

A guide for parents

Joining Northampton International Academy in Year 7



“Every child deserves to be the best they can be”

nia.emat.uk





Welcome to NIA

The warmest of welcomes to Northampton International Academy.

We are a vibrant educational community where high expectations, a passion for deep knowledge and a commitment to fostering strong personal characteristics combine to set our children and young people on the pathway to long term success. We are a local school with a global vision; as such, we look beyond our immediate location so that NIA learners understand the wider world and how education can help them to access local, national and international opportunities and experiences.

We have high expectations of each and every pupil at NIA, we want to ensure that they fulfil their potential and strive to be the best that they can be.

At NIA we celebrate our individual differences and promote our differences of faith, culture and identity. To ensure that every learner has the best experience we encourage our community to demonstrate these key characteristics:

- Collaboration
- Respect
- Excellence

We call these characteristics our DNA, with the expectation that these important values will permeate every decision, every thought, every act, every interaction of every learner and adult in our institution to ensure that NIA is the best learning environment it can be.



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Key Information for Year 7

Meet the Team

The photos below highlight some of the key staff at NIA. Your child will have further opportunities to meet their tutor and teachers during transition events.



Executive Headteacher
Mr Martin Serrão



Head of School (Behaviour)
Mr Connor Leason



Head of School (Inclusion)
Mr Matt Lee



Head of Year 7
Miss Alysia Middleton



Safeguarding Lead Year 7
Miss Grace Sharpe



SENDCo for Year 7
Mrs Kath Shea



Head of School (Teaching & Learning)
Mr Richard Austen

Email contacts:

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Grace.Sharpe@nia.emat.uk

Times of the School Day in Year 7

The school will open from 8am. All Year 7 learners MUST be in school by 8.25am. The school day will end at 3pm, followed by voluntary enrichment opportunities.

Timings	Activity
8.25am	All learners should be in school. Movement to tutor time.
8.30am – 9.00am	Tutor time (Including assemblies)
9.00am – 10.40am	Lesson 1
10.40am – 11.10am	Break Time
11:10am – 12:50pm	Lesson 2
12:50pm – 1:20pm	Lunch Time
1:20pm – 3:00pm	Lesson 3
3pm	Departure and Extra-Curricular Clubs

At the end of the school day there will be opportunities for all learners to attend extra-curricular enrichment activities. A timetable of these will be published in the first week of September.

Learners' lessons will rotate over a two-week timetable. Your child will be issued with a paper copy of their timetable on their first day in September.

Teaching & Learning Curriculum

Learning (Pupils)

Routines

- Enters room with **correct uniform**; coats off
- Follows **seating plan** to support their learning
- Has **equipment** out ready to learn; bags on floor
- Is sitting up straight and actively listening when the teacher is talking, **following instructions** immediately
- Leave room when dismissed by the teacher
- Can refer to **topic oversheet** to articulate what they are currently learning about

Pedagogy

- Write date and title and complete the **Do Now task**; use green pen to correct responses
- Presents and completes work to the expected standard as modelled
- Are ready to **respond to questions** asked by the teacher
- Uses the resources and support provided by the teacher

Do Now	Retrieve knowledge from previous lessons, weeks, units and years
Cold Calling	Check understanding
Setting up the model	Introduce key concepts
I Do	The teacher models thinking and questioning using cold calling
We Do	Start a new model and invite contributions. Question using cold calling
You Do	Ensure learners are ready to complete independent practice. Monitor while they work
Evaluate, Repeat, Extend	Sample learners' work – return to We Do if needed
Cold Calling	Question the class – pause – learner's name throughout the modelling
Exit Ticket	Plan in advance and adapt the next lesson where needed

Marking

- Ensures **peer/self-assessment** is completed in green pen
- **Responds to teacher marking in green pen**

Additionally, for KS3: Subject specific reading is a period of **silent reading**, reading an extract provided by the teacher or listening to guided reading. Pupils must be ready to respond about what they are reading.

... a member - a prominent member - of the ...
 ... and what about it, (to Inspector) why, after ...
 ... to which women in attendance can ...
 ... a great deal of useful work in ...
 ... reviewing committee two weeks ...
 ... You were in the chair ...
 ... or plain words?
 ...
 ... the first down on the list cases?

11 How is Mrs
Hilting presented as
a woman?

12 How does
Priestley
increase the
dramatic
and why
does he
make the
Inspector
sound like
a haunting
echo?

and description to deliberately build up a prominent image of a young women's charity organisation. The adjective 'charitable' carries with her job. Priestley intends to help women in need.

... authority in her bow
... vocally empowered

Priestley thought that the
were impressive, so he
generation as a proper
points at Eric and Sheila
saying "the famous you
know it all" and that
a joke. Mr Birling mo
how they felt guilty
of taking responsibility

of the adjective 'famous' to emp
Priestley intended to do this
the post-war audience can sh
beliefs installed by the sp
that Eric and Sheila (young
was hard down to the
contrasting to beliefs over them

... Priestley portrays
... older generations and
... generation
... through
... a special
... read for the

Behaviour Curriculum

How we... arrive to NIA

You will see us:

- Arriving by 8.25am
- Coats are removed before we enter the building
- Looking smart in full school uniform which includes; House Tie, Shirt, Blazer, Black Shoes and Trousers or Skirt which are appropriate in length and fit.
- Greeting staff with a smile and a "good morning".
- Be in form time by 8.30am

You won't see us:

- Arriving late.
- Breaking any uniform rules.
- Hanging around in the corridors/toilets or being disorderly

What the teacher does:

- Senior leaders, Pastoral, SEND and Safeguarding staff will be meeting and greeting learners outside, in reception, the basement and on floor 1.
- Pastoral staff will be checking uniform.
- Tutors will be on their doors by 8.30am welcoming learners.
- Tutors will have the tutor powerpoint or PSHCE content displayed and complete their register.

Reminders & Consequences:

- 1 minute late results in a C2 late detention.
- Learners who arrive without uniform may be sent home to change.
- Learners with severe uniform breaches or multiple (2+) breaches will be taken to ISR until the end of the school day.

How we... conduct ourselves during tutor time

You will see us:

- Entering the form room, invited by the tutor
- Bags under the desk.
- Sitting in the seating plan and not getting out of our seat.
- Arranging equipment on desk for equipment check.
- Request a new timetable or lesson check if you do not have your timetable.
- Silence for the register and when anyone else is talking. Sitting up straight, facing the front with knees under the desk in front.
- Participating fully in the form time task.
- Standing in silence behind chairs waiting to be dismissed one row at a time.

You won't see us:

- Arriving late.
- Breaking any uniform rules.
- Missing any equipment.

What the teacher does:

- Greets tutees at the door and conducts a uniform check.
- Directs students into the seating plan.
- Checks for missing equipment by scanning round the room.
- Takes the register in silence. Lateness is logged on Arbor.
- Delivers tutor powerpoint or Votes for Schools.
- Provides updates and notices.
- Collectively with tutees checks House Points, Behaviour Points and reminds learners of detentions.
- As soon as any off-task behaviours occur, teachers swiftly use the pre-emptive reminders. Suggestion, persuasion and consequence.

Reminders & Consequences:

- Suggestion, persuasion and consequence
- C1 – Formal Warning
- C2 – Move Seats, 30 minute detention
- C3 – Lesson Removal, 45 minute detention
- C4 – Failed Removal, 60 minute detention
- Red Card – Internal Suspension

How we... transition to lessons

You will see us:

- Moving to lessons immediately taking the most direct route. Walk sensibly and quietly and with purpose, single file on the left of the corridor.
- Wearing the correct uniform.
- Smiling and acknowledging staff & learners, being kind to others.
- Stopping when spoken to a member of staff.

You won't see us:

- Loitering, walking deliberately slowly or taking a longer route to our next lesson.
- Walking in a crowd, waiting for friends, escorting friends to lessons.
- Hiding in the toilets.
- Making physical contact with other.
- Walk away from staff when being spoken.
- Shouting.
- Swearing.

What the teacher does:

- Pastoral staff and senior leaders in key transition areas.
- Teaching staff on classroom doors, meeting and greeting learners whilst having eyesight of the classroom and corridor.
- Challenge learners who are not wearing uniform correctly.

Reminders & Consequences:

- Any learner who is 1 minute late to lesson will receive a C2 late detention.
- Learners who are 5 minutes late to lesson will receive a C4 60 minute detention classified as truancy (arrived to lesson).
- Learners who are consistently reminded to wear uniform correctly may receive further sanctions

Behaviour Curriculum

How we... conduct ourselves in lessons

You will see us:

- Arrive on time.
- Silence for the register and when anyone else is talking. Completing the 'Do Now' task in silence.
- Sitting up straight, facing the front
- Eyes on speaker: actively listening.
- Participating in all activities/thinking, asking and answering questions.
- Date and title, underlined and taking pride in presentation.
- Putting my hand up when I want to ask or answer a question and waiting to be asked.
- High aspirations & excellence: I should aim to complete my work and do my best on every piece of work.

You won't see us:

- Arriving late.
- Disrupt the learning environment.
- Breaking any uniform rules.
- Missing any equipment.

What the teacher does:

- Attitude for Learning (meet and greet & registration)
- Do now task (review of previous learning)
- Present new material (Present new material in small steps, provide models and worked examples, check for understanding, use cold calling, develop vocabulary)
- Modelling (Provide models and worked examples)
- Scaffolding
- Independent practice (obtain a high success rate, practice using the new materials, feedback provided)
- Check for understanding, exit ticket review lesson aims

Reminders & Consequences:

- Suggestion, persuasion and consequence
- C1 – Formal Warning
- C2 – Move Seats, 30 minute detention
- C3 – Lesson Removal, 45 minute detention
- C4 – Failed Removal, 60 minute detention
- Red Card – Internal Suspension

How we... conduct ourselves at break & lunch

You will see us:

- In the correct zone.
- Sitting down to eat, with bags off and all litter goes into the bin.
- Line up single straight line for food in the canteen.
- Wearing the correct uniform.
- Smiling and acknowledging staff, being kind to other.
- Stopping when spoken to by a member of staff.
- Waiting for a toilet sensibly: lining up quietly in single file.
- Using the toilet appropriately, only 1 person per cubicle and leaving it the way you would wish to find it
- Calm and respectful voices.

You won't see us:

- Hiding in the toilets or eating in the toilets.
- Vandalising/Vaping in the toilets
- In the wrong zone
- Using our phones
- Running in the academy
- Screaming

What the teacher does:

- Is punctual for their duty and attentive whilst in position.
- Ensure that students know they should go to the toilet at break and lunch.
- Actively monitor, scan and supervise designated areas.
- Ensure all learners are adhering to the expectations of the academy, reminding those who are not and challenging when applicable.

Reminders & Consequences:

- Learners in the wrong zone will lose their social time.
- Repeat offenders may be banned from certain areas or privileges lost.
- C1, C2, C3 and C4.
- Red Card for any child on child abuse, swearing at staff or bringing the good order of the academy into disrepute.

How we... depart NIA

You will see us:

- Standing in silence behind chairs waiting to be dismissed.
- Walking down the corridors quietly.
- Attending detentions (if appropriate).
- Leaving the school building still dressed appropriately.
- Walking our bikes off site.
- Saying 'goodbye' to staff at the exits.
- Following staff instructions first time, every time.

You won't see us:

- With our mobile phones out on the school site.
- Riding our bikes.
- Being physical with each other.
- Truancy detention.
- Hanging around in or outside school.
- Shouting/swearing or being loud in corridors.
- Dropping litter.
- Smoking/ vaping on or outside the school site.

What the teacher does:

- Stands at their door ready to dismiss, allowing them to have sight of the classroom and corridor.
- Dismisses students from their classroom in silence.
- Dismisses learners who have detention last, reminding them to attend.
- Walks with the class outside.

Reminders & Consequences:

- You will receive a C4 if you are using your phone in school.
- Learners not dressed appropriately (coat, shirt, tie, trainers) will be asked to correct this, refusal will result in a sanction.
- Learners who truancy detention will be escalated, this may also result in loss of social time and/or internal suspension for repeat offenders by their Head of Year.

Further Information

Tutor group structure

Learners will be placed into mixed groups for tutor time. Your child's tutor will be both the learner and the parents / carers first port of call if there are any concerns or worries. The tutor will be central to your child's wellbeing, welfare and development.

An evening will be arranged for parents and carers to meet with their child's tutor in September. There will be 10 tutor groups in total in Year 7.

House structure

Each pupil will also be placed into one of the six houses identified by the following gemstones:



- Ruby (Red)
- Sapphire (Blue)
- Diamond (Silver)
- Emerald (Green)
- Amethyst (Purple)
- Amber (Yellow)



Throughout the year there will be several opportunities for pupils to get involved in house events led by their Head of House, alongside contributing to the overall house success by gaining house reward points in lessons.

Information about your child's house group and tutor group will be sent separately in July.

Expectations for behaviour

In order to ensure that learning is at the heart of everything we do our behaviour system is designed to provide learners with the opportunity to change their behaviour to meet our expectation.

The system that our staff use is:

Formal Warning (C1) – Move (C2) – Remove (C3)

This means that the learner has two opportunities to change their behaviour before they are removed from their classroom. At this stage learners are removed to another classroom and issued with a 45 minute after school detention. For more extreme behaviours:

Failed Removal (C4) – Red Card (ISR) – Suspension – Permanent Exclusion

Further Information

Mobile phones

Please note that mobile phones are not to be used at NIA. If a phone is seen or heard on site, it will be confiscated, a C4 detention issued, and parents requested to collect the phone at a convenient time. If you require your child to have a mobile device, please ensure it is switched off before entering the building.

Equipment your child needs

All learners must arrive on time to lessons with all of the necessary and relevant books and equipment for their lessons. The list below outlines what is needed:

- a large robust school bag.
- An A4 folder to carry paper/letters or homework (recommended)
- a pencil case
- pens – black or blue (writing) and green (assessment & improvement).
- pencils
- a pencil eraser
- a pencil sharpener
- a ruler
- a scientific calculator (Model Casio fx-83GTCW)
- highlighters
- a reading book.
- Tippex should not be brought into school

Arbor

Arbor is a simple website and app that manages our essential school admin, records important student information and allows parents to stay informed about their child's life at school. All parents receive an email from Arbor containing a link to set up their account.

Arbor is also used to share messages, notices, trips and important updates, so please ensure you activate notifications and check the system regularly. If you experience any difficulties setting up your account, please contact the school office on 01604 212811 and we will be happy to assist.



Scan the QR code to
login to Arbor

Further Information

Food and drink

Our cashless catering lunch service provision is currently supported by Arbor. Information on how to top up your child's account is available on the Arbor app. Log in details to access the app were emailed to you.

Packed lunches can be sent into school with your child. Learners should not bring energy, sports or fizzy drinks into school or large bags of sweets or crisps. Chewing gum should not be brought on to the school site.

Free School Meals

You can apply for the pupil premium via West Northamptonshire Council for free school meals for older children in full-time education up to the age of 18 if you are in receipt of certain benefits and they attend a school in West Northamptonshire.

Scan the QR code to find out more or visit www.westnorthants.gov.uk/help-cost-going-school/free-school-meals-and-pupil-premium



SEND at NIA

At NIA there is a large SEND team who are based on Floor 2 to support our young people with additional needs. This area is used for interventions, time out space and to support some learners during lesson times.

The Nest is a social space used break and lunch times for those students preferring to be in a smaller environment, this is always supervised by a member of the SEND team.

SEND staff support some students in lessons with the goal of helping these young people to gain further confidence and independence with their learning.

If you have any queries about the SEND needs of your child - please email send@nia.emat.uk and someone from the team will get back to you.

Further Information

Visits and Outings

We will take learners on walks around the local area and we ask for your consent to do this; the forms are in your admissions pack or via the Arbor app. online links have been sent to you to log in and update your child's information.

Learners may also be transported to local activities and sporting events in the school mini-bus, and we will also plan trips and events for learners during the school year. Voluntary contributions will be asked for these trips to cover the cost of transportation or any entrance fees. For these trips we will ask for a form to be signed to allow your child to take part in these important activities along with contact details for us to contact you in case of an emergency.

Photographs

Throughout the year we will take photographs of your child, these are mainly for observation and assessment purposes, but we may sometimes use them on displays in school, on Facebook, Instagram, other social media platforms, the school website or in the local newspaper.

We ask that you consent to give us your permission to take photographs/videos of your child, this can be done on the Arbor app. If there are any reasons why your child cannot be photographed, please inform us.



Uniform

Uniform item	Expectations
Varsity Jacket	Must be worn at all times
Grey or black tailored trousers	No jeans, leggings or tight trousers
Grey or black tailored or pleated skirt	No tight skirts and must be knee length
Grey polo shirt	Must be worn at all times and correspond with child's house
Plain white, grey or black socks / tights	No bright or patterned socks / tights No knee length socks
Outdoor clothing	Grey or black logoed jumper is optional. Hoodies are not permitted. Coats and jackets must not be worn in the building
School shoes	Plain black footwear

Other	Expectations
Hairstyle / colour	No extreme hairstyles or colours are acceptable. Hair designs / patterns and bandanas are not permitted. No lines should be shaved into the hair
Headscarves	Plain navy or grey only. No large hair accessories permitted
Make-up	Make-up should be discreet. Fake nails are not permitted
Jewellery	For health and safety reasons no jewellery is permitted, except for one plain pair of earrings and a watch

PE Kit	Expectations
Black t-shirt / Grey polo shirt from main uniform	Items must be either plain black with either no logo or the NIA logo only. No other logo will be permitted.
Black shorts/leggings	
Black football / rugby socks	
Black track pants	These must be black track pants and can have white trim (not jogging bottoms)
Trainers / football boots	

Uniform



(Parents/carers will need to order the polo shirt that corresponds with their child's House)

Uniform – Plain Black Shoes / Trainers



Plain black trainer or shoe



PE Uniform



(Jumper Optional)



NIA uniform is available to purchase at:

www.stevensons.co.uk

01604 635828

northamptonbranch@stevensons.co.uk

40 - 42 Abington Square,
Northampton, NN1 4AA

PE Kit can be purchased from halbros.com

Working Together in Partnership



At Northampton International Academy we recognise the importance of developing a positive partnership with our parents and community, so that together, we can enable each child to reach their full potential in all areas of learning and development.

When your child begins at NIA, you will be asked to sign a home/school agreement as an indication of your support for the school and your child's education.

If your child experiences any difficulties within school, their first port of call should be their Form Tutor. The pastoral team will then be available to offer support to learners and parents if and when needed. If a learner appears to be struggling to manage their own behavior, they may be placed onto a Form Tutor Report to support them. This is an effective way to get learners back on track with their learning. Should further intervention be deemed necessary, the pastoral team will be in touch to organise a meeting to discuss a plan of support.

We will invite you to discuss your child's progress during the year, where you will be able to review the progress that they have made in each subject area.

Throughout the year, our aim will be to communicate with you regularly on any concerns, but also on how your child is progressing and making positive contributions.



Assessment and Curriculum

We are proud to offer a broad, balanced and exciting curriculum that helps every child grow in confidence, curiosity and ambition. All our learners study a wide range of subjects to ensure they develop strong knowledge and skills across all areas.

All of our learners study the following curriculum:

- English, Maths and Science
- German, Spanish, History, Geography, RE
- Computing, PE, Music, Drama, Dance, Art and Design Technology

Literacy, numeracy, PSHCE (Personal, Social, Health and Citizenship Education Care), SMSC (Social, Moral, Spiritual and Cultural) and British Values underpin our whole curriculum.

We are committed to creating learners that are tolerant of other faiths and cultures; show mutual respect to each other and the community around them; and value the rule of law and democratic process. Learners will also learn how to stay safe and keep others safe and be good citizens.

Being a Global Citizen

The International Dimension runs through our day-to-day delivery with half-termly themes, our current focus is developing links with learners across Europe through working with the University of Northampton.

PSHCE and tutor sessions further explore being a global citizen and promoting our character drivers (the DNA of NIA)



Assessment and Curriculum

Enrichment opportunities

Beyond the classroom, we offer a wide range of enrichment opportunities throughout the week to encourage pupils to broaden their experiences.

An example enrichment timetable from May 2026 is below:

School Clubs					
	Club	Staff	Students	Location	Time
Monday	Tabletop Games	STN/ LHN	KS3/KS4	0130	3:20pm - 4:20pm
	Art/ Graphics Club	SFR	KS3/KS4	B124	3:20pm - 4:20pm
	Homework Club	SEND	Invite Only	HIVE	3:00pm - 3:50pm
	Musical Rehearsals	LTD	KS3/KS4	Theatre	3:00pm - 4:20pm
	Higher Maths Intervention	JST	KS4	0218	3:20pm - 4:00pm
Tuesday	Drama Club Dance Club	HHR	KS3/KS4	Dance Studio	3:30pm - 4:30pm
	Reading Pioneers	GTH/ JBT	KS3/KS4	Library	3:10pm - 4:00pm
Wednesday	Homework Club	SEND	Invite Only	HIVE	3:00pm - 3:50pm
	Anime Club	GTH/ JBT	KS3/ KS4	Library	3:10pm - 4:00pm
	KS3 Maths homework club	JCS	KS3	0215	3:15pm - 4:05pm
Thursday	MFL Club	CLA	KS3	0215	3:00pm - 4:00pm
	Homework Club	SEND	Invite Only	HIVE	3:00pm - 3:50pm
	MFL Intervention	NMS	Year 11	0234 / 0226	3:25pm - 4:10pm
	Musical Rehearsals	HHR	KS3/KS4	Theatre	3:00pm - 4:20pm
	Wellbeing Club	LAI	KS3/KS4	0156	3:30pm - 4:20pm
Friday	ProExcel Rehearsals	EAN	Invite Only	Theatre	3:30pm - 4:30pm

A Local School with global vision.

Sports Clubs					
	Club	Staff	Students	Location	Time
Monday	Year 7/8 Football	Week A - JWN/CWE Week B - CWR/DHN	Year 7/8	Meet in Canteen - Roccourse	3.20 - 4.20pm
	Year 9/10/11 Futsal	JDN/DMK	Year 9/10/11	Sports hall	3.20 - 4.20pm
Tuesday	Badminton	MSE	KS3/KS4	Sports hall	3.20 - 4.20pm
Wednesday	Girls Club	BSS/AWN	KS3/KS4	Sports hall	3.20 - 4.20pm
Thursday	Games - Dodgeball/ Volleyball/ Benchball/ Badminton	KSS/JCD	KS3/ KS4	Sports hall	3.20 - 4.20pm
Friday	Basketball - Open	AMO/LME	KS3/ KS4	Sports hall	3.20 - 4.20pm

A Local School with global vision.

Assessment and Curriculum

Progress

Learners receive regular feedback on which skills they have developed and what they need to do to improve through regular live marking and whole class feedback following formal assessments.

All year 7 students will complete a CATs (Cognitive Abilities Tests) when they join, as well as an Accelerated Reader test in the first month of their schooling at NIA. Both will enable accurate target setting and allow the teachers to deliver content that stretches and challenges our learners, as well as embed previous learning.

Regular assessment points throughout the year will help identify what further support is needed so that every learner remains on target to achieve their maximum potential. Intervention sessions will be used to provide additional learning opportunities. Formative assessments will take place following a short block of work. Summative assessments will be done towards the end of each full term (autumn, spring, summer). These assessments points will be used to report to parents working at grades (WAG).



Our aim is simple: to inspire every student to achieve their very best, feel proud of who they are, and be fully prepared for their future.

Attendance and Illness

Parent/Carer responsibilities

Please make every effort to ensure that your child attends school every day on time. Parents and carers are legally responsible for ensuring their child attends school.

Regular attendance at school is essential to ensure uninterrupted progress and to enable pupils to fulfil their potential. The attendance pattern for all learners is monitored weekly with the academy seeking to work actively with parents/carers to ensure that regular attendance is maintained.

If your child is unable to come to school for any reason (usually illness) you **MUST** let us know on each day of absence. After the third day of absence for illness, medical evidence must be provided to authorise illness. For students with persistent patterns of absence medical evidence may need to be provided from day 1.

Children attending appointments are asked where possible to do so after school or during school holidays. If they are unable to and need to go to an appointment, please inform the school office, provide written confirmation of the appointment e.g., appointment card or letter. Please inform your child, where possible, if they are being collected during the school day.

The school phone number is:
01604 212811

Please ring the school office by
8.30am

Please choose **option 1** to report
your child's absence to the
attendance team.



Attendance and Illness

Absence due to holidays

Our vision is that your child is unique and has a right to the very best educational outcomes. To achieve this school attendance is key. NIA and East Midlands Academy Trust believe that to achieve their full potential children need to attend school. Changes to legislation in 2013 mean that parents are no longer entitled to take their child on holiday during term time. Any application for leave must only be in exceptional circumstances and the Headteacher must be satisfied that the circumstances are exceptional and warrant granting leave. We know that the majority of parents do not take their family holidays in term time as you understand the significant impact this can have on your child's education. We hope you will continue to support us.

A brief guide to Penalty Notices

Sections 444 Education Act 1996, Anti-Social Behaviour Act 2003 Crime and Disorder Act 1998

What is a Penalty Notice?

A Penalty Notice is an alternative to prosecution and requires the parent(s) to pay a fixed amount as a fine for their child's irregular attendance and to avoid a court appearance. It is issued to a parent, per child. Please note **ONLY** a parent can authorise an absence from school. Parents are made aware of the consequences by letter when the child is excluded from school.

NOTE: If the school refers to a period of absence longer than 15 consecutive school days: the Educational and Inclusion Partnership may consider a Penalty Notice is not appropriate. In these circumstances the matter may proceed to prosecution. Determination about whether it is appropriate to use penalty notices will be based on individual circumstances of each case.

Who issues them?

In Northamptonshire the Local Authority issues them through the Educational Inclusion and Partnership Team.

When are they used?

When a pupil has a minimum of 10 sessions (5 consecutive) recorded as unauthorised in a 10 school week period: a school day is two sessions AM and PM. *This includes any absence marked in the register as unauthorised:*

- *Persistent late arrival at school after the register has been taken is recorded as unauthorised absence.*
- *An absence in term time which has not been authorised by the principal. The Government has directed Principals that they may only grant leave in exceptional circumstances.*
- *They can also be used in the first 5 days of exclusion. Parents are made aware of the consequences by letter when the child is excluded from school.*

Safeguarding at NIA

Meet the Safeguarding Team

If you are concerned about the safety and wellbeing of any learner please contact the Designated Safeguarding Lead at the school immediately.



Designated Safeguarding
Lead

Mr Matt Lee

Deputy Headteacher
matt.lee@nia.emat.uk



Safeguarding Manager

Miss Kayleigh Lavelle

kayleigh.lavelle@nia.emat.uk



Deputy Designated
Safeguarding Lead Year 7

Miss Grace Sharpe

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- All staff at NIA receive regular training for safeguarding.
- All students are provided with PSHCE sessions and assemblies to support them with personal safety.
- All parents and carers have access to the school newsletters, parent forums and social media platforms to support them in keeping their children safe.



If you would like any further information regarding your child joining NIA please do not hesitate to contact the School Office:

 01604 212811

 info@nia.emat.uk