

# OMAGH ACADEMY



## Attendance Policy

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### ATTENDANCE POLICY

Author:	Vice-Principal Pastoral in consultation with Year Heads.
For attention of and action by:	Board of Governors, Omagh Academy Staff and parents
Approved by:	Board of Governors
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Signed: \_\_\_\_\_

(Chairperson, Board of Governors)

Date: \_\_\_\_\_

#### RECORD OF AMENDMENTS

DATE OF REVIEW	AMENDMENTS	AMENDED BY

## **Contents Page**

Aims and Rationale	4
Role of the School	6
Role of Parents/Carers	6
Role of the Education Welfare Service	7
School Attendance Targets	9
Roles and Responsibilities	10
Attendance Procedures	16
Monitoring and Review	23

**This policy has been developed with reference to the following relevant sources and publications:**

*Pastoral Care in Schools: Promoting Positive Behaviour* (DENI, 2001)

*School Attendance Matters – A Parent’s Guide* (DENI, 2013)

*Part One: Attendance in Schools – ETI Good Practice Report* (ETI, 2016)

*Improving Pupil Attendance Strategy* (DENI, 2016)

*Our Plan for You* (DENI / NI Executive, 2016)

*Inspection and Self-Evaluation Framework (ISEF)* (ETI, 2017)

*Safeguarding and Child Protection: A Guide for Schools* (DENI, 2019)

*Putting Care into Education* (DENI, 2019)

*Children and Young People’s Strategy 2020-2030* (DENI / NI Executive, January 2021)

*Draft Programme for Government Framework* (NI Executive, January 2021)

*DE Circular 2023/11 Attendance Guidance and Absence Recording by Schools* (DE, August 2023)

## **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.

Omagh Academy will strive to promote an ethos and culture which encourages good attendance and where each pupil will feel valued and secure.

## **Aims**

1. To improve/maintain the overall attendance of pupils at Omagh Academy.
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.

## **Rationale**

As a school, we provide a high-quality education for all pupils through a broad and balanced curriculum, excellent learning and teaching, and an extensive extra-curricular programme. We recognise that pupils can only experience and benefit

from such provision when they are in school. We, therefore, promote an ethos and culture which encourages good attendance within an environment where each pupil feels valued and secure, and where each pupil is motivated and positively engaged in their learning.

The promotion of regular and punctual school attendance requires effective co-operation between the school, the pupil, and their parents/guardians. Parents/carers have an important role to play in ensuring that their child attends school punctually each day and maintains a good record of attendance throughout their years in compulsory education. We work in partnership with parents/carers to address and resolve any concerns we identify regarding pupil attendance at an early stage so that the impact of non-attendance on pupil progress is minimised.

Pupil attendance is closely monitored through the school's pastoral system. In addition to our concern for the impact of attendance on pupil progress, our focus on recording and monitoring school attendance is also linked to our concern for the health, safety, and wellbeing of all pupils. Recurring pupil absence may be an indication that the pupil is experiencing some kind of difficulty. Where this is the case, we will want to support the pupil and their parents/guardians to overcome that difficulty. We also need to be always aware of the whereabouts of all pupils, particularly those leaving or arriving to school during the school day. It is, therefore, important that pupils leaving school sign out and pupils arriving late to school sign in as this information will be vital in the event of an emergency evacuation of the school.

### **Legal context**

The legislative context within which this policy has been developed includes:

- The Children (Northern Ireland) Order 1995
- The Education (Northern Ireland) Order 1998 Article 3
- The Human Rights Act 1998
- The Education and Libraries Order (Northern Ireland) 2003
- Welfare and Protection of Pupils Education and Libraries (Northern Ireland) Order 2003
- The Equality Act (Sexual Orientation) Regulations (Northern Ireland) 2006
- The Education (School Development Plans) Regulations (Northern Ireland) 2010
- The Education (2006 Order) (Commencement No. 2) Order (Northern Ireland) 2010
- Special Educational Needs and Disability Act (Northern Ireland) 2016
- The Addressing Bullying in Schools Act (Northern Ireland) 2016

In the promotion of school attendance, we take account of relevant articles contained within the United Nations Convention on the Rights of the Child (UNCRC), including:

**Article 2:** The Convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities or any other status, whatever they think or say, whatever their family background.

**Article 3:** The best interests of the child must be a top priority in all decisions and actions that affect children.

**Article 12:** Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.

**Article 28:** Every child has the right to an education. Primary education must be free and different forms of secondary education must be available to every child.

**Article 29:** Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

### **Role of the School**

As a school, we record, monitor and review pupil attendance regularly. We identify patterns/trends in pupils' attendance and engage with parents/guardians and/or external agencies in a timely manner, as appropriate, to address and resolve any issues/concerns emerging in relation to pupil attendance.

To accurately record and monitor attendance in a consistent way, we will adhere to the guidance provided in the most current Department of Education Circular: *2023/11 Attendance Guidance and Absence Recording by Schools*.

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.

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

### **Role of Parent/Carer**

Libraries (NI) Order 1986 (1986 Order), to ensure that each child of compulsory school age shall receive efficient full time education suitable to their age, ability and aptitude and to any special educational needs they may have, either by regular school attendance or otherwise.

When parents/carers register their child in a school, they have a legal duty to ensure that they attend that school regularly.

Positive support from parents/carers and a willingness to engage with the school (and other support bodies as necessary) will make a significant contribution towards their child maximising their attendance at school and realising their full educational potential.

Parents/carers should always keep the school informed of any issue impacting on their child's school attendance. It is a parent's/carer's responsibility to inform the school of the reason for a pupil's absence on the first day of absence. This should be followed up with a written note when the pupil returns to school. If the absence is likely to be prolonged, parents/carers should provide this information to the school, indicating the reason and, where possible, the anticipated period of absence.

Pupils are expected to be in school no later than 8.55am for AM Registration. It is the responsibility of parents/carers to ensure that their child arrives to school punctually. Lateness is recorded at Registration and on each pupil's attendance record.

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

### **Role of the Education Welfare Service**

The Education Authority (EA), through the Education Welfare Service (EWS), has a legal duty to make sure that parents/guardians meet their responsibility towards their children's education.

If we are concerned about a pupil's pattern of attendance, we will consult with the school's designated Education Welfare Officer (EWO). Where a pupil's absence causes concern, and/or if their attendance falls below 85%, the school may make a referral to the Education Welfare Service. This action will not be taken in cases where there is a valid reason for absence such as a long-term medical condition. Referrals to EWS will be agreed in accordance with Partnership Plans / Service Level Agreement.

The EWS primarily seeks to support referred pupils and their families to stay engaged with education by helping them to tackle barriers to attending school. They work in partnership with the young people, their families, schools, other education services as well as statutory and voluntary agencies. The EWS will support the school and parents/guardians to develop and implement strategies to address or improve a pupil's level of school attendance.

The EWS will monitor pupil absences at school level during audits which will also identify pupils who may require support.

In cases where parents do not co-operate with the advice and guidance of the EWS and where a pupil's attendance remains a matter of concern, the EA may consider legal action.

Under the 1986 Order, if a child or young person who is registered at a school does not attend regularly the Education Authority (EA) can initiate court action which could result in the parent receiving a fine not exceeding (£1,000) for each child. The EA can also apply under the Children (NI) Order 1995 for an Education Supervision Order to be made by the Court if it believes that a child of compulsory school age (other than a child in the care of a Health and Social Care Trust) is not receiving efficient full-time education suitable to their age, ability and aptitude, and to any special educational needs they may have.

Should the school decide to make a referral to the Education Welfare Service, parents/carers will be notified of this course of action.



### **School Attendance Targets**

In Omagh Academy, all pupils are expected to maintain an attendance percentage of at least 95%, unless there are exceptional circumstances or there is a valid reason why a pupil is unable to attend school.

An attendance percentage of 95% is regarded as satisfactory and amounts to 9 days absence from school over the academic year with a loss of almost 2 weeks' learning.

The table below outlines the impact of school absence on pupil learning. \*

100% Attendance	0 Days Missed	Excellent
95% Attendance	9 Days of Absence 1 Week and 4 Days of Learning Missed	Satisfactory
90% Attendance	19 Days of Absence 3 Weeks and 4 Days of Learning Missed	Poor
85% Attendance	28 Days of Absence 5 Weeks and 3 Days of Learning Missed	Very Poor
80% Attendance	38 Days of Absence 7 Weeks and 3 Days of Learning Missed	Unsatisfactory
75% Attendance	46 Days of Absence 9 Weeks and 1 Day of Learning Missed	Unacceptable

\*These figures are based on a total of 190 pupil days in the school year.  
Source: *School Attendance Matters – A Parent's Guide* (DENI, 2013)

## Roles and responsibilities

As part of the whole school strategy for managing school attendance, every member of staff has designated responsibilities for the promotion of good attendance across the school. Staff who are involved in the recording of pupil attendance and punctuality are required to use the appropriate attendance code on SIMS, in line with DE attendance guidance.

The table below summarises the key roles and responsibilities of staff within the school in terms of promoting school attendance.

<b>ROLE</b>	<b>OVERVIEW OF RESPONSIBILITY IN TERMS OF ATTENDANCE</b>
<b>Board of Governors</b>	<p><b>The Board of Governors will:</b></p> <ul style="list-style-type: none"><li>• ensure that the school has in place a clear Attendance Policy and robust attendance procedures.</li><li>• set and regularly review school attendance targets and figures.</li><li>• ensure that attendance is regularly discussed as an agenda item at Governor meetings.</li><li>• keep the school curriculum provision under regular review to ensure that it is appropriate to the interests, aspirations and aptitudes of pupils at all Key Stages; and</li><li>• ensure that pastoral provision within the school is appropriate to the needs of pupils.</li></ul>

<b>Principal</b>	<p><b>The Principal will:</b></p> <ul style="list-style-type: none"> <li>• assume overall responsibility for school attendance.</li> <li>• address any concerns regarding school attendance brought to their attention.</li> <li>• foster a culture within the school which promotes and prioritises school attendance.</li> <li>• monitor school attendance data and identify patterns / trends in pupil attendance at whole-school, year group, class group and individual pupil level.</li> <li>• regularly review the school's Attendance Policy and the effectiveness of school attendance procedures and ensure that these meet the needs and circumstances of the school.</li> <li>• ensure that all information relating to the school Attendance Policy and attendance procedures is effectively communicated to parents/carers and pupils; and</li> <li>• determine on a case-by-case basis whether any absence notification provided by a parent/carer should be recorded as an authorised or unauthorised absence.</li> </ul>
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<b>Vice-Principal Pastoral</b>	<p><b>The Vice-Principal will:</b></p> <ul style="list-style-type: none"> <li>• ensure that the school's attendance procedures adhere fully to Department of Education guidelines.</li> <li>• ensure that all personnel involved in the recording and monitoring of school attendance are kept informed of relevant DE circulars.</li> <li>• liaise with external agencies, as appropriate, to address issues relating to pupil attendance; and</li> <li>• refer unresolved cases to the Education Welfare Service.</li> </ul>
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<b>Senior Leadership Team</b>	<b>The Senior Leadership Team will:</b> <ul style="list-style-type: none"><li>• set targets for whole school attendance;</li><li>• regularly review whole-school attendance data against targets.</li><li>• agree strategies to be implemented across the school to promote good attendance.</li><li>• regularly review the effectiveness of attendance procedures, amend the attendance policy and procedures, as necessary, and communicate any changes to pupils, staff, and parents/carers; and</li><li>• identify emerging patterns / trends in pupil attendance and punctuality to school and take appropriate action, as required, to improve pupil attendance and/or punctuality.</li></ul>
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<p><b>Heads of Year</b></p>	<p><b>Heads of Year will:</b></p> <ul style="list-style-type: none"> <li>• monitor and review pupil attendance and punctuality for pupils in their Year Group at the level of Year Group, Form Class and individual pupil.</li> <li>• use the monthly attendance report and punctuality report to identify pupils presenting with issues and take appropriate action.</li> <li>• promote regularly (e.g., during Assembly) the importance of school attendance with pupils.</li> <li>• recognise and reward pupil attendance monthly at the Year Group Assembly by identifying the Form Class with the best monthly attendance percentage.</li> <li>• ensure that all pupil absences have been followed up by Form Teachers and accurately recorded on SIMS.</li> <li>• mentor and provide support for pupils presenting with issues impacting on their school attendance.</li> <li>• identify recurring patterns / trends / concerns in relation to pupil attendance/punctuality and liaise with parents/carers to address and resolve these.</li> <li>• refer any unresolved concerns in relation to pupil attendance/punctuality to the Vice Principal Pastoral.</li> <li>• refer pupils whose attendance falls below 85% to the Vice Principal Pastoral.</li> </ul>
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<b>Form Teachers</b>	<p><b>Form Teachers will:</b></p> <ul style="list-style-type: none"> <li>• monitor and review the attendance and punctuality of individual pupils and the Form Class as a group.</li> <li>• record pupil attendance, absence and, where necessary, lateness during AM Registration using the appropriate attendance code;</li> <li>• encourage pupils to attend school through regular reminders about the importance of school attendance.</li> <li>• follow up reasons for pupil absence with pupils and in cases where no reason has been provided;</li> </ul>
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<b>Subject Teachers</b>	<p><b>Subject Teachers will:</b></p> <ul style="list-style-type: none"> <li>• use SIMS Lesson Monitor to record pupil attendance, absence and, where necessary, lateness during every lesson each day.</li> <li>• follow up immediately any unexplained pupil absence from class.</li> <li>• record any unexplained / unacceptable lateness to class on SIMS.</li> <li>• refer any concerns regarding a pupil's pattern of lesson attendance and/or punctuality to the pupil's Form Teacher, Head of Year and the relevant Head of Department;</li> </ul>
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<p><b>Staff Organising Educational Visits / Events During the School Day</b></p>	<p><b>Any member of staff with lead responsibility for organising an educational visit or other event during the school day which requires pupils to be absent from class will:</b></p> <ul style="list-style-type: none"> <li>• notify all staff of the planned educational visit / event via the Microsoft Outlook Calendar.</li> <li>• notify all staff of the names of participating pupils by attaching a list of names to the entry on the Microsoft Outlook Calendar.</li> <li>• provide the school Office with the names of participating pupils so that this information can be added to school registers.</li> <li>• complete a registration check before leaving the school grounds / at the beginning of the event in school and provide the School Office with an accurate and up-to date list of participating pupils;</li> </ul>
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<p><b>Parents / Carers</b></p>	<p><b>Parents/carers will:</b></p> <ul style="list-style-type: none"> <li>• adhere to all aspects of the school policy and procedures in relation to attendance and punctuality.</li> <li>• instil positive attitudes to school attendance in their child;</li> <li>• communicate any issue which has a bearing on their child's school attendance to the school; and</li> <li>• co-operate fully with the school and, where necessary, external agencies, to address and resolve any issues/concerns arising in relation to their child's school attendance.</li> </ul>
<p><b>Pupils</b></p>	<p><b>Pupils will:</b></p> <ul style="list-style-type: none"> <li>• adhere to all aspects of the school policy and procedures in relation to school attendance and punctuality; and</li> <li>• demonstrate a positive attitude to school attendance and an understanding of its importance.</li> </ul>

<p><b>School Council</b></p>	<p><b>The School Council will:</b></p> <ul style="list-style-type: none"> <li>• contribute to a review of the school Attendance Policy and procedures; and</li> <li>• ensure that students understand fully the importance of school attendance and the possible outcomes of non-attendance.</li> </ul>
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## **Attendance procedures**

- All pupils are expected to be in school every day between 08.55am – 3.30pm.
- It is the responsibility of parents/carers to ensure that their child attends school punctually each day.
- All pupils are expected to punctually attend registration with their Form Teacher.
- Pupils are expected to attend AM Registration / Assembly with their Form Teacher from 08.55-9.05am.
- Pupil attendance, absence and/or lateness will be recorded during AM Registration and PM Registrations each day, and at the beginning of each lesson throughout the school day.
- All pupils are expected to punctually attend all timetabled lessons during the school day.
- Parents/carers are expected to use the appropriate section of the Pupil Diary to communicate:

reasons for school absence.

or alternatively, use the School Gateway App to notify the School Office of reasons for absence.

## **Recording absence**

### Authorised absence

An authorised absence is one whereby a pupil has not been present in school but where an acceptable reason / explanation has been provided for the absence or where the pupil is involved in an activity which the school deems to have a direct correlation to their ongoing academic or educational progression.



### An unauthorised absence

An unauthorised absence is one whereby a pupil has not been present in school and no acceptable reason / explanation has been provided for the absence or the school has not approved the pupil absence.

### Planned pupil absence

A planned absence is one whereby parents/carers know in advance that their child will not be attending school for a particular reason. In this case, parents/carers should notify the school in advance of the planned absence, the reason for it and the duration of it. The notification of a planned absence may be provided as a note or a telephone call to the pupil's Head of Year. As far as possible, notification of a planned absence should be received by the school at least one week in advance of the absence.

### Unplanned pupil absence

An unplanned absence is one whereby a pupil is unable to attend school because of an unexpected, unforeseen, or unavoidable circumstance. If a pupil is absent from school unexpectedly, parents/carers should contact the school on the first morning of the pupil's absence to notify the school of the absence and provide the reason for it. As far as possible, parents/carers should indicate the expected duration of their child's absence.

The school office is open from 8.30am.

A member of the School Office Team will record details of the absence on SIMS.

### Pupil absence with no reason provided by a parent/carer

If a parent/carer does not contact the school to explain the absence of a pupil, the pupil's Year Head will contact the parent on the third day of the pupil's absence to establish the reason for the absence.

### Pupil absence due to illness

As a school, we acknowledge that there will inevitably be days when a pupil is unable to attend school for an acceptable reason such as illness. In such circumstances, the absence will be recorded as authorised if an explanation has been provided by a parent/carer.

Where a pupil's absence due to illness has been for a prolonged period or is a recurring issue, the school may request parents/carers to provide medical evidence of the illness. If parents/carers do not provide medical evidence and the school is not satisfied about the authenticity of the illness, the school will record the absence as unauthorised and inform parents/carers of this action.

Should a pupil be absent from school due to a serious or long-term illness, the school will work closely with parents/carers and any external agencies involved to provide appropriate pastoral and academic support to the pupil. The level of support provided will be dependent on the specific circumstances of each individual situation.

### Pupil return to school following absence

On their return to school following an absence, a pupil should present their Form Teacher with a note from their parent/carer providing the reason for absence. If a reason for absence has been provided via the School Gateway App then this will suffice.

### Life events impacting a pupil's school attendance

We understand that significant life events can impact a young person's ability to attend school. Such events can include, for example, serious illness, bereavement or being a young carer. In such circumstances, we will endeavour to manage the situation in a sensitive, compassionate, and understanding manner. We will work with the pupil, their parents/guardians and, where appropriate, relevant external agencies to support the pupil and enable them to remain engaged with the school and their learning.

### Routine medical / dental appointments

Parents/guardians should not make routine appointments (e.g., dental, medical, orthodontic, ophthalmic) for their child during the school day. Such appointments should be made for after school or during school holidays.

### Holidays during term time

Parents/carers should not book family holidays during term time due to the impact this has on a pupil's learning.

Pupil absence due to a family holiday will be recorded as an unauthorised absence, except in exceptional circumstances.

Parents/carers who decide to take their child out of school for a family holiday have a responsibility to notify the school in advance of this decision. It is also their duty to ensure that their child has caught up on all schoolwork missed during the period of absence.

### Arriving late to school

Lateness to school or to lessons impacts on pupils' learning.

### Truancy from school

If an occurrence of truancy is suspected / identified, the school will inform parents/carers. It is the responsibility of parents/guardians to contact their child to find out where they are and to notify the school immediately.

Parents/carers are expected to take incidents of truancy seriously and consider the possibility that their child may be putting themselves at risk if they are not attending school when their parents/guardians expect them to be present.

Incidents of truancy will incur a sanction.

## Pupils leaving school due to illness

If a pupil feels unwell during the school day, they should visit the school Office to speak to a First Aider. If the pupil is unable to remain in school, the school Office will contact a parent/carer to plan for the pupil to be collected at the school.

Pupils who feel unwell must not contact parents/carers independently to be collected from school.

Parents/carers should not make arrangements to collect pupils from the school due to illness unless they have been contacted by the school.

Pupils who are unwell in school will not be permitted to leave school during the school day to make their own way home. Parents/carers will be required to make appropriate arrangements for their child to be collected from the school.

If a pupil needs to leave school during the school day, the following procedures must be followed:

- A parent/carer should write a note indicating the reason why the pupil needs to leave school, the time they need to leave the school and, if appropriate, the estimated time of their return to school.
- The pupil should present the written request to their Head of Year who will issue an exeat pass to indicate that permission has been granted.
- Before leaving the school, the pupil should sign the 'Sign Out' book, indicating the time they have signed out.
- If a pupil who has signed out returns to school during the school day, they must go to Reception upon their return to school to sign back in.

If a circumstance arises whereby a parent/carer needs a pupil to leave school unexpectedly during the school day, the parent/carer should contact the school and speak to their child's Head of Year or Vice Principal Pastoral to explain why the pupil needs to leave school and to provide details of the arrangements made for the collection of their child. In such circumstances, it is the school's preference

that parents/carers collect pupils at the school and sign pupils out at the Main Reception area.

Pupils will not be permitted to sign out of school without presenting a written request signed by a parent/carer to their Head of Year.

A member of school staff may contact a parent/carer to verify the authenticity of any request for permission to leave school that is received.

#### Pupils leaving school grounds without permission

Pupils must not leave the school grounds at any time during the school day without the written permission of a parent/guardian and the permission of their Head of Year or the Vice Principal Pastoral.

If a pupil leaves the school grounds during the school day for any reason without the permission of a member of school staff, their parents will be contacted, and they will incur a sanction.

#### Provision of work during periods of school absence

During or following a short period of school absence (up to five consecutive school days), it is the responsibility of pupils to ensure that they recover any lost learning / class work / homework through communication with peers.

Parents/carers should not contact the school to request provision of work for completion at home unless a period of absence has exceeded five consecutive school days.

Where a period of absence has exceeded five consecutive school days and is likely to continue, the school may consider requests from parents/carers for provision of work for completion at home. A decision to provide work for completion at home will be at the discretion of the school and will be considered on a case-by-case basis, taking account of the reason for / specific circumstances relating to the absence.

The school will not provide work for pupils to complete at home during periods of unauthorised absence such as family holidays.

Any requests for the provision of work to be completed at home should be made to the relevant Year Head.

### Remote learning

The availability of remote / online learning platforms does not negate the requirement that all pupils should be physically present in school and attend all lessons on a face-to-face basis each school day.

The school will not provide remote learning as an alternative to normal school attendance or classroom-based teaching during any period when a pupil is absent from school. The school does not consider remote learning to be a solution for problems or concerns relating to attendance.

Should a whole-school shift to remote learning become necessary due to exceptional circumstances (as required during the COVID-19 pandemic), the school's Remote Learning Policy will apply.

### Internal examinations

Pupils and parents/guardians will be advised of the attendance and registration arrangements for pupils during periods of internal examinations at least one week in advance of the commencement of the internal examination period.

### Staff Development Days

Pupils are not required to attend school on days which have been designated within the annual school calendar as Staff Development Days.

### Exceptional Closure Days

On occasion, it may be necessary for the school to close due to exceptional circumstances. Such circumstances may include:

- severe weather conditions such as heavy snowfall or strong winds.
- critical incident such as the death of a teacher or pupil at the school;
- electricity / heating system failure.
- flooding or burst pipes; or

- any situation impacting the health and safety of pupils and staff.

Where an exceptional closure is required, this information will be communicated to parents/guardians with as much notification as possible using the following communication channel:

School Gateway App

#### Removal of a pupil's name from the school register

All pupils enrolled at the school will remain on the school's register and will be subject to the procedures contained within this policy. A pupil's name will only be removed from the school register in any of the following circumstances:

- the school has received confirmation that the pupil is registered at another school in Northern Ireland.
- departure of the pupil from Northern Ireland.
- expulsion of the pupil.
- death of the pupil.
- the pupil leaves school after having completed compulsory education; or
- the pupil's parent/carer advises the school that the pupil is being removed under Regulation 6(2) of The Registration and Attendance of Pupils Regulations (NI) 1974 [No. 78], for example, elective home education.

The Principal will complete the relevant documentation (Form SA1) and notify the Education Authority once a pupil has been removed from the school register.

#### Monitoring, review and evaluation of the policy

It is the responsibility of the Board of Governors, in liaison with the Principal, to monitor the effectiveness of this policy. This policy will be reviewed every two years but may be updated sooner in response to:

- relevant circulars and publications provided by the Department of Education, the Education Authority or CCEA.
- a recommendation by the Education and Training Inspectorate.
- issues arising from the implementation of the whole-school attendance strategy; or
- reviews of other related school policies such as the Pastoral Care Policy and Safeguarding and Child Protection Policy