

ATTENDANCE POLICY

Reviewed July 2025

"Showing up is essential. Showing up consistently is powerful."

*

Jeff Olson

Attendance is a fundamental aspect of a successful educational experience, and our school is committed to fostering a culture of regular participation. Consistent attendance not only enhances students' academic performance but also promotes social development, engagement with peers, and a sense of belonging within the school community. Each day in the classroom offers unique opportunities for learning, collaboration, and personal growth that cannot be replicated through absences. Therefore, we emphasise the importance of attending school regularly, as it lays the foundation for future success and helps students develop essential skills for life. Our attendance policy aims to encourage this commitment while providing the necessary support for students and families to achieve consistent attendance.

1. PRESENCE ON SITE

Students are expected to be present at ISN from 8:30 to 3:50 everyday. In the absence of scheduled lessons, students are not permitted to leave early or arrive late. During such periods, it is expected that students will use their time productively for activities such as studying, working on projects, or seeking assistance from their teachers.

Grade 12 students are allowed to leave the school premises during their lunch break with an authorisation from their parents.

In France, students aged 18 and over are legally considered adults and may leave school without parental permission. However, at ISN, we continue to value strong communication with families and appreciate being informed by parents of any planned absences. In the absence of explicit parental permission, ISN will systematically notify parents of any absence. If we believe that the frequency or nature of absences is negatively affecting the student's learning or academic progress, the school may request a meeting with the family to discuss appropriate support and next steps.

2. VALID REASONS FOR AN ABSENCE

By law, there are only four valid reasons for a student to miss his classes :

- Transportation issues
- Health / Mental health related issues
- Major family events, such as weddings, funerals, etc.
- Obligation to travel in order to stay with the parents

In situations where students require regular or prolonged absences, such as for sports competitions or visa-related issues, families must obtain the approval of the Head of section and / or Director of student life & safeguarding before the day of the absence.

Extended holidays / weekends will be particularly monitored and will be considered as a serious breach of this attendance policy.

Medical or administrative appointments must be organised outside of school hours whenever possible. Exceptions to this rule must be approved by the head of section and / or director of student life & safeguarding.

3. REPORTING AN ABSENCE

In cases where a student cannot come to school, parents are required to send a message to attendance@isn-nice.com before 8:15 am. The message should include the student's full name, the reason for the absence, and, if possible, the expected duration of the absence.

Absences that are not explained by one of the valid reasons listed above or for which no reason is provided will be recorded as “unexcused absences” on the school report. All other absences will be recorded as “excused absences.”

If a student is unable to attend a class while at school, they must promptly inform an adult who will redirect them to the appropriate place depending on the nature of the issue, such as the sick room, school counsellor's office, Director of student life & safeguarding or Principal's office.

4. ATTENDANCE RATE

Students must attend all their classes as it is integral to their academic progress and success. Students are required to attend a minimum number of hours for each course in order to earn their High School Diploma or IB Diploma. Insufficient attendance may result in a student being moved from IB Diploma status to High School Diploma status, or, in some cases, not being awarded a credit for the course.

Families will receive an official warning by letter when the attendance rate reaches 95% (9 days of absence). An intervention with families will be organised when the attendance rate reaches 90% (18 days of absence) and the student will be considered as being in a situation of chronic absenteeism. During this meeting, the school (represented by the Director of student life & safeguarding and / or the Head of section), the student and their family will agree on objectives and on a strategy to improve the attendance rate. A meeting will be set 4 weeks later in order to review the progress.

5. CONSEQUENCES OF CHRONIC ABSENTEEISM

Students who stay in a situation of chronic absenteeism in spite of the interventions will face various consequences, the most common one being repeating the year or being moved from an IB Diploma status to an High School Diploma status. For the most severe cases, the school has the obligation to report the situation of absenteeism to the competent state authority and families may face legal consequences.

6. CLASS SKIPPING

Students intentionally skipping classes / arriving late will be subject to sanctions, and parents will be informed accordingly.

Students using deceptive stratagems to avoid classes or miss school will face severe sanctions. Those stratagems include, but are not limited to :

- Using fake email addresses to excuse an absence
- Taking bathroom breaks that are too numerous or longer than necessary
- Going to the sick room or to L'Ecouterie in order to miss a lesson
-

Parents will be called for a meeting to address such behaviour and sanctions stated in the behaviour policy may apply.

7. LATENESS

Late arrivals in the morning or to the lessons are carefully monitored. Repeated lateness will be treated as an attendance issue and may result in the same consequences.

Students arriving at school after 8:30am must sign the dedicated register at the reception desk with their time of arrival and the reason for arriving late.

Students arriving at school after 8:35 a.m. must report to the office of the Director of Student Life to obtain a tardy slip, which they must present to the teacher before entering class. Without this slip, the student will not be permitted to enter his class.

A second tardy slip in the same term will result in a behavior note being sent to parents. A third will prompt a meeting with the family to set clear objectives for addressing the attendance issue.

Students arriving at school after 8:50am may be considered absent for their first lesson and their family may receive an absence notification if not justified.

8. COMMUNICATIONS

If a student is marked absent between 8:30 AM and 8:50 AM, and the absence is unexcused, an automated notification will be sent to the family through our attendance software before 9:30 AM.

If you receive an absence notification, it is essential that you promptly inform the school of the reason for your child's absence. Families must send an email to attendance@isn-nice.com as soon as possible after getting the notification in order to justify the absence. This helps us ensure the safety of the student and maintain accurate records.

If we do not receive an explanation by email, the school will follow up with a phone call to the family later in the morning.

If a student's attendance falls below 95% within the 6-7 week period between school breaks, the family will receive an official letter to notify them of the attendance concern, provide legal reminders, outline attendance goals, and emphasise the school's expectations for improvement.

If the safeguarding lead or the pedagogical team determines that a student's attendance is problematic and potentially harmful to their well-being or academic progress, an intervention can be requested at any time. This may involve a meeting with the family to discuss the student's attendance issues and explore solutions to improve regular attendance.

8. ABSENCE FROM ASSESSMENT

Students who are absent for an assessment may be given the opportunity to retake it, provided the absence was justified by parents prior to the scheduled assessment time.

Please note that students and families are expected to be proactive in communicating with the teacher if they wish to arrange a retake. Missing an assessment without justification will result in a grade of zero.