



## Attendance Guidelines for parents and carers for all children at NLC

### WHAT YOU CAN EXPECT

The campus will be monitoring each pupil's attendance and the parents/carers of any child who falls below the national average of 96% will be contacted by the school's attendance officer. Please be aware that pupils who are below 90% are referred to the local authority as they have fallen into the Persistent Absence category.

Thank you for your continued support and working with us to improve attendance across campus.

### High School

Contact: Miss Vikki Corcoran  
Telephone: 01484 382140

8.45 am - School starts  
2.50 pm - School finishes



Kirklees Attendance and Pupil Support Officer –  
Val Tetchner  
Telephone: 01484 221919

### ABSENCES IN TERM TIME

Please complete an Holiday Notification Form and return this to school. Please ensure your child returns on the agreed date. If we are not notified of a long term absence there is a possibility of the child being referred to Children Missing in Education and removed from the school roll.

In line with new government strategies absences in term time will no longer be authorised except in exceptional circumstances

**Give your child the best chance in life and bring them to school every day and on time**



## Did you know 15 minutes late each day = 2 weeks missed school

### ABSENCE DUE TO ILLNESS/MEDICAL APPOINTMENTS

Please contact school on the first day of your child's absence to provide a reason. If we don't hear from you, school will contact parents using the texting service (replies can be sent back via this system) or telephone you directly. Once a reason is provided, this will be recorded on your child's register. Failure to provide a reason will result in an unauthorized absence.

In some cases, further action may be taken by school/authority.

### LATE FOR SCHOOL

If you have an appointment which will make your child late for school, please let us know in advance.

Whenever possible please make appointments after school or in school holidays. If you are unable to do so, please make them at the beginning or the end of the day and provide proof of the appointment where possible.

### REWARDS

- Rewards Trips at end of the year for the whole school, students who have 90%+ attendance will qualify for the trip as well as attitude to learning.
- Early lunch passes for students who have 100% attendance and meet other criteria.
- At the end of each term the Tutor with highest attendance get to enjoy a Pizza party.
- We recognize all students with 90%-100% attendance each term, with email to parents encouraging students to keep up the good attendance.

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