



Attendance and Punctuality Policy

Article 29: The Right to an education that develops every child's personality, talents and abilities.



Reviewed November 2016

Attendance and Punctuality Matters

Introduction

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.

Saint Vincent de Paul Primary School will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

Saint Vincent de Paul Primary School is committed to working in partnership with our parents to ensure the development of each child's full potential in a climate of support, joy, challenge, co-operation and celebration. We value the realisation that every child born into the world is a new thought of God, an ever fresh and radiant possibility. We are an inclusive school where all are respected and cherished as individuals.

Aims

1. To improve/maintain the overall attendance of pupils at Saint Vincent de Paul Primary School.
2. To develop a framework that defines roles and responsibilities in relation to attendance.
3. To provide advice, support and guidance to parents/guardians and pupils.
4. To promote good relationships with the Education Welfare Service.

Role of the School

The Principal at Saint Vincent de Paul Primary School has overall responsibility for school attendance; teachers should bring any concerns regarding school attendance to her attention.

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.

Teaching staff regularly monitor the attendance and punctuality of pupils by ensuring that attendance is recorded at the beginning of morning and afternoon registration sessions.

To enable our school to accurately record and monitor attendance in a consistent way we will adhere to the guidance provided in the Department of Education Circular 2015/02, which can be found at the following link:

www.deni.gov.uk/index/support-and-development-2/school-attendance/recording-pupil-absences.htm

Saint Vincent de Paul Primary School is committed to working with parents to encourage regular and punctual attendance.

Role of Parent

Parents have a legal duty to ensure their child of compulsory school age shall receive efficient full time education suitable to age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.

If a child is registered in school, their parent has a legal duty to ensure that they regularly attend that school.

It is a parent's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. This should be confirmed with a written note when the pupil returns to school. If the absence is likely to be prolonged, this information should be provided to enable the school to assist with homework or any other necessary arrangements which may be required.

Pupils are expected to be in school at 8.45 a.m. for registration and the beginning of classes. It is the responsibility of parents to ensure that your child is punctual. Lateness is recorded at registration and on your child's attendance record.

If your child appears reluctant to attend school please discuss the matter promptly with the class teacher or Principal to ensure that both you and your child receive maximum support.

**Give your child the best
start in life-
Every School day counts!**



Attendance and Punctuality Matters

Each pupil at Saint Vincent de Paul Primary School must attend school punctually and regularly. If a child has been absent from school, a written note from a parent/guardian must be provided to the class teacher when they return. Copies can be obtained from the

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.

BE ON TIME REMEMBER SCHOOL BEGINS AT A QUARTER TO NINE

If you arrive late leave your child at the office where a member of staff will bring them to class.

- Arrange appointments outside school hours
- Take family holidays outside term time. If you plan to take your child out of school during Term Time then you must meet with Mrs Mc Veigh where reasons can be discussed and the relevant form is completed (see appendix 2)
- Discuss any problems or difficulties with the school - staff are there to help.

PLEASE NOTE: All attendance and punctuality is recorded on the C2k SIMs
Both punctuality and attendance must be reported to the EDUCATION WELFARE OFFICE

Family holidays during Term Time

Saint Vincent de Paul discourages holidays during term time due to the impact they have on pupils' learning. Family holidays taken during term time will be categorised as an unauthorised absence. Only in exceptional circumstances will a holiday be authorised.

Procedures for Managing Non-attendance

Education Welfare Service

Education Authorities (EAs) through the Education Welfare Service (EWS) have a legal duty to make sure that parents meet their responsibility towards their children's education.

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

Mrs B McVeigh
Principal

Rev Fr P Devlin PP
Chairman, Board of Governors

November 2016



APPENDIX B

ABSENCE CODES GUIDANCE FOR SCHOOLS

November 2016

ATTENDANCE CODES: GUIDANCE FOR SCHOOLS

CODE	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 EA)	Approved Educational Activity
2	Home/hospital tuition (organised by the EA)	Approved Educational Activity
3	Elective Home Education	Attendance not Required
4	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

Attendance and Absence Codes

The attendance codes and a brief explanation of each can be found in this section. The codes for 'present', 'attendance not required', 'authorised absence' and 'unauthorised absence' have been grouped together for ease of reference.

Present codes:

Codes / \: Present

/ = AM

\ = PM

These codes should be used when a pupil is present during both/either of the registrations at AM or PM. 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.

Code L: Late (before registration closed)

This code should be used when a pupil arrives late to school but before registration is closed. Schools should actively discourage late arrival. Schools should have a policy on how long registers are kept open. In circumstances such as bad weather or public transport difficulties, schools may keep the register open for a longer period.

Code P: Approved sporting activity

This code should be used when a pupil is participating in or attending an approved sporting activity such as participation as an amateur in a school-organised sport or as a representative at county, provincial or international level.

Code S: Study Leave

This code should be used for study leave as agreed by the school.

Study Leave is unsupervised time out of school and should only be applied to **public examination** candidates during the examination period.

Supervised study or revision classes provided in school should be coded Present / (am) or \ (pm).

Public examinations are those which are authenticated or awarded by an outside person or organisation, and not internally by the school. The main examples of such examinations include GCSEs, A Levels and BTECs.

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.

Please note there is no requirement for schools to grant study leave to pupils.

Code V: Educational Visit

This code should be used for pupils attending school-organised trips and visits, including residential trips. It may also be used for other trips of a strictly educational nature, which are arranged by other organisations, provided they are supervised and agreed by the school.

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

Code W: Work experience

This code should be used for pupils on supervised work experience. Work experience should be arranged by or in conjunction with the school. Schools must ensure that they check on the attendance of the pupil at the work experience placement and mark the register accordingly. Code W can also be used for a job interview. The school should be satisfied that the interview is linked to job prospects.

Code 1: Alternative Education Provision (organised by the EA)

This code should be used for a registered pupil who is attending an Alternative Education Provision (AEP) setting by approval of the Education Authority (EA). AEP is for pupils at Key Stage 4 only. A pupil's placement in AEP must be arranged through the relevant Education and Library Board.

Code 2: Home/Hospital tuition (organised by the EA)

This code should be used for a registered pupil who is currently being educated off-site by receiving education at home or in hospital under arrangements approved by the Board. 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.

Code 4: Pupil Referral Unit

This code should be used for 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).

Code 5: Another mainstream school (under Entitlement Framework - EF)

This code should be used for a registered pupil who is currently being educated off-site at another mainstream school (under the EF). The pupil may be attending days or sessions at other post primary schools for selected courses through arrangements made under the Entitlement Framework.

Code 6: Training Organisation (under Entitlement Framework - EF)

This code should be used for a registered pupil who is currently being educated off-site at another training organisation (under EF). Pupils attending days or sessions at a training organisation through arrangements made under the Entitlement Framework.

Code 7: Further Education (FE) College (under Entitlement Framework - EF)

This code should be used for a registered pupil who is currently being educated off-site at a FE College (under the arrangements of EF).

Code 8: Intensive Support Learning Unit

This code should be used for a registered pupil who is currently being educated off-site at an Intensive Support Learning Unit (ISLU).

This code should be used for pupils who are being educated in Groom sport ISLU or in Glenmona.

Code 9: CAMHS

This code should be used for a registered pupil who is currently being educated off-site whilst an in-patient at a Child and Adolescent Mental Health Service (CAMHS) facility.

This code should be used for pupils who have been placed in Beechcroft Regional Child and Adolescent Mental Health Service (CAMHS).

Attendance not required codes:

Code X: Only staff should attend

This code should be used for days on which teachers are in school; however, there is no requirement for pupils to attend. For example, staff training, INSET or school development days.

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

Code Y: Exceptional closure

This code should be used when the school has been granted permission by the Department of Education for an exceptional closure day. 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. Schools must not use this code 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 2013/19 refers and can be accessed at

http://www.deni.gov.uk/circ_2013_19.pdf

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.

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.

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

Code *: Not on roll

Note: This is a system code and cannot be selected by the user.

This code is for a pupil who is not on the school roll. 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.

Code #: Holiday for all

This code should be used for school vacations where pupils and staff are not required to attend. 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)

Code !: No attendance required

This code should be used for part-time nursery units where attendance may not be required in either the morning or afternoon session. It may also be used for:

- Induction days e.g. Year 8
- pupils who may, for specific reasons, have been excepted from the statutory curriculum and assessment requirements on a temporary basis.(as outlined in the Education (Curriculum) (Temporary Exceptions) Regulations (NI) 1990.

Pupils subject to "Dual Registration" may also have sessions recorded as "!" -Circular Number 2010/08 „Guidance on the Enrolment Status of Pupils, including those subject to SEN Referrals, using Dual Registration' refers and can be accessed at:

http://www.deni.gov.uk/dual_registraton_circular_-_english_version.pdf

Code 3: Elective Home Education

This code should be used for a registered pupil whose parents/carers have elected to educate at home and have advised the school or ELB of the position.

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: www.deni.gov.uk/sa1.pdf

Authorised absence codes:

Code A: Artistic Endeavour

This code should be used when a pupil is absent from school to attend an event which relates to a pupil's artistic endeavour which has not been organised through 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.

Code B: Bereavement

This code should be used when a pupil is absent from school due to the death of a close relative. Death of close relative would be father, mother, sibling, grandparent, aunt, uncle, cousin, nephew, niece, or other relative who is a member of the household.

Code C: Suspended

This code should be used for a pupil who has been suspended for a fixed period and remains on the school register.

Code F: Family Holiday (agreed)

This code should **only** be used in very exceptional circumstances when a family holiday is judged to be important to the wellbeing and cohesion of the family, following serious or terminal illness, bereavement or other traumatic events and agreed by the school.

A family holiday classified under Code F should **not** include such reasons as:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experienced during school holidays
- A holiday that overlaps the beginning or end of term
- Where a school's prior agreement is not sought and the pupil goes on holiday
- If parents keep a child away for longer than was agreed, any extra time should be recorded as Code G

Where a school's prior agreement is not sought and the pupil goes on holiday, the absence should be recorded under Code G. If the parents keep a child away for longer than was agreed then any extra time should be recorded using Code G also.

Code I: Illness

This code should 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. 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, however, 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.

Code M: Medical/Dental Appointments

This code should be used when a pupil is absent from registration for a medical or dental appointment. If a pupil is present for registration but has a medical appointment later, no absence need be recorded for that session. Although, 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). In line with Circular 2013/09.

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.

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).

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'.

Code O: Other exceptional circumstances

This code should be used for special occasions that have been agreed at the discretion of the school or an exceptional event outside the control of the pupil. 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

(These examples are illustrative and not meant to be exhaustive).

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.

Code R: Religious observance

This code should be used when a pupil is absent 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 advanced notice.

Unauthorised absence codes:

Code D: No reason provided for absence

This code should be used when no reason has been provided for a pupil's absence 5 school days after the pupils return to school. Every effort should be made to establish the reason for a pupil's absence from school. During the absence and in the initial 5 school day period after the pupils' 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.)

Code G: Family Holiday (NOT agreed)

This code should be used for a family holiday that is not agreed by the school. Examples of reasons a school would not agree a holiday would be as follows:

- The availability of cheap holidays
- The availability of desired accommodation
- Poor weather experienced during school holidays
- A holiday that overlaps the beginning or end of term
- Where a school's prior agreement is not sought and the pupil goes on holiday
- If parents keep a child away for longer than was agreed, any extra time should be recorded as Code G

However, it is acceptable under very exceptional circumstances for schools to agree 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, this type of absence can be authorised using Code F.

Code H: Other Absence

This code should be used for other absences which are not covered by any other code and where the reason is not acceptable to the school. Examples would be:

- 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.

Code N: No reason yet provided for absence

This code is a temporary code and should be only used during a pupils' absence and in the initial 5 school day period following the pupils' return to school.

This code should be used to cover an unexplained absence on a temporary basis until the pupil returns with an explanation of their reason for absence. 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 Code D and every effort should be made to get a reason of absence from the parents/carers.

Code U: Late (after registration closed)

This code should be used when a pupil arrives late to school after registration is closed 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, then code U should be used. Although, if a pupil arrives late (after registers have been closed) due to a doctor or dentist appointment, then 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 or left the premises during the session.

Schools should actively discourage late arrival. Schools should have a policy on how long registers are kept open. In circumstances such as bad weather or public transport difficulties, schools may keep the register open for a longer period.

Frequently Asked Questions

Are all pupils entitled to study leave?

No. Study leave should **only** be granted, at the discretion of the school, for public examination candidates during the examination period.

This decision must be made by senior management and it is considered good practice to provide parents with **a minimum of one weeks' notice** that study leave is being awarded to such pupils.

How should schools record the attendance of pupils on study leave?

Study leave should be recorded using registration code S. Supervised study or revision classes provided in school should be coded Present / (am) or \ (pm). As above, study leave should **only** be granted to pupils, if appropriate, undertaking public examinations.

Can a school use a designated school day as a parent/teacher review day?

No. Review days should not be used as part of the school day. Schools should endeavour to hold these reviews out of school hours. Under no circumstances should pupils be recorded as being on study leave during school hours under these circumstances.

Can a parent take a child on holiday during term time?

Principals should only authorise a holiday during term time in exceptional circumstances. As a rule, holidays during term time should be actively discouraged and recorded as unauthorised absence, if the Principal has not agreed to it. Likewise, if the Principal authorises a holiday, and the agreed duration is exceeded, the excess period should be recorded as unauthorised absence.

Why is 90% or above attendance only satisfactory. Surely that is good?

Attendance at school is not an option. While there are valid reasons as to why pupils may be absent from school, parents should always aim to achieve maximum attendance if possible. Every school day counts and a lost day is a lost learning opportunity.

If a newcomer pupil returns to their country of origin during term time, what code should be used?

Code F should be used if the Principal has approved and if not then Code G should be used. Please refer to both Codes for further advice.

A parent/guardian has not provided any reason for a pupil's absence. How do I deal with this?

Every effort should be made to establish the reason for a pupil's absence at the earliest possible stage. Contact mechanisms with parents are crucial and an absence notification form has been developed which all schools should consider circulating to parents and encourage its use. The form can be accessed at:

www.deni.gov.uk/absence_notification_form.pdf

What happens if I have to close my school on a designated school day?

A school should contact the Department's Curriculum Support Team to apply in writing to take an exceptional closure day. Exceptional conditions mean that a school is closed due to an unavoidable cause, such as for example, extreme weather conditions. Curriculum Support Team can advise on the criteria in detail for an exceptional closure.

When can I remove a child from the school register?

You can remove a child from the school register only in the following circumstances: pupil is registered at another school in Northern Ireland; Pupil has departed from Northern Ireland; Expulsion, Death; Pupil leaves school after having completed his/her compulsory education; when a parent advises that child is being removed under Regulation 6(2) of The Registration and Attendance of Pupils Regulations (NI) 1974 [No. 78], for example elective home education.

A pupil is subject to Dual Registration, how should this be recorded?

Dual Registration should be recorded in line with the codes provided in this Circular 2015/02. However, please refer to Circular Number 2010/08 'Guidance on the Enrolment Status of Pupils, including those subject to SEN Referrals, using Dual Registration' at the following link:

http://www.deni.gov.uk/dual_registration_circular_-_english_version.pdf

A pupil is currently temporarily exempted from the statutory curriculum and assessment requirements, how should I record this?

A pupil's attendance when required to be at school should be recorded in line with Circular 2015/02. However, for sessions when the pupil is not required to be in attendance then Code ! should be used.

A pupil in the school is pregnant. How should I record this pupil's attendance when they are off due to pregnancy sickness and also when they are off having the baby?

When the girl is off sick it should be recorded as normal illness using Code I, providing you have been informed by the pupil's parents that the pupil is ill.

A pupil's parent removes them from school when they are working in another country because the pupil travels with them. What should the pupil's absence be recorded as?

When the parents have advised that they are taking the child out specifically to go with them to the other country while they work then Code ! should be used.

A pupil has on going medical appointments. How should these be recorded?

Code M should be used for a pupil's absence when the school have been notified that the child is attending a medical appointment.

If the pupil is in attendance at registration but has a medical appointment during either the AM/PM session then the pupil should be recorded as present.

If the pupil misses registration due to a medical appointment that the school has been made aware of in advance then Code M should be used, however if the pupil returns to school within that session then the Code should be change to present.

A number of pupils cannot make it into school due to the failure of school transport. How should I record this?

Code Y should be used as a partial closure for the pupils affected.

Please note that the Frequently Asked Questions section will be regularly updated and it can be found on the Department's website at the following link:

www.deni.gov.uk/index/support-and-development-2/school-attendance/recording-pupil-absences.htm