CHRISTIAN BROTHERS' GRAMMAR SCHOOL OMAGH

Attendance Policy

September 2017

1. Introduction

Regular attendance at school is essential if pupils are to have full access to the school curriculum and achieve their full potential in education. This policy sets out this school's procedures for monitoring and responding to any concerns about pupil attendance and recognises the school's responsibility to provide a caring and stimulating ethos which promotes a positive culture and encourages good attendance. In keeping with this caring ethos, set out in the ERST Charter, it is important that attendance issues are not responded to at a purely disciplinary level but are recognised as barriers to learning that the school needs to address.

2. Aims

- To improve the overall attendance of pupils at the Christian Brothers' Grammar School, Omagh.
- To make good attendance a priority for all pupils, their parents and teachers.
- To define clear roles and responsibilities for parents, pupils and members of the school staff, promoting consistency in the carrying out of designated tasks in relation to pupil attendance
- To have in place effective procedures for recording pupil attendance throughout the school day
- To support pupils who are absent for a lengthy period of time;
- To promote constructive relationships with pupils and their families to identify the reasons for poor attendance and attempt to resolve any difficulties
- To promote constructive partnerships with the Education Welfare service and other external agencies

3. Roles and Responsibilities

3.1 Role of the Board of Governors

- To ensure that the school complies with its statutory obligations in relation to attendance as set out in DE Circulars 2013/ 13 and 2010/08
- To agree school attendance targets
- To monitor the school's attendance through regular reports at Board of Governors meetings
- To ensure that there is a named member of the school management team to provide leadership on attendance
- To ensure that the school has clear procedures and systems in place in record, monitor and analyse the attendance of all pupils
- To ensure that there are procedures in place for the identification of patterns of absence and causes of absence
- To ensure that interventions are in place which attempt to address and resolve attendance problems
- To annually review the school's Attendance Policy

3.2 Role of Principal

- The Principal has overall responsibility for school attendance but has delegated to the Vice Principal for Wellbeing and Pastoral Care the responsibility for providing leadership on this matter;
- To set challenging targets for attendance and ensure that there is a strategy in place to achieve them

- To report statistics on attendance to the Board of Governors on a termly basis

3.3 Role of Vice Principal
- To be the school's designated member of staff responsible for attendance;
- To ensure there is a relevant and up to date Attendance Policy in place;
- To take the lead role in monitoring and evaluating the implementation of the school's Attendance Policy, leading regular review of it;
- To make referrals to outside agencies such as the Education Welfare Service in cases where the school's interventions have not proved successful, working closely and constructively with these agencies in their attempts to devise solutions to a pupil's attendance;
- To work closely with the pupils and the parents of pupils with grave attendance problems, making home visits where necessary;
- To report statistics on attendance to the Board of Governors;
- To liaise with the Principal and the Board of Governors to agree relevant attendance targets
- To liaise closely with Heads of School to monitor attendance rates across the school at year group and class level
- To support Heads of School in their efforts to address the attendance difficulties of particular pupils by discussing them at weekly meetings;
- To receive referrals from Heads of School for those pupils who are not responding to interventions, working closely with the pupil and his parents in an attempt to identify and solve any underlying problems;
- To promote regular attendance among pupils;

3.5 Role of the Heads of School
- To scrutinise regularly attendance data for their Year Groups to identify any pupil whose attendance is a cause for concern
- To meet individually with pupils whose attendance is a cause for concern, attempting to identify causes and patterns of absence
- To devise strategies to support pupils to address their attendance, monitoring the effectiveness of these interventions. Strategies might include individualised meetings with pupils; regular contact with parents; referrals to mentoring or counselling; review of the pupil's curriculum etc…
- To set these pupils targets for improved attendance and monitoring their progress towards achieving them, keeping parents up to date with progress
- To keep the relevant Vice Principal informed about progress with these pupils, referring on to them those pupils who have not responded to a range of interventions;
- To respond robustly to any attendance concerns raised by form teacher referrals, providing the form teacher with feedback on findings;
- To inform the administration staff to send out a text to a parent who has not provided a reason for absence within two days of their child's return to school;
- In the event that a pupil is going to be absent for a prolonged period of time, to arrange, where appropriate, for work to be collated from his subject teachers and sent to the pupils

3.6 Role of Heads of Year
- To work closely with the Form Teacher team and Head of School to scrutinise attendance data from SIMS to identify and monitor those pupils whose attendance is a cause for concern;
- To make initial contact with parents of pupils within their year whose attendance is a cause for concern, highlighting concerns, setting targets for improved attendance and monitoring their progress towards achieving them.
- To refer on to the Head of School those pupils whose attendance does not improve in spite of your intervention
- To implement the school's absence procedures as set out in Section 4 of this policy

3.7 Role of Form Teachers
- To ensure that all absence notes from parents are recorded on SIMS using the appropriate attendance code – see table of attendance codes in Appendix A
- To implement the school's absence procedures as set out in Section 4 of this policy
- To monitor the attendance of pupils in his/her form class
- To advise their Head of Year of any concerns they have in relation to a pupil's attendance
- To provide support for the reintegration of long term absentees.

3.7   Role of Class Teachers
- To complete electronic class register at the beginning of each lesson
- To express any concerns they have about a pupil's attendance to the relevant Head of School
- In the event that a school trip has been organised, to provide the office with a list of pupils who are going on it.
- To add into your roll any other pupils who are studying in your classroom during a given period but are not timetable to be there

3.8   Role of Parents
- To Reinforce to his/her child the importance of attending school
- To not allow his/her child to have time off school unless it is really necessary
- To ensure that his/her child arrives punctually for school
- To inform the school as soon as possible that his/her child is absent from school, preferably on the first day of his absence **or** to provide his/her child with a note in his student planner explaining the reason for his absence on the first day of his return;
- To contact the school if their child appears reluctant to attend school, ensuring that their child receives maximum support

3.9   Role of Pupils
- To arrive in school punctually every day
- To arrive punctually for each class every day
- To provide a written note for his form teacher from his parent/guardian on the first day of his return after absence, giving the reasons for his absence if the absence has not already been reported to the office

- To inform your timetabled teacher if you are going to study in another class during the school day
- If going to a non-timetabled class for the purpose of completing work, to inform the relevant teacher so that you can be added to their class roll.

3.10 Role of Administration Staff
- To receive message from parents/guardians informing the school that their child is absent and entering these reasons for absence on SIMS;
- As directed by the relevant Head of School, to send out reminder text message to parents who have not provided a reason for their child's absence.

4. Absence Procedures

Attendance Procedures for occasions when:

1. **a pupil is absent from school but the school has not been informed** *or*
2. **has returned from a period of absence but has not informed the school of a reason for absence either through a telephone call or through a signed note.**

- Our expectation is that a parent will ring the school on the first day of an absence to inform the school that the pupil is absent and giving a reason for his absence;
- Office staff will enter the reason for absence into SIMS;
- This procedure is reinforced to parents in the documentation sent out in August;
- Nevertheless we can anticipate that there will be occasions when that procedure is not followed by the parent.

What will we do if a parent has not rung the school to inform us that a pupil is absent?

- Day One : **Form Teacher** will mark pupil as "N" on SIMS
- Day Two: **Form Teacher** will mark pupil as "N" on SIMS but inform the office of the situation. Office staff will arrange for a standard text message to be sent out to parent informing them that their son is absent and asking them to contact the school to provide a reason for absence
- Day Three: If there is still no contact from home, the **Form Teacher** will inform the **Head of Year** who will telephone parent to ascertain a reason for absence. If the Head of Year cannot get parent on the telephone, a standard letter to be sent out to parent(s), informing them that their son is absent and asking them to contact the school to provide a reason for absence.

What will we do if a pupil returns to school after an absence or period of absence and their parent has not contacted the school and they have not provided a note?

- Day One: **Form Teacher** will remind pupil to bring in note
- Day Two: **Form Teacher** will place pupil on Lunchtime Detention and inform the office who will send out a text to home informing them of the absence and requesting a note or telephone call to the school to account for the absence
- Day Three: Form Teacher will inform **Head of Year** who will arrange for a letter to be sent out from office.

5. Family Holidays

The Christian Brothers' Grammar School, Omagh strongly discourages family holidays during term time due to the detrimental impact they have on pupils' learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in very exceptional circumstances will the school authorise a family holiday during term time, for example, family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

6. Positive Behaviour Policy

There will be occasions when it is necessary to activate sanctions within the school's Positive Behaviour Policy when dealing with truancy. This policy should, therefore, be applied in conjunction with the school's Positive Behaviour Policy. It is important, however, that truancy and attendance issues are not dealt with at a purely disciplinary level and that a range of strategies are applied to address ongoing concerns around attendance.

Appendix A   Absence Codes

ABSENCE CODES:	DESCRIPTION	STATISTICAL MEANING
/ \	Present: / = (AM): \ = (PM)	Present
A	Artistic Endeavour	Authorised Absence
B	Bereavement	Authorised Absence
C	Suspended	Authorised Absence
D	No reason provided for absence	Unauthorised Absence
F	Family Holiday (agreed)	Authorised Absence
G	Family Holiday (not agreed)	Unauthorised Absence
H	Other Absence	Unauthorised Absence
I	Illness (not medical or dental appointments)	Authorised Absence
L	Late (before registration closed)	Present
M	Medical/Dental Appointments	Authorised Absence
N	No reason yet provided for absence (temporary code only)	Unauthorised Absence
O	Other Exceptional Circumstances	Authorised Absence
P	Approved Sporting Activity	Approved Educational Activity
R	Religious Observance	Authorised Absence
S	Study Leave	Approved Educational Activity
U	Late (after registration closed)	Unauthorised Absence
V	Educational Visit	Approved Educational Activity
W	Work Experience	Approved Educational Activity
X	Only staff should attend	Attendance not required
Y	Exceptional Closure	Attendance not required
*	Not on roll	Attendance not required
#	Holiday for all	Attendance not required
!	No attendance required	Attendance not required
1	Alternative Education Provision (organised by the ELB)	Approved Educational Activity
2	Home/hospital tuition (organised by the ELB)	Approved Educational Activity
	Elective Home Education	Attendance not Required
3	Pupil Referral Unit	Approved Educational Activity
5	Another mainstream school (under Entitlement Framework – EF)	Approved Educational Activity
6	Training Organisation (under EF)	Approved Educational Activity
7	FE College (under EF)	Approved Educational Activity
8	Intensive Support Learning Unit	Approved Educational Activity
9	CAMHS	Approved Educational Activity

REGISTRATION CODE: / \ Brief Description	**Present** **/ = (AM) \ = (PM)**
Statistical Meaning	**Present**
Physical Meaning	In for whole session
DE Definition	Present at registration.

Additional useful information:
If a pupil leaves the school premises after registration he/she would still be counted as present for statistical purposes.

For health and safety reasons, schools need to be aware of the whereabouts of all pupils, particularly those leaving or arriving on the premises during a session.

REGISTRATION CODE: A	
Brief Description	**Artistic Endeavour**
Statistical Meaning	**Authorised Absence**
Physical Meaning	Out for whole session
DE Definition	Attending an event which relates to a pupil"s artistic endeavour which has not been organised through the school

Additional useful information:
This code may be used when a pupil is absent from school to pursue an artistic endeavour which has not been organised by the school as part of normal school activities.

Examples would include attending an audition; participating in a performance or recording; competing in a speech festival, sitting a music exam; attending an award ceremony; involvement in visual arts events etc.

Where a pupil is being employed under a licence issued by an Education and Library Board, the school will be consulted during the decision making process.

REGISTRATION CODE: B Brief Description	**Bereavement**
Statistical Meaning	**Authorised Absence**
Physical Meaning	Out for whole session
DE Definition	Death of close relative.

Additional useful information:
Death of close relative – father, mother, sibling, grandparent, aunt, uncle, cousin, nephew, niece, or other relative who is a member of the household.

EGISTRATION CODE: C	
Brief Description	**Suspended**
Statistical Meaning	**Authorised Absence**
Physical Meaning	Out for whole session
DE Definition	A pupil who is suspended for a fixed period remains on the school register. The absence should be treated as authorised as it results from decisions made by the school.

REGISTRATION CODE: D Brief Description	**No reason provided for absence**
Statistical Meaning	**Unauthorised Absence**
Physical Meaning	Out for whole session
DE Definition	No reason for absence has been provided 5 school days following the pupil's return to school.

Additional useful information:
Every effort should be made to establish the reason for a pupil's absence from school. However, after a period of 5 school days following the pupil's return to school, if it has not been possible to obtain a reason, the absence should be coded using Code D.

During the absence and in the initial 5 school day period after the pupil's return, Code N (no reason yet provided for absence) may be used as a temporary code.

Code D should only be used in exceptional cases as a reason for absence should always be established.

(Note: In the C2k Attendance Module this is displayed as – Did not provide a reason for absence.)

REGISTRATION CODE: F	
Brief Description	**Family Holiday (agreed)**
Statistical Meaning	**Authorised Absence**
Physical Meaning	Out for whole session
DE Definition	Only in very exceptional circumstances should family holidays be considered as authorised.

Additional useful information:

Family holidays taken during term time should be categorised as Unauthorised Absence (Code G).

However, in very exceptional circumstances schools may authorise a family holiday during term time. Such circumstances may include:

- A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

In very exceptional circumstances, absence may be authorised using Code F.

A family holiday classified under the "authorised absence" (Code F) should **not** include such reasons as:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experienced during school holidays
- Holidays that overlap the beginning or end of term.

Where a school's prior agreement is not sought and the pupil goes on holiday, absence is Unauthorised (Code G). If parents keep a child away for longer than was agreed, any extra time is recorded as Unauthorised (Code G).

REGISTRATION CODE: G	
Brief Description	**Family Holiday (NOT agreed)**
Statistical Meaning	**Unauthorised Absence**
Physical Meaning	Out for whole session
DE Definition	Parents should not normally take pupils on holidays in term time.

Additional useful information:

Family holidays taken during term time should be categorised as unauthorised absence (Code G). A family holiday classified under the "unauthorised absence" category would be for such reasons as:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experienced during school holidays
- Holidays that overlap the beginning or end of term.

Where a school's prior agreement is not sought and the pupil goes on holiday, absence is unauthorised (Code G).

If parents keep a child away for longer than was agreed, any extra time is recorded as unauthorised (Code G).

However, it is acceptable under very exceptional circumstances for schools to authorise a family holiday during term time. Such circumstances may include:

- A family holiday judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events.

In very exceptional circumstances, absence can be authorised using Code F.

REGISTRATION CODE: H Brief Description	Other Absence
Statistical Meaning	**Unauthorised Absence**
Physical Meaning	Out for whole session
DE Definition	Other absence not covered by any other code.

Additional useful information:

Other absences which are not covered by any other code where the reason is not acceptable to school.

Examples:

- Un-notified illness or false allegation of illness
- Pupil's/parent's/sibling's birthday
- Shopping
- Having hair cut
- Couldn't get up.

Please note that unexplained absences should be recorded under code N (initially) and then Code D

REGISTRATION CODE: I Brief Description	**Illness (not medical or dental appointments)**
Statistical Meaning	**Authorised Absence**
Physical Meaning	Out for whole session
DE Definition	This code is to be used when parents phone to say that their child is ill or when parents send a letter after the period of illness to explain the child's absence.

Additional useful information:

Parents should be advised to notify the school as soon as possible when a child is ill.

If a pupil is present for registration but returns home because of illness, no absence need be recorded for that session. Schools should keep a record of pupils leaving or returning to school in case of an emergency.

Schools can request parents to provide medical evidence to support absence on the grounds of illness. While schools can request medical evidence to support absence on the grounds of illness, they are advised not to request medical certificates unnecessarily (particularly retrospective certificates), especially if the illness was not treated by a doctor at the time.

If the authenticity of illness is in doubt, schools can record the absence as other absence (Code H) but should advise parents of its intention.

A pupil receiving medical treatment on site should be marked "present".
For an absence at registration due to a medical, dental or hospital appointment please see Code M additional information

REGISTRATION CODE: L	
Brief Description	**Late (before registration closed)**
Statistical Meaning	**Present**
Physical Meaning	Late for session
DE Definition	Schools should actively discourage late arrival. Schools should have a policy on how long registers should be kept open. In circumstances such as bad weather or public transport difficulties, schools may keep the register open for a longer period.

REGISTRATION CODE: M	
Brief Description	**Medical/Dental Appointments**
Statistical Meaning	**Authorised Absence**
Physical Meaning	Out for whole session
DE Definition	Missing registration for a medical or dental appointment is an authorised absence. Parents and pupils should be encouraged to make appointments out of school hours.

Additional useful information:
Medical appointments include:

- Attendance at a GP's surgery
- Attendance at a dentist's surgery
- Hospital appointments (not a stay in hospital, for which Code I should be used).

If a pupil is present for registration but has a medical appointment later, no absence need be recorded for that session. For Health and Safety reasons or in case of emergency, a system must be in place to record that a pupil has either arrived at school or left the premises during the session.

If a pupil misses registration for a medical appointment, **which has been notified to the school in advance**, but returns to school **within that session** then the registration code should be changed from M to / or \ as applicable (i.e. present).

Code M should be used for the session if the school had **not** been notified of the appointment in advance.

Code M can be used for part session, i.e. AM or PM.

Sight of an appointment card is advisable if a pupil has irregular attendance.

A pupil receiving medical treatment on site or arranged by school should be marked "present".

REGISTRATION CODE: N	
Brief Description	**No reason yet provided for absence**
Statistical Meaning	**Unauthorised Absence**
Physical Meaning	Out for whole session
DE Definition	No reason yet provided for absence – temporary code which can only be used during the absence and in the initial 5 school day period following the pupils' return to school.
Additional useful information: This code should be used to cover an unexplained absence and will be used until the pupil returns. After 5 school days following the pupil's return to school, if no explanation for the absence has been provided, the code should be changed to D.	

REGISTRATION CODE: O	
Brief Description	**Other exceptional circumstances**
Statistical Meaning	**Authorised Absence**
Physical Meaning	Out for whole session
DE Definition	Special occasions at the discretion of the school or an exceptional event outside control of pupil.
Additional useful information: (These examples are illustrative and not meant to be exhaustive). Only exceptional occasions warrant leave of absence. Schools should consider each request individually taking the following into account: - The nature of the event - Its frequency (is it a one-off, or likely to become a regular occurrence?) - Did the parent give advance notice? - The pupil's overall attendance pattern. Examples might include occasions such as attending the wedding of an immediate family member, making a court appearance or travelling for cultural reasons. Young Carers - In a genuine crisis, a school can approve absence for a child to care for a relative until other arrangements can be made. Birth of a Child - Schools should provide direct support to keep the pupil in school wherever possible, and to return her to full-time education as soon as possible after the birth. Code O should only be used when the provision of home tuition (Code 2) is not available. Further information about School Age Mothers can be obtained at www.deni.gov.uk/index/pupils-and-parents/pupils/coping-with-pregnancy.htm Where an exceptional event such as snow or flooding has forced the whole school to close and declare an exceptional closure day, Code Y should be used to record the absence of all pupils.	

REGISTRATION CODE: P	
Brief Description	**Approved sporting activity**
Statistical Meaning	**Approved Educational Activity**
Physical Meaning	Out for whole session
DE Definition	The pupil is participating in or attending an approved sporting activity.

Additional useful information:
Participation as an amateur in school-organised sport or as a representative at country, provincial or international level.

The statistical meaning Approved Educational Activity will count as present for statistical purposes.

REGISTRATION CODE: R	
Brief Description	**Religious observance**
Statistical Meaning	**Authorised Absence**
Physical Meaning	Out for whole session
DE Definition	Absence to take part in any day set aside exclusively for religious observance by the religious body to which the parent(s)/carers belong, including religious festivals. Parent(s)/carers should be encouraged to give advance notice.

REGISTRATION CODE: S	
Brief Description	**Study leave**
Statistical Meaning	**Approved Educational Activity**
Physical Meaning	Out for whole session
DE Definition	Study leave should be applied only to **public examination** candidates **during the examination period** as agreed by the school. Study leave is unsupervised time out of school. There is no requirement for schools to grant study leave to pupils.

Additional useful information:
The statistical meaning Approved Educational Activity will count as present for statistical purposes.
Supervised study or revision classes provided in school should be coded Present / (am) or \ (pm).
Study Leave should be applied only to **public examination** candidates during the examination period.
Study leave **should not be used for** internal examinations, for extended periods or in advance of the commencement of the examination timetable.
Study leave should only be granted, using this criterion, at the discretion of the school.
Decisions on study leave should be made by senior management and it is recommended that schools using study leave have a written policy on such leave to ensure consistency and provide clarity for parents.
It is considered good practice to provide parents with a minimum notice of one week that study leave is being awarded to such pupils.

REGISTRATION CODE: U	
Brief Description	**Late (after registration closed)**
Statistical Meaning	**Unauthorised Absence**
Physical Meaning	Late for session
DE Definition	Schools should actively discourage late arrival. Schools should have a policy on how long registers should be kept open. In circumstances such as bad weather or public transport difficulties, schools may keep the register open for a longer period.

Additional useful information:
This code should be used when a pupil has arrived after the close of registration with no relevant reason to code it otherwise. For example, if a pupil arrives late (after registers have been closed) because they couldn't find their shoes/their school uniform was drying in the tumble dryer/their younger sibling was misbehaving etc, the code U should be used.

If a pupil arrives late (after registers have been closed) due to a doctor or dentist appointment, the code M would be used for the session if the school had **not** been notified of the appointment in advance.

For Health and Safety reasons, schools need to be aware of where pupils are, particularly those leaving or arriving on the premises during a session. This might be achieved through a paper system in the school office to record that a pupil has arrived on the school premises during the session.

REGISTRATION CODE: V	
Brief Description	**Educational Visit**
Statistical Meaning	**Approved Educational Activity**
Physical Meaning	Out for whole session
DE Definition	School-organised trips and visits, including residential trips. Can also be used for other trips of a strictly educational nature, which are arranged by other organisations, provided they are supervised.

Additional useful information:
Code V can also be used for academic interview. The school should be satisfied that the interview is linked to future education.

The statistical meaning Approved Educational Activity will count as present for statistical purposes.

REGISTRATION CODE: W	
Brief Description	**Work experience**
Statistical Meaning	**Approved Educational Activity**
Physical Meaning	Out for whole session
DE Definition	Schools must ensure that they check on the attendance of the pupil at the work experience placement and mark the register accordingly.

Additional useful information:
Work experience should be arranged by or in conjunction with the school.
Only supervised work experience can be counted as Approved Educational Activity.
Code W can also be used for a job interview. The school should be satisfied that the interview is linked to job prospects.
The statistical meaning Approved Educational Activity will count as present for statistical purposes.

REGISTRATION CODE: X	
Brief Description	**Only staff should attend**
Statistical Meaning	**Attendance not required**
Physical Meaning	Out for whole session
DE Definition	Days on which teachers are in school however there is no requirement for pupils to attend, for example, staff training/INSET/school development days.
Additional useful information: Code X can be used for part session, i.e. AM or PM.	

REGISTRATION CODE: Y	
Brief Description	**Exceptional closure**
Statistical Meaning	**Attendance not required**
Physical Meaning	Not required to be in school
DE Definition	The Department will consider an application for a reduction in the days on which a school is in operation to take account of specific exceptional circumstances where the closing of the school is outside the control of the school authorities.

Additional useful information:

Examples of specific exceptional closures are:

- The death of a teacher or pupil at the school
- Flooding or burst pipes at the school
- Electricity failure
- Damage to school
- Severe weather conditions e.g. heavy snowfall
- School being used as a polling station for parliamentary/local government elections.

Whole School Closure

Schools must not use this code for the whole school unless they have applied in writing and been granted permission to take an exceptional closure day/s by the Department's Curriculum Support Team. **-** Circular 2005/08 refers and can be accessed at http://www.deni.gov.uk/79_circular_2005-08_school_closures.pdf.

Partial Closure

Exceptional conditions mean that part of the school is closed due to an unavoidable cause e.g. a school may operate on 2 sites with only 1 site affected.

If part of a school is closed Code Y can be used for those year groups affected **only**.

For all other exceptional circumstances Code O should be used.

REGISTRATION CODE: *	
Brief Description	**Not on roll**
Statistical Meaning	**Attendance not required**
Physical Meaning	Out for whole session
DE Definition	None
Additional useful information: If a pupil joins or leaves a school during the academic year then the system will generate the * code for dates when the pupil was not on roll. *Note: This is a system code and cannot be selected by the user.*	

REGISTRATION CODE: #	
Brief Description	**Holiday for all**
Statistical Meaning	**Attendance not required**
Physical Meaning	Out for whole session
DE Definition	School vacations where pupils and staff are not required to attend.

Additional useful information:
Examples are:

- Between terms

- Half terms

- Occasional days when the whole school (including staff) are on holiday

- Weekends.

The following should **not** come under Code #:

- Teacher INSET days (use Code X)

- Exceptional closures e.g. use of schools as polling stations (use Code Y).

(Note: In the C2k Attendance Module this is displayed as Exceptional Circumstances).

REGISTRATION CODE: 1 Brief Description	**Alternative Education Provision (organised by the ELB)**
Statistical Meaning	**Approved Educational Activity**
Physical Meaning	Out for whole session
DE Definition	A registered pupil who is attending an Alternative Education Provision (AEP) setting by approval of the Education and Library Board (ELB).

Additional useful information:
Approved Educational Activity will count as present for statistical purposes.
AEP is for pupils at Key Stage 3 only. A pupil's placement in AEP must be arranged through the relevant Education and Library Board.

REGISTRATION CODE: 2	
Brief Description	**Home/Hospital tuition (organised by the ELB)**
Statistical Meaning	**Approved Educational Activity**
Physical Meaning	Out for whole session
DE Definition	A registered pupil who is currently being educated off-site by receiving education at home or in hospital under arrangements approved by the Board.

Additional useful information:
Approved Educational Activity will count as present for statistical purposes.
Schools should make every effort to arrange Home/Hospital tuition for School Aged Mothers during the period of the child's birth.
Tuition received whilst a pupil is an in-patient in a Child and Adolescent Mental Health Service (CAMHS) facility should be coded using code 9.

REGISTRATION CODE:	
Brief Description	**Elective Home Education**
Statistical Meaning	**Attendance not required**
Physical Meaning	Out for whole session
DE Definition	A registered pupil whose parents/carers have elected to educate at home and have advised the school or ELB of the position.

Additional useful information:
This code should be used from the date a parent advises the Principal that they have decided to educate their child at home until the Principal provides a certificate of attendance (Form S.A.1) to the parent, which states the reason for removal as "elective home education". When Form S.A.1 is issued, the pupil can be removed from the General Register and there will no longer be a requirement to record their attendance. A completed copy of this form should be held by the school and a copy forwarded to the respective Education Welfare Service for information. Copies of the form S.A.1 can be found at: http://www.hedni.org/NISR73_78.pdf

REGISTRATION CODE: 3	
Brief Description	**Pupil Referral Unit**
Statistical Meaning	**Approved Educational Activity**
Physical Meaning	Out for whole session
DE Definition	A registered pupil who is currently being educated off-site at a Pupil Referral Unit as organised and approved by the Education and Library Board (ELB).

Additional useful information: Approved Educational Activity will count as present for statistical purposes.

REGISTRATION CODE: 5	**Another mainstream school (under Entitlement Framework – EF)**
Brief Description	
Statistical Meaning	**Approved Educational Activity**
Physical Meaning	Out for whole session
DE Definition	A registered pupil who is currently being educated off-site at another mainstream school (under the EF).

Additional useful information: The pupil may be attending days or sessions at other post primary schools for selected courses through arrangements made under the Entitlement Framework. Approved Educational Activity will count as present for statistical purposes.

REGISTRATION CODE: 6	**Training Organisation (under Entitlement Framework – EF)**
Brief Description	
Statistical Meaning	**Approved Educational Activity**
Physical Meaning	Out for whole session
DE Definition	A registered pupil who is currently being educated off-site at another training organisation (under EF).

Additional useful information: Pupils attending days or sessions at a training organisation through arrangements made under the Entitlement Framework. Approved Educational Activity will count as present for statistical purposes.

REGISTRATION CODE: 7 Brief Description	Further Education (FE) College (under Entitlement Framework – EF)
Statistical Meaning	**Approved Educational Activity**
Physical Meaning	Out for whole session
DE Definition	A registered pupil who is currently being educated off-site at a FE College (under EF).

Additional useful information:
Pupils attending days or sessions at a FE College under the arrangements of the Entitlement Framework. Approved Educational Activity will count as present for statistical purposes.

REGISTRATION CODE: 8	
Brief Description	**Intensive Support Learning Unit**
Statistical Meaning	**Approved Educational Activity**
Physical Meaning	Out for whole session
DE Definition	A registered pupil who is currently being educated off-site at an Intensive Support Learning Unit (ISLU).

Additional useful information: Approved Educational Activity will count as present for statistical purposes. This code should be used for pupils who are being educated in Groomsport ISLU or in Glenmona.

REGISTRATION CODE: 9	
Brief Description	**CAMHS**
Statistical Meaning	**Approved Educational Activity**
Physical Meaning	Out for whole session
DE Definition	A registered pupil who is currently being educated off-site whilst an in-patient at a Child and Adolescent Mental Health Service (CAMHS) facility.

Additional useful information: Approved Educational Activity will count as present for statistical purposes. This code should be used for pupils who have been placed in Beechcroft Regional Child and Adolescent Mental Health Service (CAMHS).

Appendix B

Christian Brothers' Grammar School   Attendance Concerns Referral Form

Name of Pupil _____

Class: _____   **Date of Birth:** _____

Current Attendance Rate: [   ]

Reasons for Pupil Absence:

<u>**Action taken pre-referral**</u> **:** In the boxes below, please detail the interventions which have taken place so far to address this pupil's attendance and evaluation of their outcomes.

Parent/Carers contacted by telephone: *Please give details and outcomes*:

Parents/Carers interviewed in school: *Please give details and outcomes*:

Individual Work with Pupil: *Please give details and outcomes*:

Signed: _____   **Date:** _____