



Coleraine Grammar School

Attendance Policy

Introduction

Rationale

Coleraine Grammar School (CGS) recognises that regular attendance is crucial in raising standards in education and ensuring that every child can have full access to the school curriculum and reach their potential. To this end CGS actively promotes a learning and teaching ethos which encourages all pupils to attend, whatever their level of ability or need. In accordance with other school policies, all members of the school community should be able to thrive and feel respected, safe and secure.

Parents/carers are responsible in law for ensuring the regular and punctual attendance of their children at school. This responsibility is set out in the following three pieces of legislation:

1. Article 45 of the Education and Libraries (NI) Order 1986 states that: 'the parent of every child of compulsory school age shall cause him/her to receive efficient full-time education suitable to his/her age, ability, aptitude and to any special educational needs he/she may have, either by regular attendance at school or otherwise';
2. Schedule 13 of the Education and Libraries (NI) Order 1986 states that if any child of compulsory school age who is a registered pupil at a school fails to attend regularly then the parent of the child shall be guilty of an offence;
3. The Children (NI) Order 1995 allows Education and Library boards to make application to the Family Proceedings Court in cases where a child is "not being properly educated", for an Education Supervision Order.

Schools have a legal responsibility to report any pupil whose absence falls below 85% or where there has been an absence of more than 10 days and where it has proved impossible to contact a parent or carer.

Schools are required to take an attendance register twice each day, and this shows whether the pupil is present, engaged in an approved educational activity off-site, or absent. If a pupil is absent every half-day absence has to be classified by the school as either authorised or unauthorised. Only the school can authorise the absence, not parents/carers. This is why information about the cause of each absence is required in writing/email.

Authorised absences are mornings or afternoons away from school for a good reason such as illness, or a cause that can be defined as unavoidable.

Unauthorised absences are those which the school does not consider reasonable and for which no 'leave' has been given. This includes:

- parents/carers keeping pupils off school unnecessarily;
- truancy before or during the school day;
- absences which have not been properly explained;
- children who arrive at school too late to get a registration mark.

It is hoped that parents/carers, school staff and statutory authorities can work closely together to overcome any problems which may affect a pupil's attendance. If a pupil is reluctant to attend, it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This will only give the impression that attendance does not matter and may make things worse.

Parents/carers whose children are experiencing difficulties should contact the school at an early stage and work together with the staff in resolving any problems. This is nearly always successful. If difficulties cannot be resolved in this way, the school or parent/carer may refer the young person to the Education Welfare Service (EWS) who will try to resolve the situation with voluntary support, which includes linking with an Educational Welfare Officer (EWO).

Aims

- to improve/maintain the overall percentage attendance of pupils at CGS in line with annual targets;
- to make attendance and punctuality a priority for all those associated with CGS;
- to set out agreed roles and responsibilities and promote consistency;
- to provide support, advice and guidance to parents/carers and pupils;
- to ensure parents/carers and pupils are aware of whole school and individual attendance targets;
- to use a systematic approach to gathering and analysing attendance related data;
- to maintain positive and consistent communication between home and school;
- to implement a system of attendance rewards and consequences;
- to promote effective partnerships with the EWS and the other services and agencies;
- to recognise the needs of the individual pupil when planning re-integration following significant periods of absence.

Procedures

Registration

- CGS uses the Attendance Module within SIMS to record attendance;
- Morning registration begins at 8.55am (AM registration) promptly and will be taken by the Class Tutor or Subject Teacher. Pupils who arrive after 8.55am but before the close of registration at 9.05am will be recorded as late (L) in the register. Any pupil who is late without a genuine reason on more than two occasions in a half term may be given a Main School Detention. Registers will close at the end of registration time (9.05am) for Tutors;
- Class Tutors should ensure that any gaps in a pupil's attendance record are explained and filled in at morning registration. The Attendance Secretary (AS – LR/CR) will assist in helping maintain accurate attendance records by filling in any whole school/group activities such as ski trips etc.;
- Afternoon registration (PM registration) will be taken at the beginning of Period 5 by each pupil's subject teacher;
- In addition to the AM and PM registration all class teachers are requested to keep a SIMS Attendance Module register. This will assist in the accurate maintenance of attendance figures and will allow checks to be made on pupils suspected of playing truant;
- AM registers are to be closed at 9.30am each morning. In circumstances such as bad weather or public transport difficulties, the register may remain open for a longer period.

Absence

If a pupil is absent a parent/carer is required to inform us by email/note. Telephone calls on the first day of absence are encouraged but a signed email/note will also be required. An absence note pro forma may be found using the following link

[<http://colerainegrammar.com/Uploaded%20Documents/Absence%20Note%20pro%20forma%202020.pdf>]

alternatively pro forma notes are in the pupil planner.

Staff can find copies of the absence note pro forma at RMStaff - Attendance - Absence note template (See Appendix A).

The reason for absence will be recorded in the register and the note stored in the Attendance Secretary attendance note file. **NB.** Whilst a phone call to the office at the beginning of an absence is appreciated, it is **not** an acceptable explanation – an email/note is also required.

The Head of Faculty (HoF) with responsibility for attendance will provide lists of unexplained absences for each registration class on a 2-week basis using SIMS. This information will be provided in electronic format and stored at RMStaff – Attendance – Pastoral Leader Data. The Attendance Secretary (on the last day of the summer term) will ensure all notes and records are safely stored for a period of 10 years.

Absence for medical reasons

Parents/carers are asked, whenever possible, to make appointments outside school hours. If an appointment has to be made during school hours a written explanation or email must be provided stating clearly the time of the appointment. If there are frequent absences for medical reasons, parents/carers may be asked to provide medical evidence in the form of a doctor's certificate.

Notes should be signed by the Class Tutor at morning registration and presented by the pupil at reception when signing out of school for their appointment (this note is retained by reception). Pupils are expected to return to school following their appointment whenever possible.

If a pupil has a medical condition that may affect attendance and punctuality, parents/carers are asked to contact the school to discuss possible arrangements with their child's Pastoral Leader (PL).

Family holidays during term time

CGS strongly discourages holidays during term time due to the impact this can have on a pupil's learning. Parents/carers must contact the school prior to booking any holiday to explain the need to remove a pupil from school during term time. This contact should be in the form of a letter addressed to the Headmaster. Family holidays during term time will be categorised as an unauthorised absence (Code G) unless in very exceptional circumstances when the Headmaster authorises using Code F (see guidance DENI Attendance Guidance Absence Recording by Schools, Circular Number 2021/16, updated January 2022, Page 21).

Unlike the rest of the United Kingdom, there is currently no legislation in Northern Ireland with regard to taking holidays in term time (as there is in the rest of the United Kingdom). However, if a pupil's attendance falls below 85% in a school year, the school is obliged to contact the EWO.

Study Leave

Study leave code **S** will only be applied to **public examination** candidates during the examination timetable. The main types of public examinations are GCSE, A Levels and equivalent qualifications. The study leave code should not be used for internal examinations, for extended periods or in advance of the commencement of the examination timetable.

Decisions on study leave will only be made by the Senior Management Team. It is considered good practice to provide parents with a minimum notice of one week prior to study leave being awarded.

Supervised study or revision classes provided in school will be coded present / (AM) or \ (PM).

Exceptional Closure

Exceptional closures should only be used when the school has been granted permission of the Department of Education.

Reduced Timetable for a Pupil

Pupils should only be exempted from the statutory curriculum (reduced timetable) and assessment requirements on a temporary basis if the school has carried out the appropriate procedures outline in the Education (Curriculum) (Temporary Exemptions) Regulations (NI) 1990.

Extended Leave

Code "J" (September 2018) allows pupils, for a limited period only (agreed with the school), to travel outside the UK without their attendance levels being adversely affected. Family holidays agreed or not agreed are **not** to be coded using this code. For this code to be used, the family concerned must make application to the school, outlining the reasons for the request and the proposed period of extended leave. A template (see Appendix F <http://bit.ly/2q54tZ1>) is to be completed by the parents/carers before the absence is recorded in SIMS. All approved applications must be sent to the Department of Education at attendance@education-ni.gov.uk.

Monitoring attendance trends

The Head of Faculty with responsibility for attendance will monitor the percentage attendance for each year group monthly using SIMS. This monitoring of monthly attendance will be in conjunction with the PL/APL and Class Tutors. The regular meetings of the Pastoral Team will have attendance included on the agenda for discussion. The HoF with responsibility for attendance will provide the following lists:

- unexplained absence lists by year group and registration class;
- year group and registration percentage attendance lists ranked by the attendance percentage figure;
- less than 90% attendance lists for year groups;
- less than 85% attendance lists for year groups.

The monitoring attendance lists are to be found in RMStaff – Attendance – PL Data.

Attendance letters/email/text may be sent, an interview or a phone call to the parent/carer may be made when attendance drops below 90% and again at the 85% threshold in order to inform parents/cares that a referral has been made to the EWS. The HoF with responsibility for attendance may send attendance letters/email/text after discussion with the PL/APL and Class Tutor. The attendance letters are as follows:

- L1, L2, L2A, L3, Year 12, Post 16, Truancy and Absence Note. (See Appendix B)

Referral to EWS

Regular meetings will take place between the HoF and the EWO to discuss possible referrals following consultation with PL/APL and Class Tutor. The EWO reports details of all visits made to the homes of allocated cases and offers a counselling and supportive role where deemed necessary to encourage the pupil to attend school regularly. The EWS supports parents who are endeavouring to get their children to attend school regularly.

If a pupil's absence causes concern, or if their attendance falls below 85%, they may be referred to the EWS, if appropriate. The EWS will support staff and parents/carers in developing and implementing strategies to address or improve school attendance.

The HoF will lead any referral to the EWS with the PL/APL and Class Tutor providing input. A referral may only be made after consultation with the HoF, PL/APL, Class Tutor, EWO and either a phone call, interview or letter to the parent/carer. In some cases, the opinion of the School Based Care Team (SBCT) and Pastoral VP may be sought.

Monitoring individual attendance

Class Tutors are best placed to monitor individual pupil's attendance patterns and to ensure that absence notes have been received. If the Class Tutor identifies a pattern in absence, they will discuss this with the PL/APL who may decide to refer the matter to the HoF with responsibility for attendance.

Attendance Concern Register

The HoF with responsibility for attendance will record and update the attendance concern register which is to be found at RMStaff – Attendance – Attendance Register. The attendance register holds the names of those who have been referred to EWS.

Attendance Codes

The recording of the appropriate attendance codes in SIMS is subject to DENI circular 2021/16 updated January 2022. CGS uses the amended Quick Reference Guide for Class Tutor code entry. (See Appendix B)

Attendance Awards

Early in Term 1 Yr. 9 – 12 excellent and full attendance awards will be presented to pupils for the previous year. Early in Term 2 Yr. 8 excellent and full attendance awards will be presented to pupils for Term 1.

Attendance Target

The agreed whole school percentage target for 2022/23 is **95.0%**.

Signing in and out during the day

Castlerock Road Campus:

- if a pupil arrives to school after 9.05am the close of registration, they are to report to Ms N Henry who will record their reason for lateness in Lesson Monitor (LM) and register them as late in the SIMS register. The pupil should then make their way promptly to class;
- if a pupil is to leave during the day, they must show their note at registration (Class Tutor will sign it) or a Lesson Monitor Comment will have been added to the register by the Attendance Secretary when they receive an email from the parent/carer. When leaving report to reception and show the endorsed note, the secretary will record the absence in LM Comments, and the pupil will sign out (note to be retained by reception). Pupils in Year 12 must be collected from reception by a parent/carer, Year 13 – 14 pupils after signing out can leave from reception unaccompanied. If a pupil returns, they must follow the procedure above to sign in.

Lodge Road Campus:

- if a pupil arrives to school after 9.05am the close of registration, they are to report to Miss J Wilson who will record their reason for lateness in Lesson Monitor (LM) and register them as late in the SIMS register. The pupil should then make their way promptly to class;
- if a pupil is to leave during the day they must show their note at registration (Class Tutor will sign it) or a Lesson Monitor Comment will have been added to the register by the Attendance Secretary when they receive an email from the parent/carer. When leaving report to reception and show the endorsed note, the secretary will record the absence in LM Comments, and the pupil will sign out. Pupils in Year's 8 – 10 must be collected from reception by a parent/carer. During the school day they must sign in at reception using the signing in book (secretary will amend SIMS/LM appropriately).

If the AS or campus secretary has a concern regarding a note or reason for lateness then the pupil should be sent to Mr McGregor (CR, HoF) or Mr Hamilton (LR, PVP), in their absence the pupil can be sent to a HoF.

Appointments during the school day

Parents/carers are asked, whenever possible, to make appointments outside school hours. If an appointment has to be made during school hours' parents/carers are required to inform us via email (with an attached written or photographed signed note) **by 2pm the previous day**. A telephone call stating the reason, date and time is helpful but a signed emailed note will also be required.

Absence Text Message Alert

The attendance secretary will send an absence text alert to parents/carers of pupils who are recorded absent at the close of AM registration.

Strategies

Attendance

- all pupils whose attendance falls below 90% are first spoken to by their PL/APL. If their attendance remains below 90%, then parents may be telephoned, or a letter sent. When attendance falls below 85%, and there is cause for concern, this is referred to the EWS;
- all pupils who have been absent for a prolonged period due to illness are welcomed back to school and steps taken to ensure their return is as smooth and stress free as possible.

Punctuality

- all pupils are expected to move efficiently between classes and arrive punctually for their next lesson;
- pupils who are persistently late for class are highlighted to their Class Tutor/PL/APL;
- Year 14 may leave the school grounds at lunchtime (only on foot, not using cars), other students are permitted to go home at lunch time if they provide a 'lunch note' to the VP;
- all pupils with full attendance are acknowledged.

Late marks

All pupils with a valid explanation must –

- follow the signing in procedure for their campus. If no valid reason is given, pupils with two late marks in a half term may be given a Main School Detention.

Truancy

Where truancy is suspected:

- the PL/APL contacts parents/carers and, if confirmed and repeated, a referral could be made to the EWS;
- the pupil may be given a Sat DT in order to make up the number of hours of school time missed and a truancy letter is sent to the parents/carers (See Appendix B).

Roles and Responsibilities

The **Board of Governors** provide support by reviewing school attendance figures and targets and ensuring it is placed as an agenda item at each meeting.

The **Headmaster** (HM) has overall responsibility for whole school attendance. The designated **HoF** with responsibility for attendance should bring any concerns regarding school attendance to his attention.

The designated **HoF** will be responsible for the day to day management of attendance, including:

- collecting data and producing regular reports for staff and governors on attendance and absence figures;
- setting up and maintaining an effective system for registration, follow-up of absence, and referral to EWS;
- maintaining the attendance register;
- ensuring all staff are clear about their responsibilities and providing INSET where necessary;
- liaising with EWS and external agencies.

The **Attendance Secretary (AS)** on each campus will be responsible in assisting the HoF with the day to day management of attendance, including:

- monitoring AM and PM attendance and sending associated missing register reminders (email) to staff;
- ensure that all absence notes/emails from parents/carers are scrutinised for authenticity and coded in SIMS appropriately (Appendix C) – an absence note should be provided within 5 days of return to school;
- printing monthly data registers (no missing marks) in hard copy and retaining these for the statutory requirement of 10 years;
- collection and storage of absence note files at the end of the summer term for the statutory requirement of 10 years;
- informing relevant staff of missing marks in registers (AM and PM);
- entering attendance data (codes) for whole school/group activities such as a ski trip etc;
- providing attendance reports for; BoG, HM, EWO, HoF with responsibility for Attendance, Teacher with responsibility for free school meals and relevant external agencies;
- completing the end of year SIMS procedures;
- sending the daily absence text alert/text/email;
- sending and preparing unexplained absence note letters/text/email;
- entering absence note codes;
- providing lists/reports of pupils absent for 3/5 consecutive days;
- providing lists of unexplained absences to PLs/APLs and HoF;
- sending and preparing daily late to school lists furthermore adding details to SIMS/LM;
- attending SIMS Attendance and Lesson Monitor training as required.

The **Pastoral Leader** will be responsible for monitoring the attendance of their year group. They should:

- induct new Class Tutors in their year team on attendance procedures;
- monitor the attendance performance of their individual tutor groups and year group, follow up and give guidance to individual Class Tutors, where instances of patterns of absenteeism or punctuality as identified by SIMS are not being effectively addressed;
- monitor the collection and recording of absence notes in SIMS;
- display attendance certificates and associated lists as required to promote improved attendance/punctuality and reward;
- regularly reviewing attendance and punctuality data with the HoF;
- ensuring that contact is made with the parents/carers of poor attendees;
- investigate internal truancy and apply the appropriate consequences;
- promote good attendance and punctuality through assemblies.

Class Tutors are the key figures in promoting regular, punctual attendance. They should:

- provide a good example by always being punctual for registration;
- carry out electronic AM registration using SIMS in the prescribed manner;
- ensure that pupils who are late are recorded in the system and dealt with appropriately;
- monitor patterns of absence for individuals within their registration group;
- alert the PL/APL when there is an attendance concern or when there is an unexplained absence of three days or more;
- inform the PL/APL when absence notes are not being produced.

In cases of poor attendance Class Tutors use the following strategies:

- offer praise to individual students whose attendance and/or punctuality is improving;
- encouraging all pupils to discuss problems which influence their attendance;
- discussing concerns with the PL/APL;
- monitoring changes in behaviour and appearance of individual pupils;

- implementing Child Protection or Anti-Bullying Policies if necessary.

Curriculum Leaders should:

- provide a good example by always being punctual;
- ensure that members of their department record attendance using SIMS at the beginning of every lesson;
- regularly put attendance on the agenda for their department meetings so that members of the department may query anomalies in student's attendance against attainment/performance.

Subject Teachers should:

- provide a good example by always being punctual;
- ensure that pupils who are late for their classes are dealt with appropriately;
- take a SIMS Attendance Module register at the beginning of every lesson (and ensure that pupils know the register is being taken);
- follow up any suspected internal truancy by informing the CL and PL/APL;
- monitor the progress of pupils with poor/good attendance and how it relates to their attainment.

CGS is committed to working with parents/carers to encourage regular and punctual attendance.

Parents/Carers should:

- ensure their child attends school regularly and is punctual for the start of registration at 8.55am. Lateness is recorded at registration and on the pupil's attendance record;
- inform the school immediately if their child is unable to attend, first by phone and later in writing/email using the absence note pro-forma found in the pupil planner/attendance area on the school website;
- try to make all appointments for their child out of school time;
- ensure that any work which is organised to cover a period of absence by the PL/APL is completed;
- work with the school to resolve any problems concerning unauthorised absence;
- contact school if their child is suffering from an illness which is likely to involve more than 3 days' absence;
- talk to the PL/APL, HoF or HM if they are concerned that their child may be reluctant to attend school so that they and the child receive the maximum support.

Parents/carers are reminded that any pupil failing to attend school regularly diminishes the value of the education provided for them and for others.

Pupils should:

- maintain their attendance at the highest possible level;
- supply absence notes to the Class Tutor the day following return from absence;
- be in registration promptly for 8.55am and at the beginning of classes;
- sign in using the correct procedure if they arrive late;
- catch up on any work missed during a period of absence. For a holiday the pupil must complete a 'pupil absence form' which is available from the HMs PA;
- report to the Class Tutor/PL/APL if there is a genuine reason for lateness;
- ask the Class Tutor to sign a note for leaving during the school day;
- report to reception when leaving during the school day and sign out, the same procedure should be followed when returning to school during the day.

Monitoring and Evaluation of Policy

This policy and procedures are reviewed on an annual basis by the HoF through consultation with all relevant stakeholders.

Appendix A

ABSENCE NOTES

✂-----



To be given to your Form Teacher/Registration Tutor on the day you return to school following absence
Today's date _____

Dear _____,

My son/daughter, _____, class _____

was absent from _____ until _____.

The reason for her absence was

Illness Medical Appointment Urgent family Business (please explain)

Holiday (agreed with Headmaster) Holiday (Not agreed with Headmaster)

Other _____

Further Explanation _____

Signature of Parent / Carer, _____

✂-----

Appendix B

L1

RMcG/BD

Dear,

Whilst reviewing the school's registration records with your child's Pastoral Leader, it has come to our attention that their attendance has dropped below 90% for this school year. This figure gives us cause for concern, whilst there may be genuine reasons for the absences, it is likely that there may be a detrimental effect on the longer-term academic achievement if they continue to miss school on a regular basis.

Please feel free to contact us if you wish to discuss your child's progress and attendance further.

Yours sincerely,

Head of Faculty with responsibility for attendance

L2

RMcG/BD

Dear ,

Whilst reviewing the school's registration records with your child's Pastoral Leader, it has come to my attention that their attendance has now dropped below 85% for this school year. This figure gives us cause for concern, whilst there may be genuine reasons for their absences, it is likely that there may be a detrimental effect on the longer-term academic achievement if they continue to miss school on a regular basis.

I also wish to draw to your attention that this is below the level of attendance which may generate intervention by the Educational Welfare Officer, who has access to the school's records.

Please feel free to contact me to discuss your child's progress.

Yours sincerely,

Head of Faculty with responsibility for attendance

Appendix B Cont.

L2A

RMcG/BD

Dear ,

Whilst reviewing the school's registration records with your child's Pastoral Leader, it has come to my attention that their attendance has now dropped below 85% for this school year. This figure gives us cause for concern for it is likely that there may be a detrimental effect on their longer-term academic achievement if they continue to miss school on a regular basis.

I appreciate that there are underlying issues in relation to your child's attendance which you have already discussed with their Pastoral Leader. However, I also wish to draw to your attention that their attendance is below the level which may generate intervention by the Educational Welfare Officer, who has access to the school's records.

If there is anything that you feel we, as a school community, can do to support your child's continued progress please feel free to contact either their Pastoral Leader or myself.

Yours sincerely,

Head of Faculty with responsibility for attendance

L3

RMcG/BA

Dear,

This letter is to inform you that due to our continued concern regarding your child's poor attendance we have referred the matter to the Educational Welfare Service. Please feel free to contact your child's Pastoral Leader or myself to discuss this matter.

Yours sincerely,

Head of Faculty with responsibility for attendance

Appendix B Cont.

Year 12

[]

RMcG/BD

Dear ,

This letter is to advise you that whilst reviewing the school's registration records with your child's Pastoral Leader, it has come to our attention that []'s current level of attendance is []%.

There may be sound reasons for absences to date, and we appreciate the efforts you are making to ensure that the attendance rate improves over the remaining weeks of term. Many staff will be completing controlled assessment tasks, practicals, course notes, preparation for revision and reviewing past papers during this time. Therefore, we would wish that [] has the full opportunity to take advantage of all of these preparations for the GCSEs.

Additionally, statistics highlight that there is a correlation between low attendance figures and underperformance at GCSE. As a school we wish to support in any way we can so that your child reaches their full potential in the May/June examinations.

Prospective employers or training providers will have access to attendance details; therefore, the attendance record may prove to be a factor in determining whether a place in further or higher education or employment is secured in the future.

I appreciate your help in monitoring your child's attendance to ensure that they do not miss more teaching time for any reason other than ill-health. Please contact the Pastoral Leader if you wish to discuss attendance further, or, discuss additional support to help secure a pleasing set of GCSEs in August for [].

Yours sincerely,

Head of Faculty with responsibility for attendance

Appendix B Cont.

Reviewed: June 2022

Review Due: June 2025

Post 16

[]

RMcG/BD

Dear,

This letter is to advise you that whilst reviewing the school's registration records with your child's Pastoral Leader, it has come to our attention that [] 's current level of attendance is []%.

There may be sound reasons for absences to date, and we appreciate the efforts you are making to ensure that the attendance rate improves over the remaining weeks of [] AS studies. Many staff will be completing controlled assessment tasks, practicals, course notes, preparation for revision and reviewing past papers during this time. Therefore, we would wish that [] has the full opportunity to take advantage of all of these preparations for the AS level examinations.

Additionally, statistics highlight that there is a correlation between low attendance figures and underperformance at AS level. As a school we wish to support in any way we can so that your child reaches their full potential in the May/June examinations.

Prospective employers or training providers will have access to attendance details; therefore, the attendance record may prove to be a factor in determining whether a place in higher education or employment is secured in the future.

I appreciate your help in monitoring your child's attendance to ensure that they do not miss more teaching time for any reason other than ill-health. Please contact the Pastoral Leader if you wish to discuss attendance further, or, discuss additional support to help secure a pleasing set of AS grades in August for [].

Yours sincerely,

Head of Faculty with responsibility for attendance

Appendix B Cont.

Truancy

RMcG/BD

Dear,

Whilst monitoring your child's attendance, it has come to our attention that they have been playing truant, the current attendance being % for this school year.

This situation gives us cause for concern as it is likely that there may be a detrimental effect on your child's longer-term academic achievement if they continue to miss school on a regular basis. I would like to draw to your attention the fact that truancy may generate intervention by the Educational Welfare Officer, who has access to the school's records.

I would be grateful if you would contact the Headmaster's PA (Mrs. N Millar) to arrange a meeting with their Pastoral Leader and I so that we may discuss this matter further.

Yours sincerely,

Head of Faculty with responsibility for attendance

Absence Note Letter

RMcG/BD

Dear,

Whilst reviewing the school's registration records with your child's Pastoral Leader and Class Tutor, it has come to my attention that absence notes are missing. The Tutor has reminded them of the need to provide a note but unfortunately this has not been forthcoming.

I enclose an absence note pro-forma which we would encourage you to use to communicate the reason for your child's absence(s).

If you have recently provided the school with absence note(s) please disregard this letter.

Dates of absences:

Please feel free to contact me to discuss your child's attendance.

Yours sincerely,

Head of Faculty with responsibility for attendance

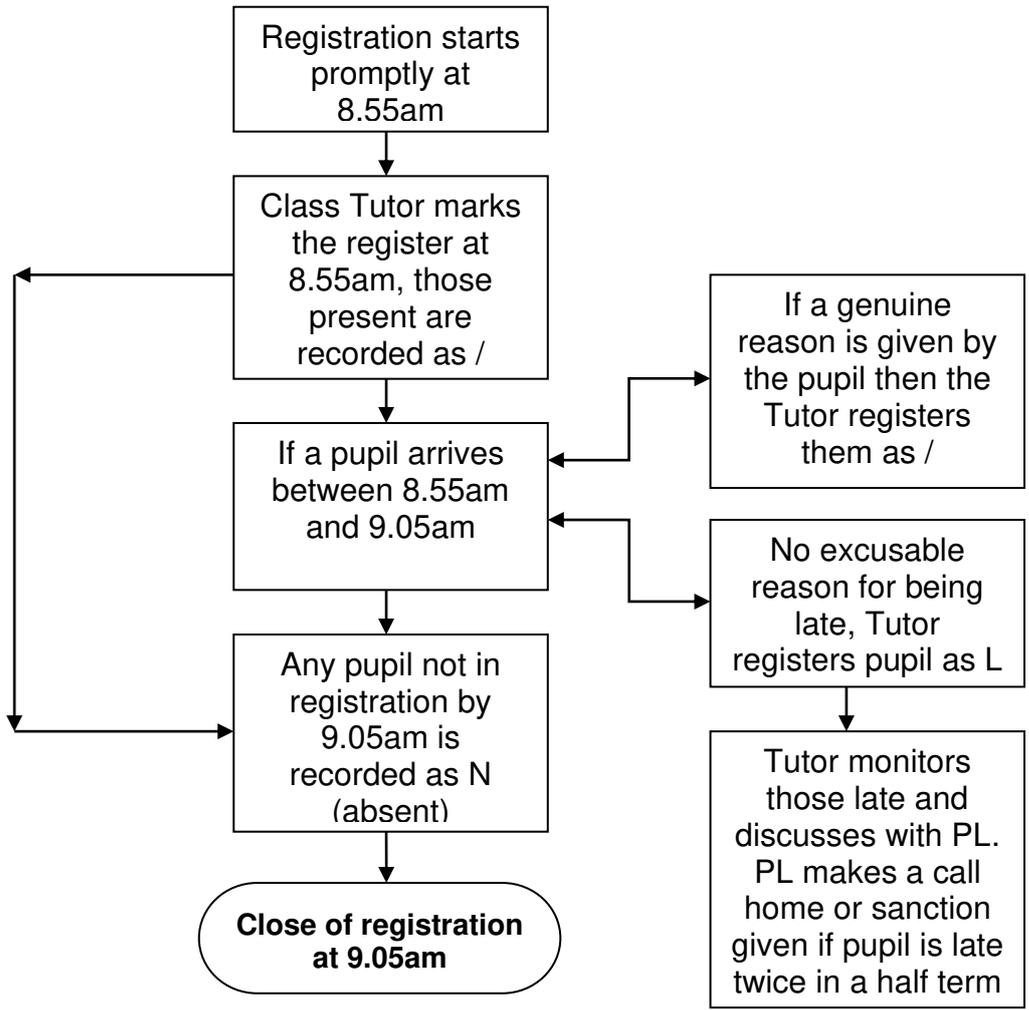
Appendix C

Attendance Codes Quick Reference for Pupil Absence in SIMS	
CODE	DESCRIPTION
/ \	/ = (AM): \ = (PM)
-	This mark should not be left at the close of registration (or P5)
N	Use this mark if a pupil is not present in registration. This mark needs to be changed to one of those below as soon as you have an explanation
B	Bereavement - death of a close relative
F	Family Holiday (agreed – check with PL or HoF) - agreed in exceptional circumstances e.g. following a bereavement or illness and only done so by the HM in writing
G	Family Holiday (not agreed) - holidays taken during term time where there are no exceptional circumstances
H	Other Absence – reason provided is not acceptable e.g. birthday or haircut
I	Illness (not medical or dental appointments)
L	Late (before registration closed)
M	Medical/Dental Appointments - a pupil who presents for registration and later goes out to attend an appointment should be marked present (/ \)
O	Other Exceptional Circumstances – exceptional event outside the control of pupil
P	Approved sporting Activity – attending a school organised sporting event or representative at country, provincial or international level
V	Educational Visit
W	Work Experience
5	Another mainstream school (under the entitlement framework (EF)) - pupil attending days or sessions at other post primary schools
7	FE College (Under EF) Pupil attending days or sessions at a training organisation.

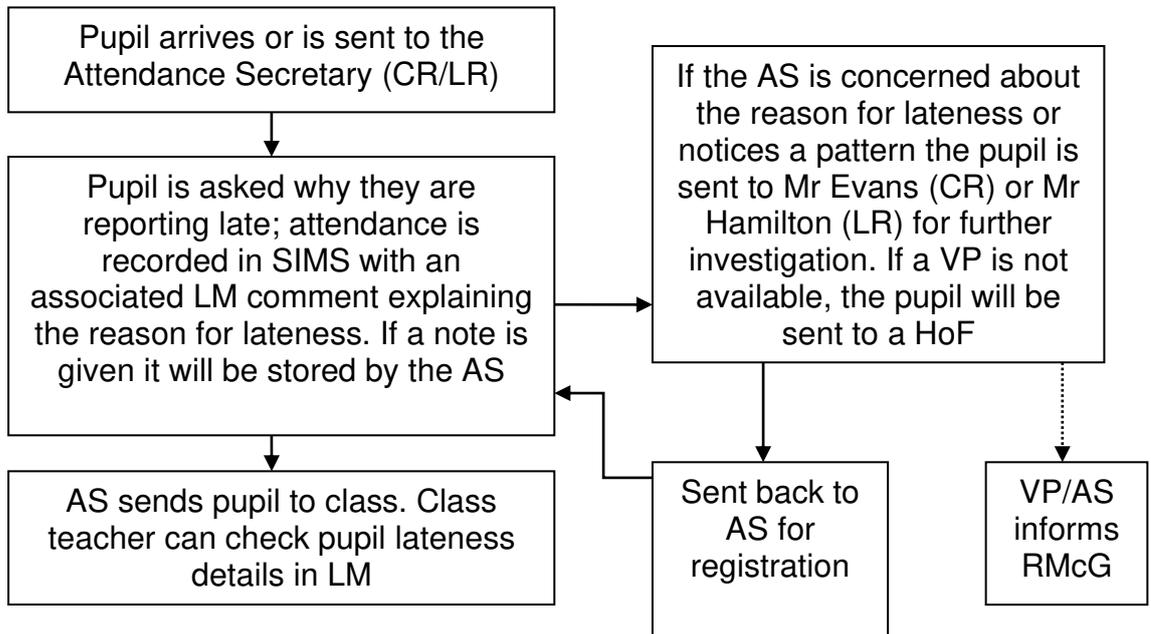
COVID-19 codes to be applied as per circular 2021/16 and updates.

Appendix D CR/LR Campus

AM Registration (8.55am – 9.05am)

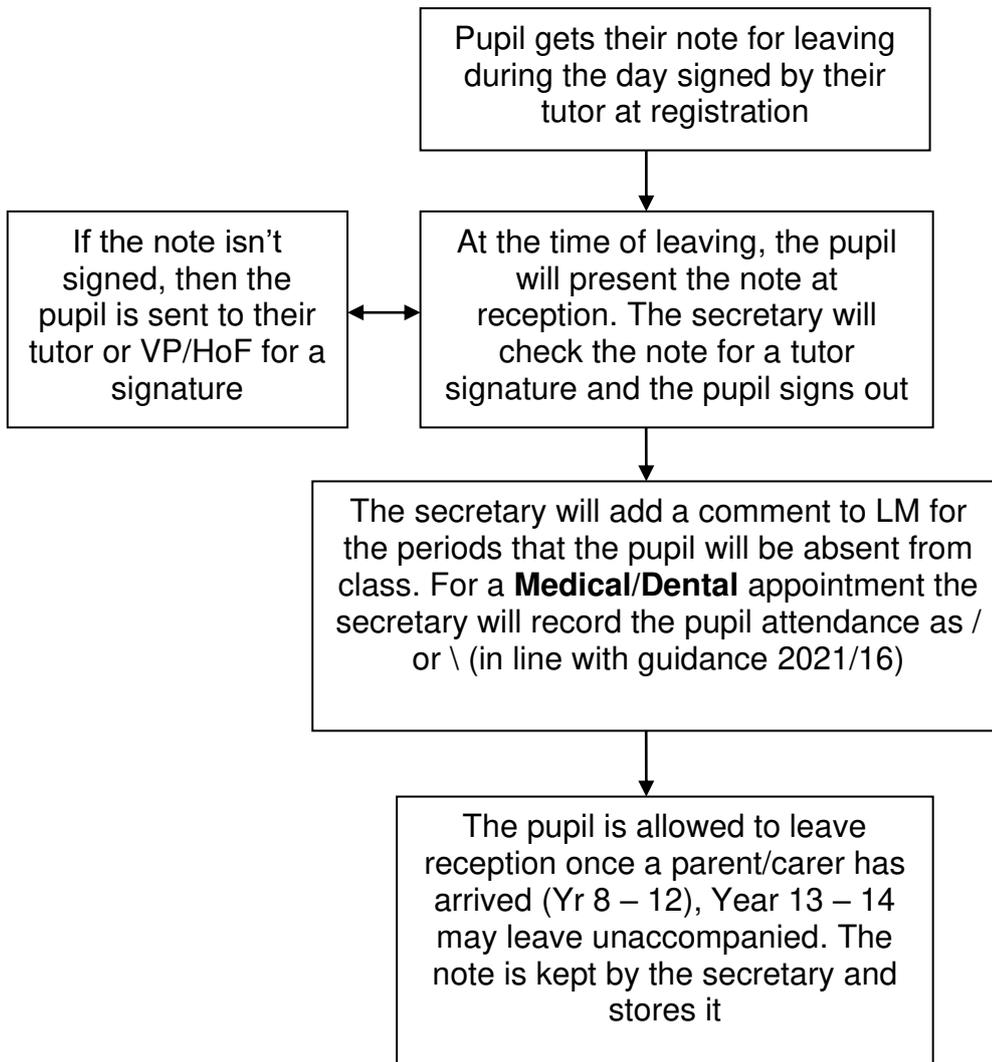


AM Registration (after close of registration at 9.05am)

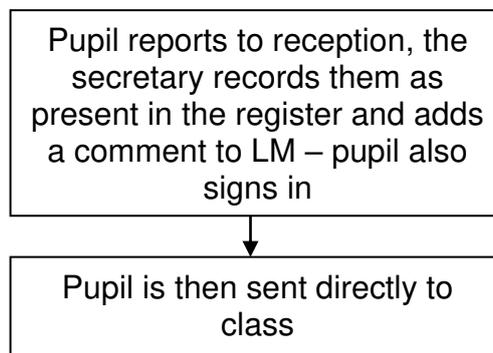


Appendix D CR/LR Campus Cont.

Signing out of Coleraine Grammar (LR/CR) during the day (if using a signed note)

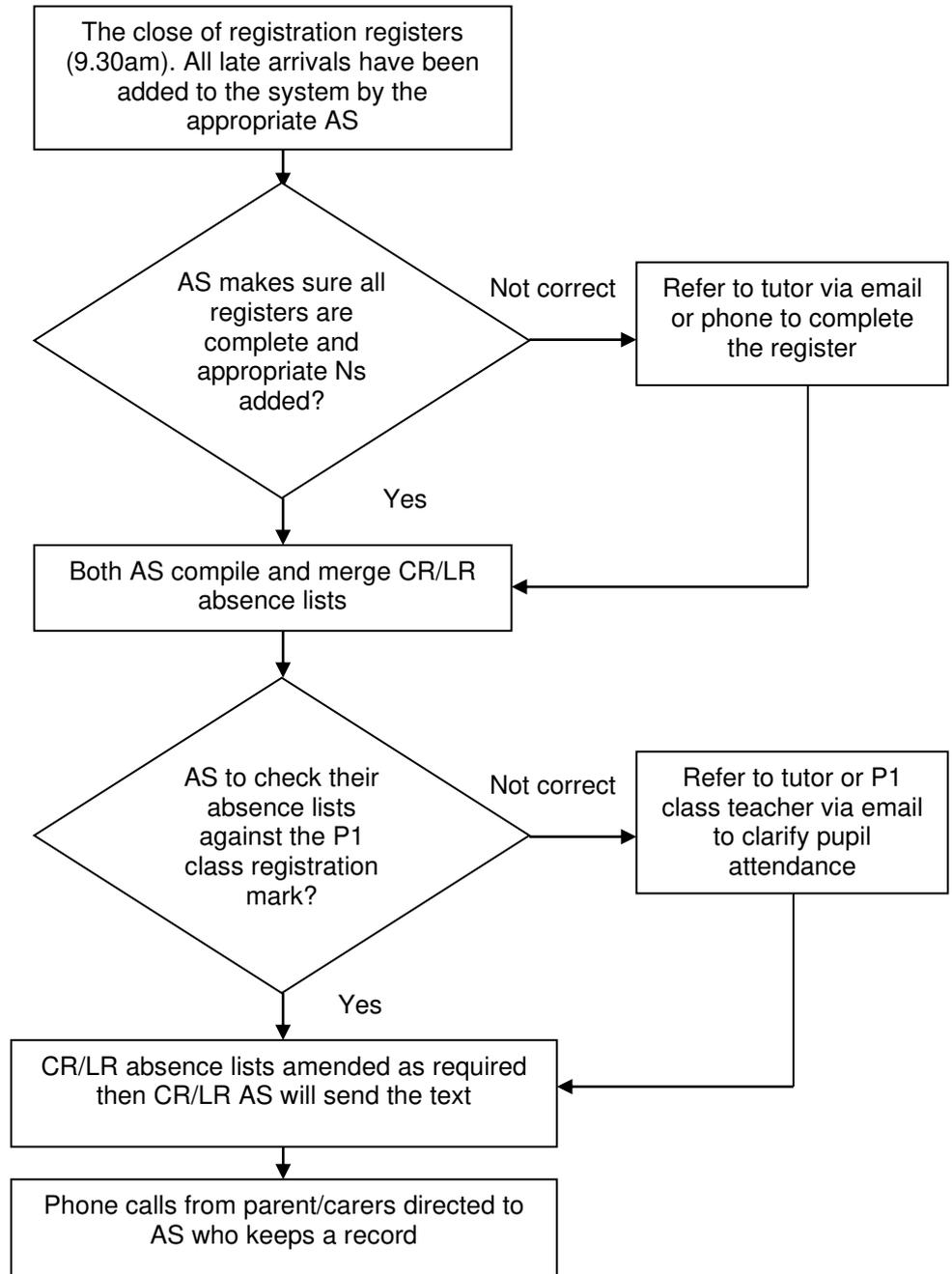


Signing into Coleraine Grammar (LR/CR) after leaving during the day



Appendix E CR/LR Campus

Absence Text Message Alert



Appendix F

REQUEST FOR EXTENDED LEAVE

Before filling in this form, please refer to DE Circular 2019/14 which explains the J code and the circumstances when it may be used.

****Please note DE recommend that the 'J' code is used for a maximum of 3 weeks****

School Name	
School Reference Number	
School contact number	
Email address of inputter	
Pupil Name(s)	
Proposed start date of Extended Leave	
Proposed end date of Extended Leave	
Reason for Extended Leave	<p>Please select a reason</p> <p>If selecting 'other' from the list please provide details below:</p>
<p>Have you given due consideration to the following: <i>(Please ensure all considerations have been documented and retained)</i></p>	
Safeguarding concerns/child protection issues	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Any SEN issues	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>
EA Services involved	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Provision of education whilst away	Yes <input type="checkbox"/> Not Applicable <input type="checkbox"/>
Has extended leave been approved for this pupil this year or in previous years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(if so, provide date of last approval) _____
Name of parent / carer:	
Relationship to pupil(s):	
Contact number during absence:	

Email address:	
Approval granted by the school:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Extended Leave Start Date:	
Extended Leave End Date:	
Reason for decision:	
Signature of Principal/Senior Management Team:	
Confirmation that parent / carer has approved:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Designated staff contact:	
Phone No:	
Email address:	
Evidence of reason for application	<p>Please attach pdf documents or add notes (e.g. Doctor's letter; letter from passport office; letter from school which child may be attending in other country)</p>

Please ensure a copy of this form is provided to the pupil's parent / carer and a copy is kept on the pupil's file. A copy of this form and supporting documentation should be sent to: attendance@education-ni.gov.uk.

*****All data contained on this form will be stored in accordance with GDPR*****