

Attendance & Punctuality Policy



2022/24



Related Policies for Abbey Community College.

Teaching for Learning
Inclusion Policy
Pastoral Care
Safeguarding/child protection policy
Positive Behaviour Policy

Summary:

- Regular school 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.
- Abbey Community College will strive to promote an ethos and culture which encourages good attendance and where each student will feel valued and secure.

THRIVE

This policy has been produced in collaboration with other schools in the Rathcoole and Monkstown area involved in the THRIVE project



ADDITIONAL NOTES

[Circular 2020/08 - Attendance guidance and absence recording by schools](#)

[Circular 2019/14 - Attendance guidance and absence recording by schools - Updated February 2020](#)

[Circular 2021/16 - Attendance guidance and absence recording by schools](#)

Education and Libraries (Northern Ireland) Order 1986

[Attendance in Schools ETI Good Practice Report](#)

[Miss School = Miss Out A Strategy for Improving Student Attendance v2](#)

[SCHOOL ATTENDANCE MATTERS A Parent's Guide](#)

[The Challenge of Improving Student Attendance at School](#)

<https://www.education-ni.gov.uk/articles/student-attendance>

History:

Drafted: 27th June 2015

Updated: 26th June 2022

By: Senior Leader Pastoral Care

Key Dates:

Emailed to Board of Governors:

Discussed at Board of Governors:

Circulated to staff:

To be reviewed:

Rationale	4
Aims	5
Attendance expectations	5
School	5
Parents	5
What is expected of parents?	6
What is expected of Students	7
What is expected of Class Tutors and Heads of Year	8
Class Tutor Monthly Review	9
What is expected of the Office Staff	10
What is Expected of the Attendance Officer?	10
What is Expected of the School Social Worker?	11
Summary of Actions	11
Proactive Promotion of Attendance	12
Attendance Rewards	12
Review cycle of policy	13
Appendix 1 Term Time Holiday letter	14
Appendix 2 Less than 95% letter	15
Appendix 3 Less than 90% letter	16
Appendix 4 Punctuality letter	17
Appendix 5 Miss School Miss Out	18
Appendix 6 Student Absence Form	19
Annex - COVID 19 Restrictions	20
School Role on tackling engagement/ attendance	21
Summary of Codes September 2021	22
COVID Concern Letter	23
Pastoral Structure	24

Rationale

Schools in this area are committed to ensuring that children and young people achieve in school and thrive as individuals.

Encouraging regular school attendance will help prepare children and young people for success—both in school and in life. When everyone makes school attendance a priority, children achieve in school, develop healthy life habits, avoid dangerous behaviour and have a better chance of leaving school able to find work.

A high level of student attendance at school is crucial for the success and well-being of students. Managing attendance reflects the school’s commitment to students’ pastoral care and their academic success. It is, therefore, an area of strategic importance for all schools in this area.

Department of Education NI Circular 2015/02 entitled Attendance Guidance and Absence Recording By School highlights the responsibilities of Boards of governors of all schools regarding student attendance.

As a group of schools, we are all aiming for a minimum of 95% attendance.

The Department of Education’s guidelines defines 95% attendance as satisfactory attendance only.

100% Attendance	0 Days Missed
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed

Benefits of consistent attendance at school

- Consistent learning and development of key skills
- Consistent development of social skills and maintaining friendships
- Forming regular habits and routines
- Developing the life skill of punctuality and good time management
- Reducing the risk of dangerous behaviour
- Improving readiness for employment

Aims

We hope that through our approach to student attendance to achieve the following aims:

1. Students, parents, and staff will strive for high attendance.
2. Our overall student attendance will be a minimum of 95%.
3. Punctuality, in particular, will be of a high standard.
4. Students being removed from school for appointments during school will be minimal.
5. Parents will not plan holidays for their families during periods when school is in session.
6. Students' attainment will be increased.
7. Students being tracked for poor attendance will show prolonged improvement.
8. Referrals to outside agencies will be extremely low.

Attendance expectations

Consistent attendance at school for the benefit of all students requires everyone to work together

School

The Principal is responsible for the overall management of the school's attendance policy and procedures. This work is supported via the work of the school office.

Teachers have a pivotal role to play in this aspect of the school's work. The teachers are working with students and have a more holistic view of the issues facing each student in their care. There must be clear communication and cooperation between the administrative staff and the teachers.

Parents

Parents must accept their responsibilities to ensure students' attendance is high. Parents have a pastoral and legal duty to make sure their children attend school. If parents fail to meet their obligations it will have a profound impact on their children's education and future opportunities.

Parents should communicate with the school if there are reasons why it becomes difficult for their child to consistently attend school. This enables the school to meet the pastoral care needs of the student and help families' access external support if required.

The school recognizes that there are often demands on families which present challenges to punctuality and attendance. We want to work with parents to ensure families access supports available to help with these demands as relevant.

If a parent is failing to meet their responsibilities the school is obliged to intervene. To not send a student to school regularly is a reason for the involvement of outside agencies,

possible legal action and, in the most extreme situations, an investigation into potential neglect or/and abuse.

What is expected of parents?

All parents should:

- Have good routines in place to encourage punctuality.
- Communicate to their children how important school is and the need to attend.
- Ensure that students are only absent when ill health or bereavement prevents them from attending school.
- Contact school before 9.00 am on the first day of absence.
- Complete the absence note section of the student's planner on the first day of return to school.
- Make dental or medical appointments outside of the school day. If an appointment can't be arranged after school hours, parents must provide a signed note and an appointment card. These are to be shown to, and the note signed by the Class Tutor, Head of Year or Head of School. These should be shown at the school office for recording when leaving the premises.
- If an appointment is organised at short notice by a parent and no note is provided, it is essential that the school has confidence in any person collecting a student. This person should be the Parent or Guardian or someone who can prove clear responsibility for the child.
- Students should sign back into school upon their return. This is essential to ensure the school fulfils its legal obligation to keep an accurate record of all persons on the school premises at any time.
- Cooperate fully with school and external agencies to support attendance.

What is expected of Students

- Students are expected to place importance on their education and to attend school and all lessons on time and properly prepared.
- Students should be in school by 9.00 am for registration each morning.
- If a student is late for a valid reason they must bring a short written explanatory note from their parent or guardian to their Class Tutor.
- If a student arrives between 9.00 am and 9.05 am they should go directly to their Class Tutor who will mark them late.
- Students arriving after 9.05 am are required to sign in at Reception and their register will be updated by administrative staff.
- A student who is late two times in any given half term without providing an explanatory signed note from a parent will be assigned after-school detention for persistent lateness.
- Parents and students should note that “I slept in” or “I missed the bus” will not be accepted as valid reasons for lateness.
- Students must remain on the school premises at all times throughout the day. The school premises are self-contained and students have no reason to leave the grounds until the end of the timetable for the day. The exceptions to this are:-
 1. Sixth Form students may leave the grounds for lunch on designated days after a parental permission slip has been provided,
 2. Students attending unavoidable medical or dental appointments,
 3. Students leaving school with a member of staff for an approved educational activity.
 4. Students must bring a note from their Parent/Guardian explaining any absence from school on the day they return. This is particularly important for Sixth Formers who are eligible for EMA as inaccuracy in their attendance records will affect payment.
 5. Students must catch up on any work missed due to absence.

What is expected of Class Tutors and Heads of Year

- Continually stress the importance of full attendance and punctuality. Tutors can use the reward scheme to identify and reward full attendance.
- *Class Tutors must take a morning registration daily at 9 am.* If unable to do so for whatever reason they must ensure a replacement is in place to take the attendance register. This information must be as accurate as possible as the information is communicated to parents on a weekly basis. Parents may also check a student's daily attendance using the SIMS Parent's App.
- Class Tutors are expected to monitor student attendance and punctuality. Attendance reports are to be reviewed by Heads of School monthly (weekly when there is cause for concern). Concerns over any student must be referred to the Heads of Year when appropriate and discussed at the monthly pastoral meeting.
- Leave pre-marks in place and not overwrite.
- Closely monitor the attendance of all students in their Tutor Group and Year Group and refer, when appropriate, any concerns to the appropriate Head of School.
- Reinforce with students the need to catch up on work missed following a period of absence.
- Monitor closely students who fall below 95% attendance until improvement is evident. Interviews with students and contact with parents are to be noted and including any liaison with Heads of Year and Head of School.
- Heads of Year should demonstrate concern for their students by endeavouring to speak to any student on their return to school after an absence.
- Class Tutors should encourage students to catch up with work missed by providing advice, support and practical help, e.g. collating work from other staff.
- Class Tutors are expected to commend and recognise any student who achieves full attendance in any calendar month.
- **Award full attendance achievement points to relevant students on a monthly basis.**

Class Tutor Monthly Review

The Attendance Spreadsheet on Google drive will be updated on a monthly basis for class tutors to monitor attendance. This document will be prepopulated with the students' details as well as attendance data from the previous academic year.

The following data will be added at the start of the month for staff to add interventions, this is vital as this information will be needed if attendance fails to improve and a referral to EWS is needed.

During COVID the attendance mark will be made up of:

- % Present + AEA
- % Authorised absences (marks given for confirmed/ suspected cases of COVID)

Reg	Year	% Present + AEA	% Authorised absences	Total	Late (both)	EWS Info	Contact Date	Reasons for Low Attendance	Action
11SKC	Year 11	100	0	100	0				
11SKC	Year 11	100	0	100	0				
11SKC	Year 11	80.56	19.44	100	0				
11SKC	Year 11	8.33	0	8.33	0				
11SKC	Year 11	94.44	0	94.44	0				
11SKC	Year 11	58.33	25	83.33	0				
11SKC	Year 11	88.89	5.56	94.45	0				
11SKC	Year 11	94.44	0	94.44	0				
11SKC	Year 11	100	0	100	0				
11SKC	Year 11	77.78	0	77.78	0				
11SKC	Year 11	100	0	100	1				
11SKC	Year 11	97.22	2.78	100	1				
11SKC	Year 11	0	0	0	0				
11SKC	Year 11	97.22	2.78	100	0				
11SKC	Year 11	100	0	100	0				
11SKC	Year 11	100	0	100	0				
11SKC	Year 11	97.14	0	97.14	0				
11SKC	Year 11	97.22	0	97.22	0				
11SKC	Year 11	100	0	100	2				
11SKC	Year 11	91.67	0	91.67	1				
11SKC	Year 11	100	0	100	0				
11SKC	Year 11	94.44	0	94.44	1				
11SKC	Year 11	86.11	0	86.11	0				
11SKC	Year 11	83.33	5.56	88.89	0				
11SKC	Year 11	94.44	0	94.44	0				

What is expected of the Office Staff

- Office staff will ensure good communication regarding attendance by passing information quickly and accurately to teaching and pastoral staff.
- Office staff will produce manual attendance sheets in the event of an emergency
- Office staff will maintain a "late sheet" for latecomer students.
- Office staff will maintain a daily "out" log for students who are released from school.
- Office staff will maintain a daily log of phone calls from parents regarding absence, lateness or others pertaining to attendance.
- Office staff will pre-mark EOTAS students.
- Change an M code for pre-arranged medical appointments to a present mark when the student arrives back in school.
- Send out letters on SIMs to parents when required by Heads of School/ Head of Year

Legal proceedings can be initiated below 85%. When a referral is made the EWO link teacher meets with the EWO to discuss possible reasons/circumstances. Parents and children to be interviewed by EWO with a suggested strategy and to set conditions. Failure to comply will lead to legal proceedings. Absences can only be authorised if judged to be reasonable at the discretion of the principal.

What is Expected of the Attendance Officer?

The Attendance Officer will:-

Maintain the integrity of student attendance records by updating where necessary

Produce and disseminate monthly a year-to-date attendance and punctuality report by year and issue to Year Heads

Award full attendance achievement points to relevant students on a monthly basis

Produce standard letters to parents when required by Heads of School

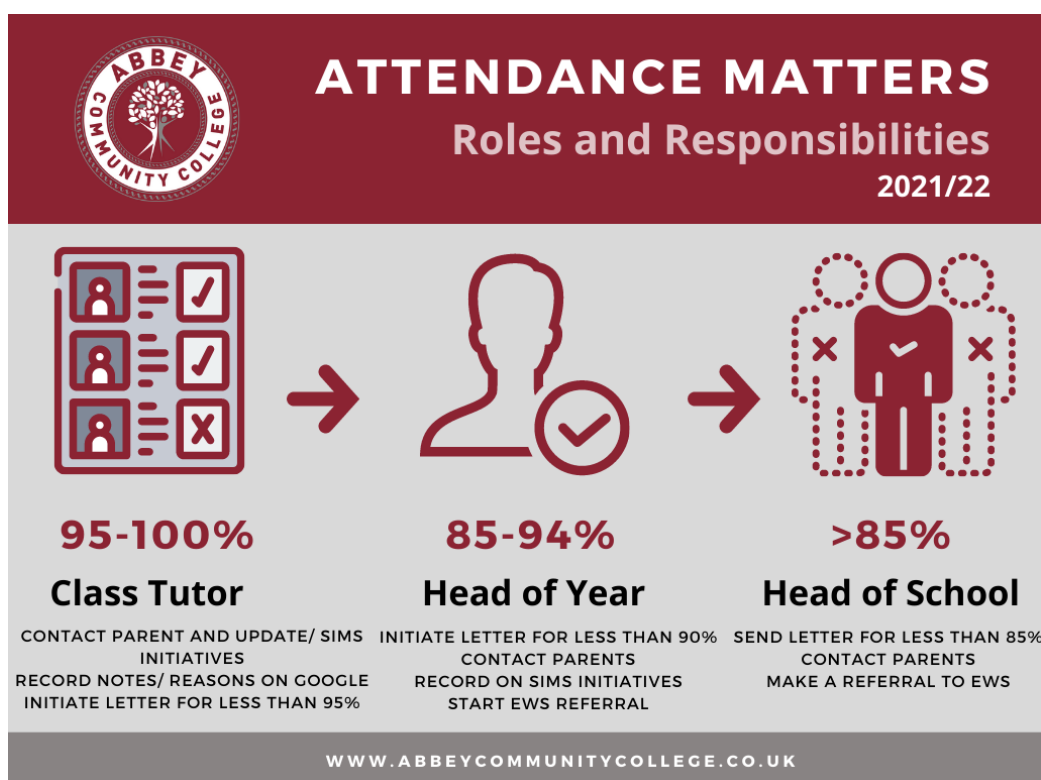
Change an M code for pre-arranged medical appointments to a present mark when the student arrives back in school.

Produce attendance reports to BOG on an annual basis

What is Expected of the School Social Worker?

- Home visits
- EWS Referrals (Linking in with HOY)
- Maintain EWS Spreadsheet on Google Drive
- LAC Attendance

Summary of Actions



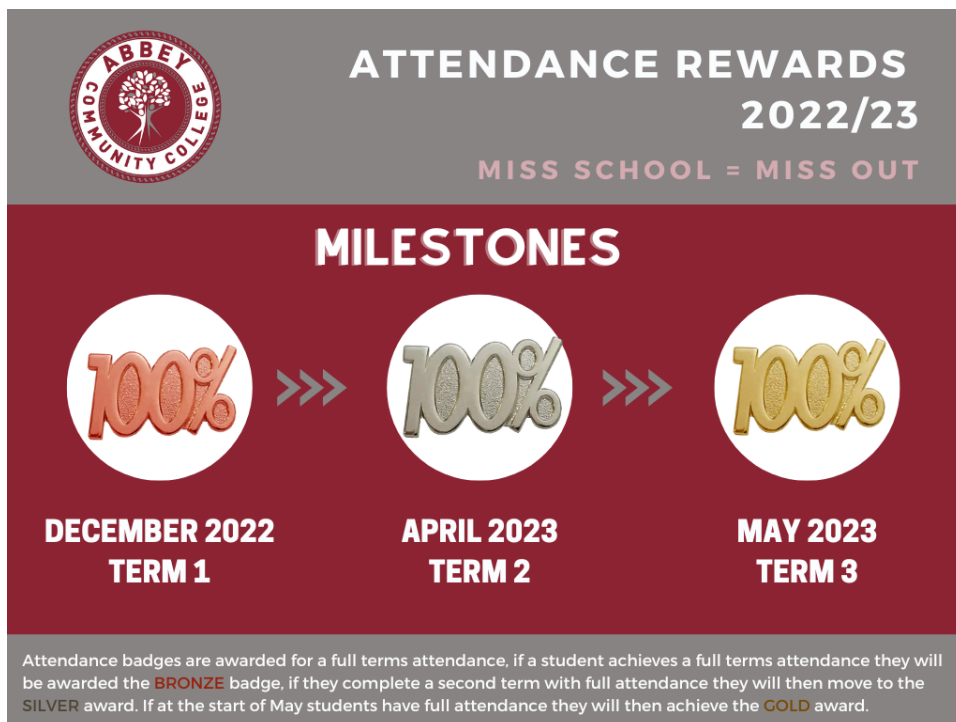
Proactive Promotion of Attendance

Our approach is first positive and proactive. Our aim is to create a culture of high expectations in which all students are aspiring for 100% attendance. How do we strive to achieve this type of ethos?

- School holidays are published well in advance and circulated regularly to help to reduce holidays being taken during the school year.
- Class teachers will create an expectation of punctuality and attendance.
- The students' annual reports are used to stress the high level of attendance required for success. The school's reports grades on attendance are based on guidance from the Department of Education.
- A range of rewards strategies is implemented for individuals and tutor groups.

Attendance Rewards

- SIMs Points (10 for 100% attendance in the month/ 3 for over 95%)
- 100% Badges for those with full attendance
- Trophy for form class with best monthly attendance (awarded monthly)
- Attendance Trip (over 95% attendance)
- Attendance levels set for Whole School Trips



The poster features the Abbey Community College logo in the top left corner. The main title is 'ATTENDANCE REWARDS 2022/23' with the slogan 'MISS SCHOOL = MISS OUT' below it. The central section is titled 'MILESTONES' and shows a progression of three 100% attendance badges: a bronze badge for 'DECEMBER 2022 TERM 1', a silver badge for 'APRIL 2023 TERM 2', and a gold badge for 'MAY 2023 TERM 3'. Double arrows connect the badges to show the progression. At the bottom, a small text box explains the award criteria: 'Attendance badges are awarded for a full terms attendance, if a student achieves a full terms attendance they will be awarded the BRONZE badge, if they complete a second term with full attendance they will then move to the SILVER award. If at the start of May students have full attendance they will then achieve the GOLD award.'

Review cycle of policy

The Attendance Policy will be reviewed and if required updated every two years. This process will involve staff and governor consultation.

Staff will be issued with a hard copy of the new policy and scheme after its approval. An electronic version will be stored at Staff/Policies/Pastoral Care/Attendance. Previous versions will be stored in an archive folder in the Attendance folder on the c2k system.

A summary version will be issued to parents after every review. A full version will be available from the school office for reference or/and a paper copy issued if required.

Appendix 1 Term Time Holiday letter

Date:

Term Time Holiday Letter

Dear Parent,

Every month we review students' attendance across the school. We are obliged to monitor attendance by the Department of Education due to the strong link between students' attainment and academic success.

One particular issue of concern is holidays during term time. Please note we publish school holidays by the January before the new school year begins to give parents excellent notice to avoid holidays being booked during term time.

After reviewing the circumstances of your child's holiday absence we would like to provide you with the following feedback (option in red):

- We have approved your child's holiday due to exceptional pastoral needs;
- We understand that you felt there was a valid reason for a term time holiday e.g. a family wedding in another country etc. We also appreciate that you engaged with the school to explain your dilemma. We are, however, unable to authorise this absence*;
- We understand that you have chosen to take a holiday during term time due to a leave issue or due to economic factors. Whilst we understand your position this absence will be recorded as an unauthorised absence*.

* There are very few situations in which the school has the ability to authorise a term time holiday.

In addition to this feedback we would like to add the following comment (option in red):

- Your child's attendance is generally good or better;
- During the last two years, we have had concerns about your child's attendance. Therefore, taking a term time holiday is more concerning.

For your records: Total days lost due to term-time holidays since Sept. 201_: insert number of days

We would like to ask you, respectfully, to avoid term time holidays in the future. In particular, however, holidays in September (when we are settling classes) and in May (when we are completing assessments) are very disruptive.

Your understanding of our position and support is appreciated.

Yours sincerely,

Principal

Appendix 2 Less than 95% letter



ABBAY COMMUNITY COLLEGE

«salutation»
«address_block»
18 June 2021

Re: «chosen_forename» «chosen_surname»

«salutation»

We are writing to highlight concerns regarding «chosen_forename»'s attendance. Attendance is «percentage_attendance»% since the start of term.

Research and statistics confirm there is a strong link between good attendance and high achievement. Poor attendance can result in students not achieving their full potential and recording lower exam scores. This is understandable when you consider missing 5 days of school is the equivalent of missing 4 hours of Maths, English and Science in one week. This is a total of 12 hours of vital core subjects.

From a legal point of view, we are obliged to inform the Educational Welfare Officer when attendance falls below the standards required. We want your child to achieve their full potential, this is only possible with full attendance in addition to hard work and cooperation. We would request that you please stress the importance of attendance and support us in helping to improve your child's attendance.

We look forward to seeing «chosen_forename» attend more regularly for the remainder of the school year. If you require any further information or support, please do not hesitate to contact me.

Yours sincerely

Mr. Smyth
Senior Leader – Pastoral Care and Raising Achievement

Appendix 3 Less than 90% letter



ABBEY COMMUNITY COLLEGE

«salutation»

«address_block»

18 June 2021

Re: «chosen_forename» «chosen_surname»

«salutation»

As attendance is directly linked to student academic progress we are regularly monitoring and reviewing each child's individual records.

At present your child has an attendance record of: «percentage_attendance»%.

We would like to take this opportunity to inform you of the most up to date attendance percentage as once this falls below 85% the school has a legal obligation to inform the Educational Welfare Service.

If you have already made contact with the school to provide reasoning for any absence this has already been taken into consideration and this letter is for information purposes only.

It is vital that you update the school on any reason why your child is absent. If you are unable to phone the school during their period of absence you are expected to send in a note when your child returns to school. Slips to do this have been provided in the student planner. If you would like to monitor your child's attendance, please ensure that your email address has been provided to the school to link with the SIMs Parent App which gives a day-by-day summary of their attendance.

If you have any queries, please do not hesitate to contact the Head of Year or Head of Senior School. We appreciate your continued co-operation and would like to take the opportunity to thank you for your on-going support.

Yours sincerely

Mr. Smyth
Senior Leader - Pastoral Care and Raising Achievement

Appendix 4 Punctuality letter



ABBAY COMMUNITY COLLEGE

«salutation»
«address_block»

«date_of_printing»

Re: «chosen_forename» «chosen_surname»

Dear «salutation»

Re: Persistent Lateness

I am writing to inform you that «chosen_forename» is persistently late for school. Since the start of term «chosen_forename» has been late «total_lates_before» times. Our school day starts at 9.00am with either registration or assembly.

The SIMS Parent App can be downloaded and used to monitor attendance and punctuality. Despite our school highlighting the importance of punctuality and attendance «chosen_forename»'s punctuality is well below the required level and is hindering achievement in a range of subjects.

When students arrive late, they miss out on essential instructions given at the beginning of the lesson. This can significantly reduce achievement, regardless of academic ability. Your child may also feel awkward arriving to the classroom when everyone else is settled. Furthermore, when one student arrives late, it disrupts the entire class and the teacher – everyone's education is compromised.

For students that are persistently late (2 times late per week) we have taken the decision to place the students in Head of Year detention. These detentions will be recorded in the student's planner and adequate notice will be provided.


Meanwhile, if anything can be done to support «chosen_forename» getting to school on time, please do not hesitate to contact me.

Yours sincerely

Mr. Smyth
Senior Leader for Raising Achievement and Pastoral Care

Appendix 5 Miss School Miss Out

Miss School Miss Out



MISS SCHOOL = MISS OUT

WHY ATTENDANCE AT SCHOOL IS SO IMPORTANT

If a child of compulsory school age is registered at a school it is essential that they attend their school regularly and maintain a pattern of good attendance throughout their school career.



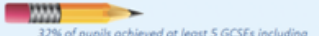
Excellent attendance at school is important to allow a child or young person to fulfil their potential.

Key Point
Young people who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve in examinations and/or become involved in anti-social behaviour.

Below are just some of the key reasons why it is so important children attend school:

- To learn.
- To make new friends.
- To experience new things in life.
- To gain qualifications.
- To develop new skills.
- To build confidence and self-esteem.
- To have the best possible start in life.

CAN ATTENDANCE MAKE A DIFFERENCE TO EXAM RESULTS?

Greater than 95% Attendance		77%
Less than 90% Attendance		43%
Less than 80% Attendance		32%

77% of pupils achieved at least 5 GCSEs including English and Maths when they attended more than 95%

43% of pupils achieved at least 5 GCSEs including English and Maths when they attended less than 90%

32% of pupils achieved at least 5 GCSEs including English and Maths when they attended less than 80%

HOW PARENTS CAN HELP

- Establish a good routine in the mornings and evenings so your child is prepared for the school day ahead.
- Make sure your child goes to school regularly and follows the school rules.
- Ensure your child arrives at school on time - not late.
- Arrange dental and medical appointments outside school hours when possible.
- Always inform the school if your child is absent due to illness - this should be followed up with a written note when your child returns to school.
- If your child is not attending school as you expect they may be putting themselves at risk - Who are they with? What are they doing?
- Do not take family holidays during term time.
- Talk to your child about school and take an interest in their school work (including homeworks).
- Attend parents evenings and school events.
- Praise and reward your child's achievements at school.
- Always support school staff in their efforts to control difficult or challenging behaviour.

Key Point
Parents of children aged 4-16 who are enrolled in school are legally required to make sure they attend.

EVERY SCHOOL DAY COUNTS

Every single day a child is absent from school equates to a day of lost learning.

100% Attendance	0 Days Missed
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed

Miss School Miss Out - Variety of Languages

<https://www.education-ni.gov.uk/publications/miss-school-miss-out-improving-student-attendance-strategy>

Appendix 6 Student Absence Form

Absence notes are located within the students planner, they are the preferred method for parents to complete and send into Class Tutor.

Absence Notes

_____ was/will be absent from (date): _____
to (date): _____ for the following reason: _____

_____ signed: _____

If they are not available the student absence form can be used which is located at:
<https://www.education-ni.gov.uk/sites/default/files/publications/de/Absence%20Notification%20Form.pdf>



ABSENCE NOTIFICATION FORM

Please Note – This form must be completed for each period of pupil absence and returned to the school immediately.

Name of Pupil _____

Class / Teacher Name _____

Date(s) of Absence _____

Reason _____

Signed (Parent / Guardian) _____

Date _____

Annex - COVID 19 Restrictions

During the current lockdown, we will be coding attendance in line with EA Guidance 'Circular 2020/08 Addendum' which provided guidance to schools on managing pupil attendance in the context of Covid-19.

Abbey Community College is monitoring the attendance of students using the following protocols and coding as directed by EA:

Category	Code
Students are attending school under the category of vulnerable or key worker status. <i>DY provides a copy of attendance to the office on daily basis.</i>	/
Students are requested to log on to Google Classroom Attendance section and indicate that they are available to work remotely. Students will be coded as ' Learning from home - social distancing ' Information on GC will be transferred to SIMs on a weekly basis.]
We have a small number of students working at home and completing hard copies of the work - they have limited access to IT and despite offer of borrowing IT equipment prefer paper-based system. Students who fall within this category will be contacted every Friday (Classroom Assistant) to ascertain if they have completed the work set. Students will be coded as ' Learning from home - social distancing ']
Parents have been asked to notify the school if their son/ daughter is self-isolating on the advice of school/ PHA/ medical professional. This code is used if there is evidence of working from home.	[
Parents have been asked to notify the school if their son/ daughter is self-isolating on the advice of school/ PHA/ medical professional. This code is used if there is no evidence of working from home.	}
If a student does not attend school due to their own underlying health condition or due to the health conditions of other household/ family members.	{
Confirmed case of Covid-19	(
Suspect but unconfirmed case of Covid-19)

School Role on tackling engagement/ attendance

Recent guidance highlights the need to continue to monitor and act on attendance concerns. This is highlighted through the following:

- The reasons for pupil absences must be followed up with parents/ carers within 5 days.
- If a school is concerned about a students pattern of attendance and there is a cause for concern, consultation with the designated Education Welfare Officer must be undertaken.

School Rep	Outline of Duties
Class Tutor	<ul style="list-style-type: none"> • Review attendance on a weekly basis - HOY will provide attendance updates on a weekly basis • Will contact students/ parents on a fortnightly basis and record on student contact sheet on google classroom. Notify HOY if they have any concerns with engagement or have any concerns.
HOY	<ul style="list-style-type: none"> • HOY will provide attendance updates on a weekly basis • Follow up on Class Tutor contact to monitor engagement/ attendance of students within their year group. • Contact the parents of students that there are concerns about.
HOS	<ul style="list-style-type: none"> • Contact parents via phone/ letter if there is an ongoing concern. • Liaise with EWS to discuss students with which we have concerns. • Submit EWS Referral form if appropriate
Classroom Assistant	<ul style="list-style-type: none"> • Contact students on the list of working from home with hard copies of work
Attendance Officer	<ul style="list-style-type: none"> • Update SIMs on a weekly basis • Provide report via email to HOY/ HOS

Summary of Codes September 2021

CODE	DESCRIPTION	CODE	DESCRIPTION
/ \	Present: / = (AM); \ = (PM)	X	Only staff should attend
A*	Artistic Endeavour	X*	Exceptional Closure
B*	Bereavement	#	Holiday for all
C	Suspended	1	No attendance required
D	No reason provided for absence	1	Community Providers / EOTAS (organised by the EA)
F*	Family Holiday (agreed)	2	Exceptional Teaching Arrangement / hospital
G*	Family Holiday (not agreed)	3	Elective Home Education
H*	Other Absence	4	Pupil Referral Unit
I	Illness (not medical or dental appointments)	5	Another mainstream school (under Entitlement Framework – EF)
J*	Extended Leave	6	Training Organisation (under EF)
L*	Late (before registration closed)	7	FE College (under EF)
M*	Medical / Dental Appointments	8	Intensive Support Learning Unit
N	No reason yet provided for absence (temporary code only)	9	CAMHS / Mental Health Support
O*	Other Exceptional Circumstances		COVID-19 SPECIFIC CODES - Please refer to DE circular 2021/16 (page numbers listed)
P*	Approved Activity	{	COVID-19 Illness Confirmed – to be used when child is sick and COVID-19 is confirmed. – Page 23
R*	Religious Observance	}	COVID-19 Illness Suspected / Unconfirmed – to be used when child is sick and COVID-19 is suspected but unconfirmed. – Page 23
S*	Study Leave	{	COVID-19 Self-Isolating – Vulnerable Pupil or Household member Pupil chooses not to attend school due to own underlying health conditions or due to health conditions of other family members. If a pupil is sick, they should be recorded as such. – Page 25
U*	Late (after registration closed)	}	COVID-19 Self-Isolating - No evidence of learning from home Pupil required to self-isolate but not learning from home / evidence not provided. – Page 25
V*	Educational Visit / Examination	{	COVID-19 Self-Isolating & Learning from Home Pupil required to self-isolate and learning from home – does not discount from attendance record. – Page 17
W*	Work Experience	}	COVID-19 Learning from Home - Social Distancing Pupils are not required to attend physically all school due to social distancing rules, imposed by DE or school. E.g. pupils required to attend on certain days or for a certain number of hours per day. This decision must be informed by health professional advice. – Page 17
COLOUR CODE			
		Present / Approved Educational Activity /	
		Authorised Absence	
		Unauthorised Absence	
		Attendance not required	

<https://www.education-ni.gov.uk/sites/default/files/publications/education/summary-of-codes-updated-summary-sheet-Sept%202021.pdf>

COVID Concern Letter



ABBEY COMMUNITY COLLEGE

|
«salutation»

«address_block»

27 September 2021

Re: «chosen_forename» «chosen_surname»

«salutation»

As attendance is directly linked to student academic progress we are regularly monitoring and reviewing each child's records.

At present, your child has an attendance record of «percentage_attendance»%.

We appreciate this has been a very difficult year and as a school, we have tried to support parents as much as possible. However, we are obligated to make referrals to Education Welfare Service when attendance drops below 85%.

As a school, we have tried to avoid making referrals at this stage and hope that with us reaching the end of Summer term and more restrictions being lifted that we will be able to start the new academic year with greater optimism.

To that end, we will continue to monitor attendance and if concerns remain we have no option but to make a referral to the Education Welfare Service at the end of September 2021.

If you have any queries, please do not hesitate to contact the relevant Class Tutor or Head of Year. We appreciate your continued co-operation and would like to take the opportunity to thank you for your ongoing support.

Yours sincerely

Mr. Smyth
Senior Leader - Pastoral Care and Raising Achievement

Pastoral Structure

Principal:	Mrs M Quinn
Deputy Principal:	Mr D Laney
Pastoral Care:	Mr S. Smyth
Safeguarding:	Mrs C. McNaghten
Head of 6th form	Mrs H. Fulton
Head of Year 12:	Mrs D. Crawford Mr G. Armstrong
Head of Year 11:	Miss A. Kerr Mr M. Lawrenson
Head of Year 10:	Mrs N. Turley
Head of Year 9:	Mrs K. Mornin O'Neill
Head of Year 8:	Mrs L. Crymble Mr A. McCrory