

**Equality, Rights and Social Inclusion Unit**

3 Charlemont Place • The Mall • Armagh •

BT61 9AX

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Website: <http://www.selb.org/>



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Wednesday, 31 January 2007

Dear Principal,

**Re Revised proformas for baseline data collection  
Questionnaire on Traveller pupils' attendance and attainment  
Questionnaire on Traveller education provision  
Circular advising on use of absence Code "T"**

Please find enclosed a number of documents for your attention.

Firstly I wish to let you know that the revised baseline proformas have now been completed and the new format has been approved by the DE and The Forum for the Education of Travellers' Children (NI). As you may be already aware this statistical information is required annually and I am now proceeding to collect the data for the academic year **2005/2006**.

Included also are two questionnaires for Traveller schools. The first questionnaire has been drafted in response to a request from the DE to provide a list of identified reasons for poor levels of attendance and attainment. The second questionnaire explores issues around current provision for Traveller pupils. A further circular advises schools on the recording of Traveller absences using Code "T"

Please send your completed questionnaires and baseline proformas to **Eugene Douglas, Equality, Rights and Social Inclusion Unit, Armagh Teachers' Centre, 1 Markethill Road, Armagh, BT60 1NR, to arrive not later than Friday 2<sup>nd</sup> March 2007.**

Mr Jim Maye (Support Officer for Traveller Education) will be willing to pay a visit to your school and clarify any issues you may have in relation to the documentation. Should you wish to contact him you may do so by telephoning Armagh Teachers' Centre on 02837 520 727, mobile 07796 277 306 or email [jim.maye@selb.org](mailto:jim.maye@selb.org)

Finally, I would like to take this opportunity to thank you and your staff for your commitment and ongoing support for the Traveller children.

Yours sincerely,

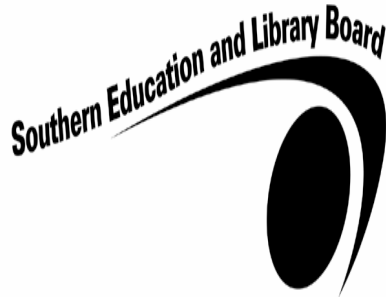
*Kieran P. Shields*

**Kieran Shields**

**Adviser for Equality, Rights and Social Inclusion**

**Equality, Rights and Social Inclusion Unit**

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Dear Principal,

The Traveller Education Support Service in the SELB is currently conducting a survey of factors that may influence the attendance and attainment of Traveller children in schools. I would greatly appreciate your assistance in completing the following questions:

**Attendance**

Here is a list of factors which might contribute to poor levels of attendance among some Traveller children. Please consider each one carefully. Then rank them in order of highest occurring frequency (priority 1) to lowest occurring and least important reason for poor attendance (priority 8.)

**Factor**

**Priority**

- Illness
- Bereavement
- Nomadism (regular travelling during school time)
- Cultural (e.g. weddings, funerals, family events)
- Lack of parental support for formal education
- Racist attitudes including bullying, name-calling etc.
- Leaving before completion of statutory school age education
- Other factors


(Please specify) \_\_\_\_\_

## Attainment

Which of the following factors, if any, do you believe contributes to lower educational attainment among some pupils from the Traveller community? Please consider each one carefully. Then rank them in order of highest occurring frequency (priority 1) to lowest occurring and least important reason for poor attainment (priority 8.)

### Factor

### Priority

Illness or bereavement

Low levels of literacy and/or numeracy

Nomadism (regular travelling during school time)

Cultural (e.g. weddings, funerals, family events)

Lack of parental support for formal education

Racist attitudes including bullying, name-calling etc.

Poor attendance including leaving before completion of statutory school age education

Other factors


(Please specify) \_\_\_\_\_

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Thank you for taking the time to complete this questionnaire.

Yours sincerely,

*Kieran P. Shields*

**Kieran Shields**

**Adviser for Equality, Rights and Social Inclusion**

**Please send your completed questionnaire to the address below, to arrive not later than Friday 2<sup>nd</sup> March 2007.**

**Mr Eugene Douglas  
Equality, Rights and Social Inclusion Unit  
Armagh Teachers' Centre  
1 Markethill Road  
Armagh  
BT60 1NR  
Email: [eugene.douglas@selb.org](mailto:eugene.douglas@selb.org)**

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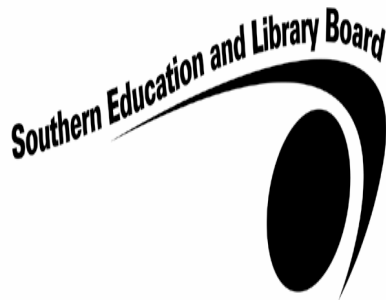
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Monday, 29 January 2007

To all Principals

Dear Principal,

As you would be aware, under Section 75 of the Northern Ireland Act (1998) the Traveller community have been identified as a section of our society significantly in need of equity of educational provision.

To this end, we are attempting to assess the provision of our Travellers education and also highlight any strengths of our schooling within our Education and Library Board.

In thanking you for your assistance with this exercise, can I take this opportunity to record any appreciation of the work done in your school for this particular sector of our community.

Yours sincerely,

*Kieran P. Shields*

**Kieran Shields**

**Adviser for Equality, Rights and Social Inclusion**

**Please send your completed questionnaire to the address below, to arrive not later than Friday 2<sup>nd</sup> March 2007.**

**Mr Eugene Douglas  
Equality, Rights and Social Inclusion Unit  
Armagh Teachers' Centre  
1 Markethill Road  
Armagh  
BT60 1NR  
Email: [eugene.douglas@selb.org](mailto:eugene.douglas@selb.org)**

**EDUCATION PROVISION FOR PUPILS FROM THE TRAVELLERS COMMUNITY 2005-2006**

School: \_\_\_\_\_

Please briefly outline any significant strengths within your school:

Principal: \_\_\_\_\_

Enrolment number of the school: \_\_\_\_\_

Number of pupils from the Travelling Community: \_\_\_\_\_

Have you had ELB support for these identified pupils:

(Please tick)

Yes  No

If Yes what type financial/CASS outreach:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Dear Principal

### Ref: Recording the absence of Traveller Children

I wish to remind schools how to interpret and use Code T – “Traveller Absence” which is currently used on attendance printouts. Most schools are already using this symbol appropriately but others have requested clarification in its use. The Department of Education’s Pupil Support Unit has offered specific guidance on the above which is outlined in the “Absence Codes- Guidance for Schools” August 2006. The extract below outlines the main points of information:

#### Registration Code T

Brief description	Traveller absence
Statistical Meaning	Authorised Absence
Physical Meaning	Out for the whole season
DE Definition	Traveller child when the family is travelling

A number of groups are covered by the generic term Traveller: Roma, English and Welsh Gypsies, Irish and Scottish Travellers, Showmen (Fairground people) and Circus people, Bargees (occupational boat dwellers) and New Age Travellers.

A school cannot remove a Traveller child from the school register while they are travelling. While the Traveller child is away, the school should hold open their enrolment and record their absence using Code T. **Children from “Traveller families” are subject to the same rules as other children in terms of attendance at school** i.e. “Absence Codes – Guidance for Schools” August 2006.

In short, this means that apart from occasions when Traveller families are touring e.g. for extended periods, the Traveller child’s absence is to be recorded in the same way as any other child with the use of appropriate registration codes. It is good practice for schools to endeavour to establish the reasons for absence so that Code T can be used if it is deemed appropriate. I would appreciate if you could remind your clerical support staff and teachers about the use of this particular coding symbol.

Yours sincerely,

*Kieran P. Shields*

**Kieran Shields**

**Adviser for Equality, Rights and Social Inclusion**



## **Advice on completing the baseline returns for pre-school pupils**

### **Before completing the form please refer to the guidance notes below:**

Please complete all sections of the form. If specific information is not available or not applicable this should be recorded as N/A. When you have completed the form please sign, date and return.

Centre or school ref number	This refers to your DE number e.g. 5AB-0233
Pupil's name	Name of pupil as recorded on attendance printouts
M/F	Gender
DoB	Date of birth – please denote in format dd/mm/yyyy
SEN	Is the pupil registered on the special education needs register? If so, at what stage?
H/N/O	Is the pupil's family housed, nomadic or other, i.e. living on an official/unofficial site?
Pupil's address	Home address including postal code
Name of provider	Name of the nursery or playgroup
Address of provider	Address of the nursery or playgroup
Date	Date form completed



## Advice on completing the baseline returns for KS 1 and KS 2 pupils

**Before completing the form please refer to the guidance notes below:**

Please complete all sections of the form. If specific information is not available or not applicable this should be recorded as N/A. When you have completed the form please sign, date and return.

School	Name of school
School Reference Number	This refers to your DE number e.g. 503 ####
Name	Name of pupil as recorded on attendance printouts
M/F	Gender
Year group	Year group in which pupil was enrolled in the academic year 05-06
DoB	Date of birth – please denote in format dd/mm/yyyy
RA	Pupil’s reading age
Age at date of literacy test	Pupil’s age in years and months at date the literacy test was administered
Num. std. test score	Pupil’s score in standardised numeracy test
Age at date of numeracy test	Pupil’s age in years and months at date the numeracy test was administered
End of Key Stage lit. level (if app.)	If the pupil was at the end of a Key Stage in 05-06 please indicate their literacy level
End of Key Stage num. level (if app.)	If the pupil was at the end of a Key Stage in 05-06 please indicate their numeracy level
Transfer test grade (if app.)	If the pupil sat the “eleven plus” please indicate grade obtained
SEN (stage 1-5) CoP	If the pupil is registered on the special education needs register please indicate at what stage
Period enrolled during 05-06 year	Please indicate the period in months for which the pupil was enrolled in academic year 05-06 (e.g. Sept-June)
Attend. in year 05-06 (%)	Pupil’s average attendance in the academic year 05-06. *Attach an attendance printout (registration certificate) detailing the pupil’s attendance for the period Sept 2005-June 2006
H/N/O	Is the pupil’s family housed, nomadic or other, i.e. living on an official/unofficial site?
Signature	Signature of principal
Date	Date this form completed

# KS 3

**Baseline: September 2005 - June 2006**

**Before completing the form please refer to the guidance notes on the next page**

**School:** \_\_\_\_\_

**School Reference Number:** \_\_\_\_\_

Name	M/F	Year group	DoB	RA	Age at date of lit. test	Num. stnd. test score	Age at date of num. Test	End of Key Stage lit. level (if app.)	End of Key Stage num. level (if app.)	Transfer test grade (if app.)	SEN (stage1-5) CoP	Period enrolled during 05-06 year	Attend. in year 05-06 (%) <b>*Attach printout</b>	H/N/O

**Principal's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Advice on completing the baseline returns for KS3 pupils**

**Before completing the form please refer to the guidance notes below:**

Please complete all sections of the form. If specific information is not available or not applicable this should be recorded as N/A. When you have completed the form please sign, date and return.

School	Name of school
School Reference Number	This refers to your DE number e.g. 503 ####
Name	Name of pupil as recorded on attendance printouts
M/F	Gender
Year group	Year group in which pupil was enrolled in the academic year 05-06
DoB	Date of birth – please denote in format dd/mm/yyyy
RA	Pupil’s reading age
Age at date of literacy test	Pupil’s age in years and months at date the literacy test was administered
Num. std. test score	Pupil’s score in standardised numeracy test
Age at date of numeracy test	Pupil’s age in years and months at date the numeracy test was administered
End of Key Stage lit. level (if app.)	If the pupil was at the end of a Key Stage in 05-06 please indicate their literacy level
End of Key Stage num. level (if app.)	If the pupil was at the end of a Key Stage in 05-06 please indicate their numeracy level
Transfer test grade (if app.)	If the pupil sat the “eleven plus” please indicate grade obtained
SEN (stage 1-5) CoP	If the pupil is registered on the special education needs register please indicate at what stage
Period enrolled during 05-06 year	Please indicate the period in months for which the pupil was enrolled in academic year 05-06 (e.g. Sept-June)
Attend. in year 05-06 (%)	Pupil’s average attendance in the academic year 05-06. *Attach an attendance printout (registration certificate) detailing the pupil’s attendance for the period Sept 2005-June 2006
H/N/O	Is the pupil’s family housed, nomadic or other, i.e. living on an official/unofficial site?
Signature	Signature of principal
Date	Date this form completed

**KS 4 Traveller pupils Baseline: Sept 2005 – June 2006**

**Before completing the form please refer to the guidance notes on the next page**

Name of school \_\_\_\_\_

School Reference Number \_\_\_\_\_

Name of pupil \_\_\_\_\_ Gender: M F (please circle)

DoB \_\_\_\_\_ Year Group: 11 or 12 (please circle)

Attendance level (%) \_\_\_\_\_ \* Attach attendance printout for Sep 05 – June 06

SEN CoP (stage 1-5) \_\_\_\_\_

**Reading**

Name of test \_\_\_\_\_ Pupil's age at date of test \_\_\_\_\_

Date of administration \_\_\_\_\_ Reading age \_\_\_\_\_

**Numeracy**

Name of test \_\_\_\_\_ Pupil's age at date of test \_\_\_\_\_

Date of administration \_\_\_\_\_ Numeracy score \_\_\_\_\_

**Qualifications obtained (subject and grade)**

GCSE	Grade	Vocational or other qualification (e.g. occupational studies) Please specify
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Destination**

Further education at this school

Employment

Further education elsewhere

Other (please specify)

Training scheme

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Advice on completing the baseline returns for KS 4 pupils**

**Before completing the form please refer to the guidance notes below.**

Please use one KS4 form for each KS4 pupil and complete all sections. If specific information is not available or not applicable this should be recorded as N/A. When you have completed the forms please sign, date and return.

Name of school	Name of school
School Reference Number	This refers to your DE number e.g. 503 ####
Name of pupil	Name of pupil as recorded on attendance printouts
M/F	Circle as appropriate
DoB	Date of birth – please denote in format dd/mm/yyyy
Year Group 11 or 12	Circle as appropriate
Attendance level (%)	Pupil's average attendance in the academic year 05-06. * Attach an attendance printout (registration certificate) detailing the pupils attendance for the period Sept 2005-June 2006
Dates enrolled during 05-06 year	Please indicate the period in months for which the pupil was enrolled in 05-06 (e.g. Sept-June)
SEN CoP (stage 1-5)	If the pupil is registered on the special education needs register please indicate at what stage
Reading: Name of test	Name of test used to evaluate pupil's reading age
Reading: Date of administration	Date on which the literacy test was administered
Numeracy: Name of test	Name of test used to evaluate pupil's numeracy score
Numeracy: Date of administration	Date on which the numeracy test was administered
Qualifications obtained	Please detail qualifications obtained by the pupil in the academic year 05-06