



What to do if my child is... **Absent**

Email attendance@nanjing-school.com and **copy your child's Primary Homeroom Teacher or Secondary Advisor.**

In the message, please include:

- The student's name and grade level
- When they will be absent
- Why they will be absent

Please note that there is no distinction made for the type of absence. We record how many days of learning have been missed, without making any judgement on their validity.

What to do if my child is... **Late**

The school day at NIS starts at 8:00am.

- **Primary** students who arrive after 8:00am should go directly to their homeroom where their teacher/teaching assistant will adjust attendance status from "Absent" to "Late."
- **Secondary** students who arrive after 8:00am must sign in at the Centre reception desk to receive a late arrival slip, then head directly to class. The reception team will adjust their attendance status from "Absent" to "Late," not the teacher.

What to do if my child... needs an **Early Dismissal**

Early Dismissal for medical reasons:

When a student becomes ill while at school, early dismissal procedures are handled by our school nurse. Our nurse will contact parents to collect the student from school. When the parent arrives, our school nurse will escort the student to Centre reception to meet the parent and give them a "dismissal slip" to show our guards. The nurse will adjust the student's attendance status from "Present" to "Dismissed."

Early Dismissal for non-medical reasons:

- **Primary** students can only leave campus with a parent/guardian present to sign them out. Parents should come to Centre reception with their NIS ID. The Reception team will contact the homeroom teacher to bring the student to Centre Reception. The reception team will adjust the student's attendance status from "Present" to "Dismissed."
- **Secondary** students can only leave campus with parent permission. This can involve a parent/guardian present to sign them out or permission given directly to the reception team via phone call (02585899111) or email (attendance@nanjing-school.com). The reception team will adjust the student's attendance status from "Present" to "Dismissed."