should be reported within 1 hour of class starting, but preferably before the class begins.

c. In case of illness, medical documentation may be required for extended absences.

4. Consequences of Non-compliance

a. Students who do not maintain at least the 80% attendance requirement may face academic consequences, including not receiving a certificate of completion. Any student

with an attendance record less than 80% will not receive a certificate of completion, but will only receive a certificate of attendance.

b. If a student has more than 3 unexcused absences then the school will follow up with their agent, parent or guardian.

5. Review of Attendance

a. Attendance will be reviewed weekly. Students who are at risk of not meeting the attendance requirement will be notified and given resources or counseling to help improve their attendance.

6. Lateness

- a. If a student is likely to be late they should report this to a member of staff before the arranged class time.
- b. Students should be no more than 10 minutes late for class as any time after this becomes disruptive for the teacher and other students.
- c. Teachers will refuse immediate entry to the class when students are more than 10 minutes late. Students must knock, inform the teacher they are outside and are late and wait outside the class. It is the responsibility of the teacher to allow students into the classroom within a reasonable and appropriate time or at a stage of the lesson so as not to disrupt the learning environment - (no more than 10 more minutes).
- d. 3 recorded unexplained latenesses will be counted as one absent day.
- e. Repeated latenesses will also result in contact with agents/parents/guardians.
- f. By law, if a student under the age of 18 is late by 30 minutes we are legally obliged to contact parents or guardians within this time in order to ensure their safety.

7. Appeals

Students who believe their attendance has been wrongly recorded or have extenuating circumstances can appeal in writing to the NIS administration.

Note



Regular (100%) attendance is vital for student success at Newcastle International School (NIS). It is the student's responsibility to be aware of and meet the attendance requirements set by NIS and to maintain a respectful relationship with the school and the teachers.

Last updated by Sam fenwick
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