

Dominican College



Pupil Attendance Policy

Introduction

This policy reflects the Dominican College vision for “Inspiring, Motivating and Inspiring Learners” and the school’s mission to remain “Dedicated to Truth and Respect, Committed to Realising the potential of all”. Within the context of a purposeful learning community, and recognising the uniqueness of each individual, we aim to enable every pupil to reach her full potential: spiritually, academically, morally, socially and aesthetically. We work in partnership with parents and guardians and other relevant agencies to ensure that our pupils realise their full potential, becoming effective contributors to society.

In the tradition of our Dominican Founders:

- *We see* the school as a community centred on Christ and so our values are those of the Gospel.
- *We acknowledge* the dignity and uniqueness of each individual, made in the image of God.
- *We seek* to base our relationships on mutual trust and respect.
- *We strive* to create a harmonious and safe environment where the gifts of each will flourish.
- *We elicit* the co-operation of our students in the pursuit of truth in all its forms so that they will learn to make informed judgements.
- *We uphold* the ideals of generosity, freedom, tolerance and responsibility in all areas of daily life.
- *We remain* open to the wider world – willing to adapt but always maintaining our Christian values.

Rationale

In Dominican College, excellent attendance and punctuality are expected at all times. Regular school attendance is essential to ensure that each pupil has full access to the curriculum and reach their potential. We recognise that significant absence from school can have an impact on the interpersonal and social development of a pupil. As a school community we aspire to the highest standards of pupil attainment and well-being. We acknowledge the correlation between good attendance and high academic achievement. We strive to promote an ethos and culture which encourages excellent attendance and where each pupil will feel valued and secure.

We see school as an extension of home and recognise that parental support is essential in promoting excellent pupil attendance and attainment. We believe that a clear and consistent understanding of expected standards of attendance is essential. It is the school's practice to build effective partnership with parents to uphold the school vision and mission and ensure the best educational outcomes for our pupils.

Policy Aims

Under the Education and Libraries (NI) Order 1986, parents have a legal duty to ensure their child receives full-time education and attends school regularly. This policy aligns with DE Circular 2025/09 which outlines this legal framework.

The policy aims to:

- Promote the highest standards of pupil attendance and punctuality at Dominican College.
- Maximise the attendance rate of pupils so they are in school, being supported to reach their potential.
- Provide a clear framework which outlines the roles, responsibilities and procedures to support regular attendance.
- Work in partnership with parents, pupils and staff to understand and remove any barriers to attendance.
- Provide timely interventions and support where appropriate, to improve attendance where an issue may exist.
- Celebrate and reward high standards of attendance and punctuality.
- Develop positive relationships with the Education Welfare Officer and other external agencies.

ROLES AND RESPONSIBILITIES

Board of Governors	The Board of Governors will: <ul style="list-style-type: none">• Oversee, approve and regularly review the school Pupil Attendance Policy and consider all relevant guidance given by the Department of Education and the Education Authority.• Provide support by reviewing school attendance figures and targets. <i>(Schools should benchmark attendance data against local and national averages as encouraged by the Department of Education.)</i>• Ensure that Attendance is an agenda item for each Board meeting.
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Principal	<p>The Principal will:</p> <ul style="list-style-type: none"> • Uphold the school vision and mission statements through the implementation of the Pupil Attendance Policy. • Have overall responsibility for School attendance.
Vice-Principal (Pastoral Care)	<p>The Vice-Principal (Pastoral Care) will:</p> <ul style="list-style-type: none"> • Be responsible to the Principal for the attendance of pupils. • Promote the highest standards of attendance across the school with pupils aiming for 100% attendance. • Oversee policy and procedures for managing attendance across the entire school. • Ensure that Attendance Management is addressed at each Head of Year Meeting. • Ensure that the 'Attendance Matters – A Parent’s Guide' leaflet is distributed to parents annually. • Monitor whole school attendance records on CPOMS and oversee interventions as appropriate. • Keep the Principal informed where concerns exist regarding a pupil’s attendance. • Liaise with the Attendance Officer to facilitate relevant Staff Development on managing attendance and promoting high standards of attendance. • Support the return of pupils who have had long periods of absence, providing strategies to help them reintegrate into school life and catch up on work; and maintain contact with parents and external agencies as appropriate. • Liaise with parent/guardians when a request for a term-time holiday has been submitted to the Principal. • Ensure that attendance monitoring by staff is linked to safeguarding procedures, especially for vulnerable pupils or those with unexplained absences. • Liaise with EWS by agreeing the Service Level Agreement, providing information on attendance statistics, making pupil referrals where appropriate. • Liaise with Attendance Officer and Year Heads to monitor pupils with unacceptable rates of attendance. (Currently set by EWS at <85%) • Lead Heads of Year in celebrating pupil attendance, advising on Awards and overseeing their presentation.
Key Stage Leaders (Senior Teachers)	<p>Senior Key Stage Leaders will:</p> <ul style="list-style-type: none"> • Provide advice and support to Heads of Year and Heads of Department to uphold school values and expectations of attendance. • Monitor attendance records to ensure they are as accurate as possible. • Analyse attendance statistics for their Key Stage on a regular basis, taking cognisance of the DENI ‘Absence Tiers’ and liaise with the Vice Principal and Heads of Year on any necessary interventions. • Consult with the Vice Principal (Pastoral) regarding attendance concerns and liaise with Head of Year to generate and implement an Attendance Support Plan. (See Appendix 3)

	<ul style="list-style-type: none"> • Meet with parent/guardians along with the Head of Year when poor attendance causes concern or if there are pastoral or Child Protection concerns. • Liaise with Head of Year to investigate absences which remain 'unexplained', before deciding on any appropriate sanction or course of action, in line with the School's Positive Behaviour Policy. • Support the return of pupils who have had periods of long term absence through clear strategies to help them catch up on work missed and reintegrate into the life of the school. • Liaise with Head of Year and Attendance Officer to make referrals to outside agencies such as the Educational Welfare Service.
Attendance Officer	<p>Attendance Officer will:</p> <ul style="list-style-type: none"> • Provide clear guidance for staff, at the start of each academic year, on the coding of absences. • Facilitate training for staff, in liaison with SLT and VPs, including non-teaching staff as necessary, in the recording and monitoring of attendance as necessary throughout the year. Run workshops, group sessions and individual sessions for staff on attendance and registration issues when required. This is particularly pertinent to new staff and substitute teachers. • Ensure all attendance registers are completed and no missing marks or unexplained absences remain. • Oversee the production and distribution of Missing Marks reports (generated & emailed by Attendance Administrator) to Class Tutors on a weekly basis. • Ensure absence due to examinations, school trips, medical appointments etc. is completed by the relevant member of staff prior to the event. • Check accuracy and correct coding on registers on a regular basis and before attendance/census submissions to DENI. (See Appendix 5) • Meet regularly with Pastoral Vice-Principal to monitor Head of Year monthly attendance reports and liaise with VP and Educational Welfare Service to determine appropriate levels of intervention. • Keep up to date with technology and management systems associated with attendance (e.g. SIMs training). • Liaise with the Vice-Principals on the regular review of the school Attendance Policy and Procedures. • Promote the celebration of good attendance for all year groups and support the strategies in place to reward individual pupils
Heads of Department	<p>Heads of Department will:</p> <ul style="list-style-type: none"> • Liaise with Subject Teachers to monitor pupil attendance at academic classes. • Alert Heads of Year and/or Senior Staff to any pupil attendance concerns .
Heads of Year	<p>Heads of Year will:</p> <ul style="list-style-type: none"> • Have overall responsibility for pupil Attendance and Punctuality in their year group.

- Support Class Tutors in implementing the Pupil Attendance Policy and Procedures and provide advice and intervention when attendance or punctuality issues are identified.
- Encourage the promotion of excellent Attendance and Punctuality by Class Tutors.
- Monitor attendance daily, ensuring am and pm registers are completed.
- Distribute missing marks report to tutors on a weekly basis, checking that tutors have updated the registers.
- Ensure missing marks report (generated & emailed by Attendance Administrator) is received, and SIMS is updated.
- Oversee the year group Late Book and amend attendance record on SIMS as outlined in the document 'Guidelines on the Use of Absence Codes'. (See Appendix 2)
- Follow up on unexplained absences and medical appointments, ensuring appropriate codes are added.
- Analyse attendance statistics for their Year Group on a regular basis, (at least termly), taking cognisance of DENI 'Absence Tiers' and liaise with the Vice Principal and Senior Key Stage Leader on any necessary interventions. (See Appendix 6)
- Engage with pupils at an early stage (ideally after 3 days absence where appropriate), offering support if there are pastoral reasons for poor attendance and /or punctuality.
- Engage with parents at an early stage, by telephone or email, when attendance is a concern (ideally after 3 days absence where appropriate).
- Issue attendance letters by email A01, A01R, A02 and A03 using discretion and considering reasons for absence (In general the first letter will be sent by the end of September and subsequent letters on a rolling basis as appropriate. If attendance is an on-going problem, carrying on from the previous year, there is no need to start with letter A01 again).
- Receive monthly attendance reports, of pupils with unacceptable rates of attendance. (Currently set by EWS at <85%).
- Use the monthly attendance reports to complete the template, providing further detail and record of actions taken (by last day of calendar month), for pupils with unacceptable rates of attendance, (Currently set by EWS at <85%), and forwarding this to the Pastoral Vice-Principal and Attendance Officer.
- Meet with parent/guardians along with Senior Leader if there is no improvement in attendance or if there is a significant deterioration.
- Liaise with class teachers, tutors and parent/guardians if a pupil is off with a long term illness and if work needs to be provided.
- Ensure that attendance and punctuality are addressed during parent/guardian information sessions at the start of each year, emphasising the link with attainment. (See Appendix 4)
- Encourage parents to use the SIMS ParentApp to monitor their daughter's attendance.
- Implement agreed procedures for celebrating good attendance (Arranging Prizegiving Ceremonies, Assemblies, Certificates, Prizes etc.) (See Appendix 7)
- Ensure attendance management is addressed at each Tutor Meeting.
- Record all attendance concerns, communications and actions on CPOMS.

Class Tutors	Class Tutors will <ul style="list-style-type: none"> • Take every opportunity to promote excellent attendance, emphasising the positive benefits for attainment. This is Incorporated into the daily ‘Registration Routines’. • Record am attendance accurately by the end of Period 1 each day on SIMS Lesson Monitor, marking any absent pupil with an N code. (See Appendix 1) • Use absence codes as outlined in the document ‘Guidelines on the Use of Absence Codes’. (See Appendix 2) • Use ‘Behaviour Points’ to address instances of unsatisfactory punctuality. • Perform daily checks on the register, ensuring there are no missing marks for am and pm. • Have oversight of attendance patterns within their tutor class and address concerns with pupils as appropriate. • Report all concerns about attendance to the Head of Year, in particular where a pupil has been absent without explanation for 3 or more days. • Encourage pupil to ensure that parent/guardian email is received within 5 days of the pupil’s return to school following absence. • If reason is still not supplied within 5 school days, change the ‘N’ code to a ‘D’ and inform the Head of Year. • Monitor attendance and punctuality as part of the daily ‘registration routines’ as set by the Head of Year, discussing poor attendance/punctuality with pupils, setting targets where necessary.
Subject Teachers	Subject Teachers will: <ul style="list-style-type: none"> • Monitor attendance and punctuality of pupils in subject classes. • Record attendance accurately during each lesson on SIMS Lesson Monitor. (See Appendix 1). • <u>Take particular care with recording attendance at Period 6 as this informs the pm register.</u> • Use absence codes as outlined in the document ‘Guidelines on the Use of Absence Codes’. <i>(Only code to be used by class teacher is present ‘/’ or absent ‘N’.</i> <i>Reg flag can be used to record reason if absent or late e.g. Music Lesson/ football match etc. No other code should be used.)</i> (See Appendix 2) • Add a note on Lesson Monitor to record when a pupil arrives late to class, recording the minutes late. (See Appendix 1). • Report immediate concerns about a pupil’s absence from a particular class promptly to the Head of Year or to Reception if Head of Year is unavailable. • Report concerns about poor attendance impacting on performance to the Head of Department.
Parents / Guardians	Parents / Guardians will: <ul style="list-style-type: none"> • Be aware of the following “Under the Education and Libraries (Northern Ireland) Order 1986, parents have a legal duty to ensure their child, who is of compulsory School age, receives efficient full-time education suitable to their age, ability, and aptitude and that suits any special educational needs (SEN) they may have. If a young person is

	<p>registered at a School, their parents have a legal duty to ensure that they regularly attend that School.</p> <ul style="list-style-type: none"> • Support school staff in maintaining high standards of pupil attendance to ensure that our pupils fulfil their educational potential. • Make every effort to ensure excellent punctuality and attendance, always aiming to ensure that their daughter's rate of attendance is 100%. • Contact the school on the first day of absence, preferably by email, to provide relevant information. If the absence is likely to be prolonged, this information should be communicated to enable the school to assist with homework or any other arrangements which may be required. • Provide a written explanation by emailing the relevant Head of Year immediately following any period of absence. (While absences will occur for very many understandable reasons, any absence will result in lost learning.) • Use the SIMS ParentApp to monitor their daughter's attendance. • Be informed of any issues related to their daughter's attendance. • Avoid making medical appointments during the school day. • Provide an email for the Head of Year in advance of any instance where a pupil needs to leave school during the school day. <i>(This email is then forwarded to reception. Pupils should go to reception to sign out /be signed out by a parent/ guardian before they leave school.)</i> • Avoid arranging family holidays during term time.
<p>Pupils</p>	<p>Pupils will:</p> <ul style="list-style-type: none"> • Be aware and understand that attainment is directly linked to attendance. • Attend school regularly, always aiming for 100% attendance. • Arrive to Registration/Assembly by 9.00am each morning. (This is an essential part of each school day, where important information about school life is shared and other planned activities take place, providing time for pupils to settle into the school day. • Arrive on time and prepared for all classes. • If arriving after class registration has ended, sign the Late Book in the Year Head's room. A reason must be provided to explain lateness. • Present a written explanation from parent/guardians to the class tutor, immediately following any period of absence. (While absences will occur for very many understandable reasons, any absence will result in lost learning.) • Speak with their teachers and ensure that they catch up on missed work on return to school following a period of absence. • If leaving school during the school day for any reason, ensure that parents have sent an email to the Head of Year beforehand. Pupils should go to reception to sign out before they leave school. • In an emergency, go to Reception where staff will contact the relevant Head of Year or Senior Teacher to obtain permission for parent/guardians to be contacted to collect pupil from school. (Pupils must never contact their parent/guardians directly during the school day.)

EWS	<p>Education Welfare Service</p> <ul style="list-style-type: none"> • Education and Library Boards through the Education Welfare Service have a legal responsibility to make sure that parent/guardians meet their responsibility towards their child’s education. • Regular attendance is an essential requirement for educational results and where attendance difficulties exist or a pupil’s attendance falls below 85% the Education Welfare Service (EWS) will support staff and pupils in developing and implementing strategies to address or improve school attendance. • Schools must refer pupils to the Education Welfare Service (EWS) when attendance falls below 85%, or earlier if concerns exist. Evidence of school-based interventions must accompany referrals. • The EWS offers advice, attends meetings, and signposts to other services. Their customer standards include confidentiality, timely communication, and advocacy
ETA /EOTAS	<p>Exceptional Teaching Arrangements (ETA)</p> <p>The (ETA) service supports children and young people, including those with SEN, arising from difficulties relating to social, behavioural, emotional and wellbeing or a physical need. A referral to ETA can be made by the School if in receipt of relevant and current medical evidence.</p> <p>Education Other than At School (EOTAS)</p> <p>EOTAS is an educational provision for children and young people with social, behavioural or emotional wellbeing issues who, without its provision, would not sustain access to suitable education. A referral to EOTAS can be made by the School in consultation with an Educational Psychologist.</p>

Family Holidays during term time

Dominican College discourages holidays during term time due to the impact on learning. Family holidays taken during term time will be recorded as an unauthorised absence in line with DE guidance.

Procedures for managing pupil absences

(See roles above)

- Regular monitoring of attendance by all staff.
- Concerns, Actions and Communications recorded on CPOMS.
- Parental monitoring of pupil attendance by use of the SIMS ParentApp.
- Parent/guardian contact by email and then meeting.
- Target setting with pupils and parent/guardians.
- Pastoral support.
- EWS referral as required

Review and Evaluation of the Policy

The school will evaluate the effectiveness of this policy through:

- Regular reviews and updates.
- Feedback from pupils, parents, and staff.
- Data analysis and evaluation.

Links to Other Policies

This policy should be read in conjunction with the wider pastoral care and safeguarding suite of policies. In the development and implementation of this Pupil Attendance Policy, and to ensure consistency, the Board of Governors has been mindful of the related policies including:

- ✓ Positive Behaviour Policy
- ✓ Pupil Code of Conduct
- ✓ Pastoral Care Policy
- ✓ Safeguarding and Child Protection Policy
- ✓ Mobile Phone Policy
- ✓ Health and Safety Policy
- ✓ Educational Visits Policy
- ✓ E-Safety Policy and Acceptable use of Internet Policy
- ✓ Anti-Bullying Policy
- ✓ Suspensions and Expulsions Policy

Approved by:	Mrs Sheila Crea (Chair of governors)
Date:	October 2025
Last reviewed on:	
Next review due by:	

This policy will be reviewed regularly and communicated to staff, parents and pupils. It will be amended as appropriate in accordance with any relevant DENI circulars.

MORNING REGISTRATION (9.00 am – 9.15 am) and AFTERNOON REGISTRATION

1. Attendance **must** be taken in **Registration Groups** by the **Class Tutor** during morning registration. **PM registration will be informed by the class registers taken during the Period 6 lesson.**
2. When the class attends assembly, am registration **must** be completed by the end of period 1.
3. Pupils who are present for registration should be recorded as Present (\) for the AM session.
4. Pupils who are not present for registration should be recorded with an **N** unless a reason for absence has already been entered by the Year Head.
5. For pupils who arrive at registration between 9.00 am and 9.15 am, record the numbers of minutes late but **do not** enter **L** on the register.
6. Pupils who arrive in school after 9.15 am must sign the late book. The Year Head will mark these pupils **L** (Late: Before Registration Closes) for the AM session.
7. Pupils who arrive late due to a medical/dental appointment etc. must sign the late book **and** provide the Tutor/Year Head with a written explanation or email from a parent/guardian. The Year Head will record these pupils with a **'Red Flag'** for the AM session. 'Lateness' due to medical/dental appointment etc. will not count toward 'Detention for Lateness' provided a written explanation is supplied. If a pupil is late due to a medical/dental appointment, a **'Red Flag'** should be added to indicate this on the pupil's record.
8. The Attendance Officer will contact tutors directly, via SIMS Messenger, after 9.45 am if the morning register has not been taken. N.B. Please ensure that the 'My Messages' inbox has sufficient space available to receive messages regarding "missing registers".
9. Teachers on 'cover' for AM registration, **must** record attendance for the class they are covering (cover classes will appear in the "My Classes Today" panel on the SIMS.net home page).
10. Class Tutors **must** ensure that the AM and PM registrations are kept up to date and accurate.
11. Class Tutors **must** ensure that there are no missing marks.

Reason for Absence

1. If pupils have **N** against their name for either the **AM** or **PM** session this should be changed by the Year Head to the appropriate 'Reason for Absence' as soon as possible.
2. Year Heads must obtain **written notification or an email** from a pupil's parent/guardian before entering a 'Reason for Absence'.
3. The 'Reason for Absence' code should remain **N** (No Reason Yet Provided) until an acceptable 'Reason for Absence' is provided. If no 'Reason for Absence' has been provided after 5 school days have passed following return to school, the code **must** be changed to **D**. (by Tutor or Year Head).

4. The 'Reason for Absence' code **D** may be changed once an acceptable 'Reason for Absence' has been provided. (by Tutor or Year Head).
5. The code **H** (Other Absence) is to be used only when the 'Reason for Absence' provided is not acceptable and may only be entered by the Year Head.

CLASS REGISTRATION (Periods 1 – 6)

1. Attendance **must** be taken in **Academic Class** by the subject teacher for **every** period throughout the day.
2. Under no circumstances should class registers be completed in advance of the timetabled class.
3. Pupils who are present for class should be recorded as such using the symbol ****.
4. Pupils who are not present for class should be recorded as such using the symbol **N** unless a 'Reason for Absence' has already been entered by the Class Tutor or Year Head.
5. Pupils who arrive late to class **must** be recorded as such by entering the number of minutes late using the 'Enter Minutes Late' option in the pull-down menu. (This can be accessed by a 'right click' on the mouse). **Do not** enter **L** on the class register.
6. Pupils who are in school but are absent from class for a legitimate reason (e.g., Music lesson) **must** be recorded as absent for class using the symbol **N**, but a '**Red Flag**' should be added to explain the absence. (Note: pupils must inform their subject teacher in person if they are to be absent from class).
7. Teachers on 'cover' **must** record the attendance for the class they are covering (cover classes will appear in the "My Classes Today" panel on the SIMS.net home page).
8. Great care is needed in recording attendance during Period 6 as this informs the PM registers.

Reason for Absence

1. Class teachers may only use the following codes when recording attendance at academic class
 - a. **** (Present)
 - b. **N** (Absent)

NOTE

If, for any reason, it is not possible to take the register (either for reg. class or academic class) tutors/class teachers must make a written note of the pupils absent and complete the register as soon as possible. Tutors/class teachers must **not** send lists of absentees to reception.

Class Tutor

The following “Reason for Absence” codes may be used by the Class Tutor:

- / \ Present (AM/PM)
- N No reason yet provided for absence (temporary code only)
*(to be changed to **D only** after 5 school days have passed and no reason for absence has been provided)*
- D No reason provided for absence
*(to be used **only** after 5 school days have passed and no reason for absence has been provided)*

Note: If a pupil is late to registration, enter the number of minutes late but do not enter L on the register.

Class Teacher

The following codes may be used by the Class Teacher:

- / Present
- N No reason yet provided for absence

Note: If a pupil is late to class, enter the number of minutes late but do not enter L on the register.

Year Head

The following “Reason for Absence” codes may only be used by the Year Head:

- I1 Illness (not medical/dental appointments)
*(To be used **only** if the pupil is absent for a **whole** session. Any pupil who is absent for only **part** of a session due to illness should be recorded as **present** for that session)*
- I4 Emotionally Based School Non-Attendance (EBSNA)
- A Artistic Endeavour
- B Bereavement
- L Late (Before Registration Closes)
- G Family Holiday (Not Agreed)
- H Other Absence
*(To be used **only** when the ‘Reason for Absence’ provided is not acceptable – unauthorised absence.)*
- M Medical/Dental Appointments
*(To be used **only** if the pupil is absent for a **whole** session. Any pupil who is absent for only **part** of a session due to medical/dental appointment should be recorded as **present** for that session)*
- O1 Other Exceptional Circumstances
- O2 Temporary exceptions to the curriculum.
- P Approved Activity
- R Religious Observance
- S Study Leave

- **U** Late After Registration is closed
- **V** Educational Visit
- **W** Work Experience
- **9** CAMHS/Mental Health Support

Principal

The following “Reason for Absence” codes may only be used by the Year Head in consultation with the Principal:

- **C** Suspended
- **J** Extended Leave

Appendix 3

Attendance Support Plan

Where there are concerns about a pupil’s patterns of attendance, the Head of Year may consult with the Vice-Principal (Pastoral) and liaise with the Head of Year to develop and implement an Attendance Support Plan. Depending on the circumstances, a combination of the following strategies, as appropriate, may be implemented.

- Setting of clear, realistic targets for attendance.
- Daily or Weekly check-ins with the Class Tutor, Head of Year or Senior Key Stage Leader as agreed.
- Temporary Timetable Adjustments.
- Academic Support.
- Support from School Counsellor.

Appendix 4

Absence Percentages Guide for Parents

Attendance	School Days Missed	Weeks of Learning Missed	Description
100%	0 days missed	0	Excellent
95%	9 days missed	1 week and 4 days	Satisfactory
90%	19 days missed	3 weeks and 4 days	Poor
85%	28 days missed	5 weeks and 3 days	Very Poor
80%	38 days missed	7 weeks and 3 days	Unacceptable
75%	46 days missed	9 weeks and 1 day	Unacceptable

Summary of Attendance Codes on current C2K system (Updated July 2025)			
CODE	DESCRIPTION	CODE	DESCRIPTION
/ \	Present: / = (AM); \ = (PM)	S	Study Leave
A	Artistic Endeavour	U	Late (after registration closed)
B	Bereavement	V	Educational Visit / Examination
C	Suspended	W	Work Experience
D	No reason provided for absence	X	Only staff should attend
G	Family Holiday (not agreed)	Y	Exceptional Closure
H	Other Absence	#	Holiday for all
I1	Illness (not medical or dental appointments)	!	No attendance required
I4	Illness – Emotionally Based School Non-Attendance (EBSNA)	1	Community Providers / EOTAS (organised by the EA)
J	Extended Leave	2	Exceptional Teaching Arrangement / hospital
L	Late (before registration closed)	3	Elective Home Education
M	Medical / Dental Appointments	4	Pupil Referral Unit
N	No reason yet provided for absence (temporary code only)	5	Another mainstream school (under Entitlement Framework – EF)
O1	Other Exceptional Circumstances	6	Training Organisation (under EF)
O2	Temporary Exceptions to the Curriculum	7	FE College (under EF)
P	Approved Activity	8	Intensive Support Learning Unit
R	Religious Observance	9	CAMHS / Mental Health Support
Absence Category Colour Code			
Present / Approved Educational Activity		Unauthorised Absence	
Authorised Absence		Attendance not required	

Appendix 6

DENI Absence Tiers

The Department of Education have developed a new approach to pupil attendance reporting using Absence Tiers. These present pupil absence statistics in categories to help inform and support schools, parents and pupils.

Tier	Days of Absence	Description
Tier 1a	(<1 day per month)	Regular Attendance Pupils with 0-4.9% absence
Tier 1b	(1-2 days per month)	At Risk Attendance Pupils with 5%-9.9% absence
Tier 2	(2-3 days per month)	Chronic Attendance Pupils with 10%-19.9% absence
Tier 3	(4+ days per month)	Severe Chronic Attendance Pupils with 20%+ absence

Appendix 7

School Attendance Awards

Examples of Attendance Awards

Rewarding attendance				
	Term 1	Term 2	Term 3	Whole Year
KS3	Bookmark	Certificate	Postcard	100% Pin
KS4	DCF Certificate	DCF Certificate	Postcard	100% Pin
KS5	Coffee Morning	Voucher	Postcard	100% Pin