

**Subject: School Exceptional Closure Days**

**Circular Number: 2024/12**  
**Date of Issue: 27 August 2024**

**Audience:**

- Principals and Boards of Governors of all grant-aided schools;
- Education Authority;
- Council for Catholic Maintained Schools;
- Northern Ireland Council for Integrated Education;
- Comhairle na Gaelscolaíochta;
- Governing Bodies Association;
- Controlled Schools Support Council;
- Catholic Schools Trustee Service; and
- Teacher Unions.

**Summary of Contents:**

The main purpose of this circular is to provide advice and guidance on the use of exceptional school closure days. It should act as a reminder to school leaders and Boards of Governors of the very limited circumstances when an exceptional closure is relevant, the need to plan ahead particularly when circumstances may change and the minimum legal requirement in terms of the number of teaching days and number of hours teaching per day.

Reference is also made to “Remote Learning”.

**Enquiries:**

Any enquiries about the contents of this Circular should be addressed to:

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**Status of Contents:**

Advice  
Information for schools

**Related Documents:**

Circular 2024/08

**Expiry Date:** None

**DENI Website:**

<http://www.education-ni.gov.uk>

**E-mail:**

[attendance@education-ni.gov.uk](mailto:attendance@education-ni.gov.uk)  
Tel: 02891 279543

## **SCHOOL EXCEPTIONAL CLOSURE DAYS**

### **Introduction**

1. This circular provides advice on the circumstances in which the Department will consider a request from a school for an exceptional closure day.

### **Background in terms of number of required opening / teaching days**

- a) Under statute, a grant-aided school must be in operation for 200 days per year, less:
  - a. 10 optional holidays; and
  - b. any exceptional closures sanctioned by DE (the 'Ministry').
- b) During operational days, pupils under eight must be under instruction for no less than three hours increasing to four and a half hours for pupils aged eight or over. The minimum instruction time does not include religious instruction or lunch breaks.
- c) Teachers are required to be available for work on 195 days, of which no more than 190 days should involve teaching children in the classroom.
- d) The five days when teachers are in school, but pupils are not, are designated as professional learning days and are known to many in the education system as 'Baker Days' – their use is decided by the school principal.
- e) The teachers' terms and conditions of employment, which specified the above working days, superseded the original legislation on school operational days and, in practice, removed the flexibility for optional holidays.
- f) The Minister exceptionally in 2024/25, sanctioned the use of up to five additional non-contact days for the purposes of whole school improvement known as School Development Days (SDDs), pending a review of the use of Baker Days and SDDs and potential legislative change around operational days.
- g) Pupils will therefore be taught between 185 and 190 days depending upon the number of School Development Days their school avails of.
- h) In exceptional circumstances, which are entirely outside the control of the school, schools can apply to the Department for a reduction in the number of days they are required to operate – known as an 'exceptional closure day'. These closures are for unexpected or unplanned for events<sup>1</sup>. For example, electricity failure, burst pipe or the death of someone working in or attending the school. Although the approval of an exceptional closure day will reduce the number of operational days of a school, it has no impact on the allowances set out for Baker days and SDDs.
- i) The Department expects schools to have due regard to the impact of exceptional closures on pupils' learning and would encourage schools to do all they can to recover lost teaching time due to exceptional circumstances, particularly where the number of operational days fall below 185. For example, where schools have planned to take their full five SDDs, they could reconsider these days in light of the number of exceptional closures during the year.

2. It is worth noting that the education system relies on Boards of Governors to verify at the end of the year that the pupils in their school have been taught for the requisite 185 full days of instruction in line with their age group. It is the responsibility of each Board of Governors to provide the necessary assurance statements, as requested

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<sup>1</sup> The only exception to an exceptional closure being unexpected is when a school is being used as a polling station for parliamentary/local government elections.

by EA, to confirm that their school has satisfactorily complied with all aspects of this circular, and relevant aspects of circulars outlined below.

### Summary Reference Table

<b>195 days</b>	Number of days teachers are required to be available for work.
<b>Less 5 Baker days</b>	Professional learning days, often referred to as ‘Baker Days’, when pupils are not in attendance at school.
<b>190 days</b>	Maximum number of days that teachers’ work should involve teaching pupils in a classroom situation.
<b>Less up to 5 days<sup>2</sup></b>	Schools can choose to avail of up to five School Development Days (granted exceptionally by DE Minister)
<b>185 days</b>	Minimum number of days on which pupils will be taught in 2024/25

### Other useful Circulars

3. DE Circular 2024/08 – School Development Days in 2024/25. Queries in respect of SDDs should be directed to [DEsit@education-ni.gov.uk](mailto:DEsit@education-ni.gov.uk)

### Planning the Operational Calendar

4. EA is responsible for approving the Easter, Christmas, Bank Holiday, mid-term and summer holiday closures for schools and the days proposed as non-operational in utilising Baker days and SDDs. Proposals in respect of how the SDDs will be utilised should also be submitted to the EA in advance. In fulfilling these responsibilities, EA is expected to ensure that all schools are able to meet the statutory requirements in relation to days of operation.

5. It remains the responsibility of the board of governors of each school to develop its calendar in accordance with all information issued by EA regarding such closures, and to provide the necessary assurance statements requested by EA to confirm that their school has satisfactorily complied with all aspects of this circular, and relevant aspects of circulars outlined above.

### Remote Learning

6. Before considering applying for an exceptional closure, schools may wish to consider whether learning from home or “remote learning” is a realistic alternative. If deemed appropriate, schools would not be required to apply for an exceptional closure but plan instead as to how remote learning for a limited number of days would be best delivered. Pupils should be marked as present provided that sufficient evidence is provided as required by the school. DE Circular 2022/16 on Remote Learning can be found [here](#).

<sup>2</sup> Where the school opts to avail of fewer than the maximum of 5 School Development Days available, pupils must be taught in the school on each of the remainder of the 5 days.

### **Exceptional closures (Unexpected or unplanned for events)**

7. The Department will consider an application for a reduction in the days on which a school must be in operation to take account of exceptional circumstances or where the closing of the whole school is outside the control of the school authorities, for example, due to:

- 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; or
- The only exception to an exceptional closure being unexpected is when a school is being used as a polling station for parliamentary/local government elections.

### **School closure in event of Industrial Action**

8. In light of industrial action over recent years which led to some schools to close, the following additional guidance is provided to support school principals and Boards of Governors in their decision making process regarding closure.

9. The Department would encourage all school principals to consider the risks associated with closing a school entirely and the impact on the teaching and learning of those children who do not require specialist support.

10. Where the proportion of pupils requiring specialist support is small, exceptional closures may not be appropriate. There are absence codes available to exempt these pupils from attendance. This would enable the teaching and learning of other pupils who do not require specialist support to continue unaffected.

11. Decisions regarding exceptional closures are made at the discretion of the school principal in conjunction with the Board of Governors (BoG). We would ask school principals / BoGs to consider the above when considering exceptional closures in these specific circumstances.

12. Where the school principal / BoG of a school believes that an exceptional closure in such circumstances is appropriate, the procedure as outlined below should be followed. In such circumstances, the reason "Other" should be used and the Department will then consider the request in light of the evidence provided.

### **Failure to meet all the protocols may result in the exceptional closure being refused.**

13. The Department has developed an online application for schools to apply for an exceptional closure which should help to expedite the process. The application can be found at the following link: <http://apps.education-ni.gov.uk/appExclos/default.aspx>.

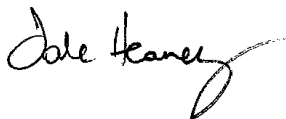
14. Schools must first register to use the application. A step-by-step guide is included at Annex A. Should you have any difficulties in accessing this application, please contact the Department by email at [attendance@education-ni.gov.uk](mailto:attendance@education-ni.gov.uk) or by telephone at 02891 279328.

15. School Principals are required to have in place an agreed communications method for informing parents/guardians, school staff, school authorities and the Department of Education about school closures. All contact details need to be up to date and parents and staff should be made aware of the agreed communication method.

16. The Department expects schools to have due regard to the impact of exceptional closures on pupils' learning and would encourage schools to do all they can to recover lost teaching time due to exceptional circumstances, particularly where the number of operational days fall below 185. For example, where schools have planned to take their full 5 School Development Days, they could reconsider these days in light of the number of exceptional closures during the year. The Department is continuing to keep the applications and reasons for exceptional closure under close scrutiny.

17. For guidance on adding an exceptional closure in SIMS please refer to the Attendance Help Sheet on C2KExchange.  
<https://www.c2kexchange.net/documentcentre/Documents/Attendance - Helpsheet.pdf>

18. Exceptional Closures are assessed and monitored by DE. Once schools receive approval of an exceptional closure from DE and enter this into SIMS the relevant NIDirect webpage containing a list of schools closed will be updated  
(<https://www.nidirect.gov.uk/services/school-closures>).



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**Head of Tackling Educational Disadvantage Team**

## Annex A - Automated Application for applying for an Exceptional Closure

Exceptional Closures are for **full day** closure only where the school is **closed to both pupils and staff**.

### Step 1- Register

<http://apps.education-ni.gov.uk/appExclos/default.aspx>

Register your school here using your DENI reference number and the email address of the person who would normally apply to DE for an exceptional closure to be considered.



The registration form is titled "Register here" and includes instructions for users. It contains three input fields: "Your Email", a reference number field (with a placeholder "XXXXXX"), and a "Numbers" field (with a CAPTCHA image showing "889426"). A "Submit" button is located at the bottom.

**Register here**

In order to use this service we need some information from you.

First we need your e-mail address to verify that it is you using this service. When you submit the information using the button at the bottom of this page, we will send a message to the e-mail address you have given us. The information we give you in this e-mail will allow you to complete your registration. Please allow a few minutes for the e-mail to arrive. If it takes longer than this, ensure that it hasn't been filtered into your junk e-mail folder before contacting us.

Your Email

Now, enter your Department of Education reference number (in the form XXXXXXXX, omitting any dash or slash).

XXXXXX

Next, copy the numbers from the image you see into the box below and press SUBMIT to continue.

889426

Numbers

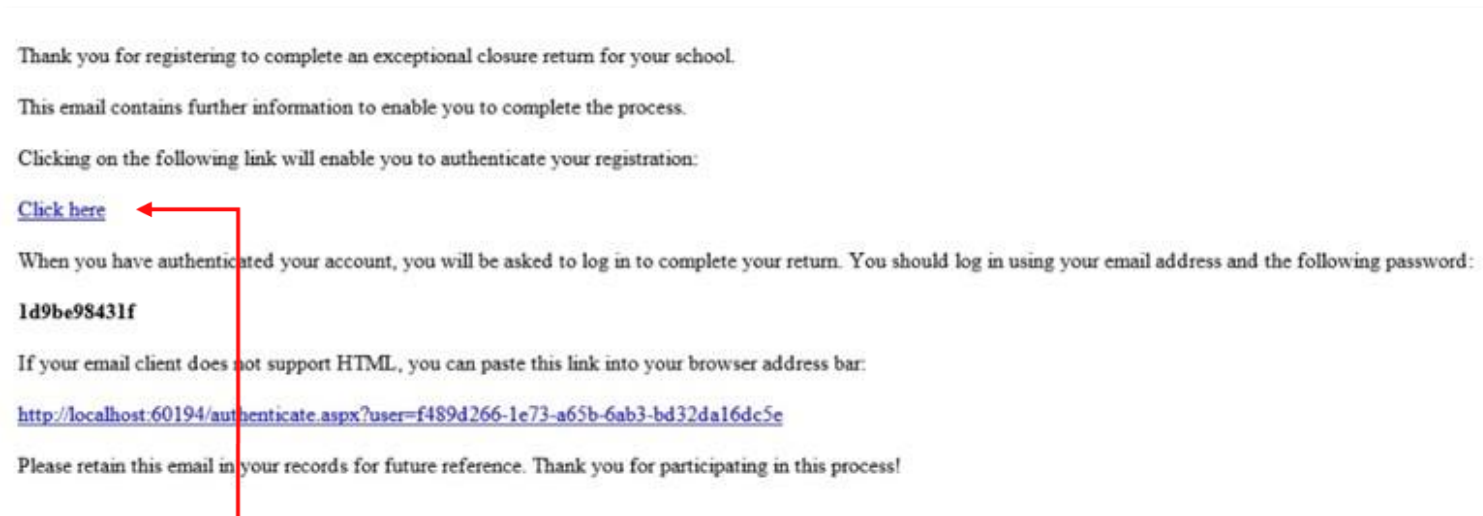
Submit

When you click on submit, you should receive a response, confirming that you have been registered



## Step 2 - Authenticate

Note, your password will be automatically assigned to you and it will need to be kept safely. You cannot change this password however if you forget it, there is a password re-set option available.



When you click on the “Click here” line, you should get the following response



## Account authenticated

Thank you for authenticating your registration. [Click here](#) to be redirected to the login page where you can log in to the Exclos application and submit a return.

### **Step 3 – Enter an Exceptional Closure Date and select a reason for closure**

In order to register an exceptional closure, use your registered email address and automatically assigned password to logon.



Please sign in

Email address

Password

[Login](#)

[For a password reminder, click here.](#)

[Click here to register](#)

Enter the date of the exceptional closure and select the reason for closure.

## Reason for exceptional closure

We need you to give us some details about the closure.

First tell us the date you closed, or plan to close, [Named School] on in the box below.

13/12/2018

Now, select the reason for the exceptional closure. If the reason is other than those given in the examples below, please select other and tell us in the box below.

- ☒ Adverse weather
- ☐ Use as a polling station
- ☐ Utilities failure (e.g. water, electricity)
- ☐ Death of a member of staff, pupil or another person working at the school
- ☐ Other

Submit

If the reason for closure is anything other than “Other”, you will receive an email back, confirming that your request has been approved.



Department of

**Education**

[www.education-ni.gov.uk](http://www.education-ni.gov.uk)

## Thank you for your request for an exceptional closure.

The Department of Education has received your request for an exceptional closure. The Department will consider your request and, if approved, will issue a closure order. The closure order will specify the number of days on which your school is required to be in operation during this school year.

ACCEPT of school closure has been issued to the Education Authority, Council for Catholic Maintained Schools and Teachers' Pay and Pensions for form 1

Please [logout](#) of the application

If you select “Other”, you must provide more details as to the reason for the school closure.

## Reason for exceptional closure

We need you to give us some details about the closure.

First tell us the date you closed, or plan to close, [Named School] in the box below.

13/12/2018

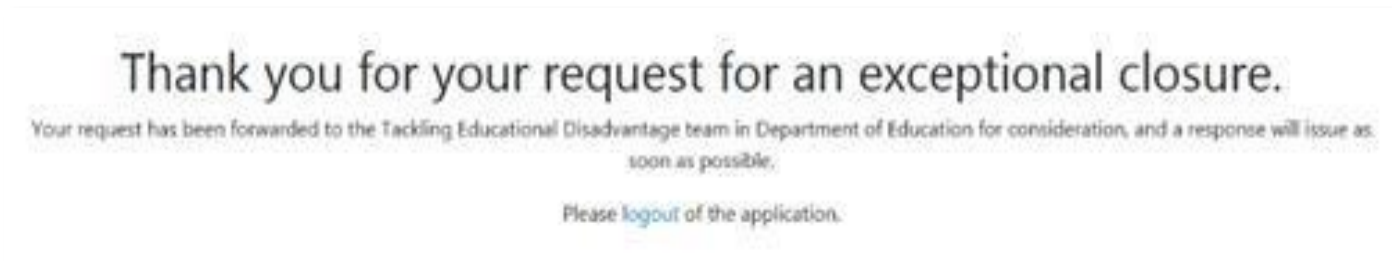
Now, select the reason for the exceptional closure. If the reason is other than those given in the examples below, please select other and tell us in the box below.

- ☐ Adverse weather
- ☐ Use as a polling station
- ☐ Utilities failure (e.g. water, electricity)
- ☐ Death of a member of staff, pupil or another person working at the school
- ☒ Other

Type your reason in  
this box!

Submit

Once an exceptional closure under “Other” has been submitted, you will receive the following message:



In such cases, the Department will consider this request and respond as soon as possible.