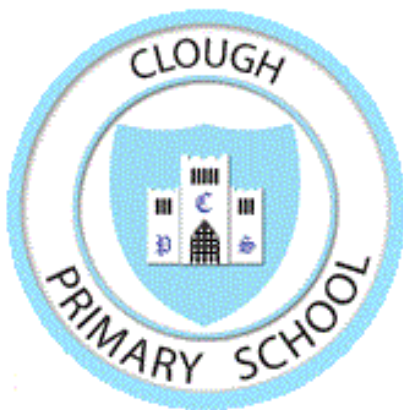


# Attendance Policy

## Clough PS & Nursery Unit



**Signed:**

**Date:**

Clough Primary School is committed to the continuous raising of achievement of all of our pupils. Regular attendance is critical if our pupils are to be successful and benefit from the opportunities presented to them.

One of our basic principles is to celebrate success. Good, punctual attendance is fundamental to a successful and fulfilling school experience. Clough Primary School actively promotes 100% attendance for all of our pupils and we use annual rewards to promote good attendance and punctuality.

We recognise that parents/carers have a vital role and a legal responsibility to ensure good attendance and we promise to identify, investigate and work in partnership with parents/carers, pupils and other agencies to resolve attendance and punctuality problems.

### **Parental Responsibility**

The responsibility for ensuring children attend school regularly and punctually rests with parents. To this end, it is desirable that parents should be the first line of contact whenever the child is absent from school.

It is the parents' responsibility to contact the school whenever the child is absent and on the first day of absence, and to send a letter or e-mail confirming the reason on their child's return to school.

### **The role of the teacher**

Class teacher should complete a register at the beginning of each morning at 9.15am and afternoon session at 1.00pm. The Nursery unit are AM attendance only. In collaboration with the school office, they should identify unauthorised absences and bring them to the attention of the Principal as soon as possible.

Frequent absence is also a cause for concern. Educational Welfare Officers are very helpful and can normally clarify whether ongoing absence is justified. 85% attendance must be achieved.

At Clough Primary School pupils are expected to arrive by 9.15 am.

### **Authorised/non authorised absence**

- The legal responsibilities for ensuring pupils attend school regularly and punctually rests with parents/carers.
- As stated above, it is the responsibility of the parents/carers to be the first line of contact and to contact the school whenever a child is absent.
- It is the school which authorises the absence, not the parent/carer.
- Absence is either authorised, such as in the case of illness or of religious observance, or unauthorised, when there is no reason given for such absence or when it is considered that the explanation is unjustified or unreasonable.
- Teachers will refer to the list of codes below provided by the Department of Education when recording absences. If staff are uncertain they should liaise with the Principal as to what code should be recorded.

### **Leave of absence/holiday**

Like all schools Clough Primary School consider each request for holiday absence individually. The onus will always be with parents/carers to come into school to discuss any proposed holiday in term time with the Principal. School will never encourage holidays in term time under the following circumstances:

- At the beginning or end of school terms.
- During formal assessments.
- Where the child is persistently absent, including because of ill health.
- The availability of cheap package holidays.

In accordance with DENI recommendations a Family holiday may be authorised in exceptional circumstances such as a family holiday judged to be important to the well being and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events. All Holidays taken without discussions with the Principal will be deemed as unauthorised and the absence will be marked with a “G”

## **Teachers will not set work for these holiday absences.**

The following points should be adhered to:

### **Absence**

- On returning to school it is essential that a child brings a note stating the reason for the absence and for the appropriate number of days.
- If a child has to leave school early a note should be sent to the class teacher beforehand and the child collected by the parent from the school.
- In the event of being late to school please send a note of explanation.
- Please note if a child is absent from a morning or afternoon session this will result in half a day's absence being recorded on the computer.

Parents may also contact the Principal by e-mail if they wish to record their child's absence: - [ihutchinson428@c2kni.net](mailto:ihutchinson428@c2kni.net)

### **Daily Procedure.**

All pupils should arrive in school before 9.00am. We do have an exception to that rule in that some of our school buses do not arrive at school until 9.10/9.15 at the latest.

Registration will therefore take place at 9.15am each morning. Anyone not in at that time will be marked "L" late.

There are two daily registrations one at 9.15am and one at 1.00pm. A full day's present mark will require the pupil to be here for both sessions.

Anyone not here after 1.00pm will also be marked absent for the afternoon session.

Medical or Dental absence will be recorded with "M" and authorised, however, if possible these appointments should be made after school. All children after their appointments should return to school.

If children do not return after these appointments they will be marked absent for the session/sessions, that is morning or afternoon, or both.

A child must be here for at least 2 hours in any one session to receive a mark.

Any other absences will be at the discretion of the Principal and after parental consultation as to whether the child will receive an authorised absence.

If staff are not sure as to which code to use for absence they should consult the Principal, Mr Hutchinson or Office Staff.

Below is a list of codes provided by the Department of Education

Code	DESCRIPTION	CODE	DESCRIPTION
/\	Present: / = (AM); \ = (PM)	X	Only staff should attend
A*	Artistic Endeavour	Y*	Exceptional Closure
B*	Bereavement	#	Holiday for all
C	Suspended	!	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 Pupils 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 at school due to social distancing rules, imposed by DE or school. Eg 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								
	<div>Colour Code</div> <table><tr><td></td><td>Present / Approved Educational Activity</td></tr><tr><td></td><td>Authorised Absence</td></tr><tr><td></td><td>Unauthorised Absence</td></tr><tr><td></td><td>Attendance not required</td></tr></table>		Present / Approved Educational Activity		Authorised Absence		Unauthorised Absence		Attendance not required		
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