



**The Park Federation Academy Trust
Montem Academy**

Attendance Policy

Approval

Signed by CEO and Federation Principal on behalf of the Board of Directors	Dr. Martin Young
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ATTENDANCE POLICY

The Park Federation Academy Trust Montem Academy

Introduction:

Montem Academy is an outstanding school and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the community to reach out for excellence. For our children to gain the greatest benefit from their education it is vital that they attend regularly and your child should be at school, on time, every day the school is open unless the reason for the absence is unavoidable.

It is very important therefore that you make sure that your child attends regularly and this policy sets out how together we will achieve this.

Who is who? (Attendance)

Position	Name
Principal/ Chief education Officer	Ann Probert
Deputy Principal	Darren Stewart
Attendance Champion	Bethany Kershaw
Attendance Officer	Stephanie Matthews
Late Ambassador	Amy Bishop & Nicole Jones

Montem Academy Start and Finish Times

Year Group	Start Time	Finish Time
Nursery Morning Session	8:30 am	11:30am
Nursery Afternoon Session	12:30pm	3:30pm
Reception	8:45am	3:25pm
Year 1	8:45am	3:30pm
Year 2	8:45am	3:30pm
Year 3	8:45am	3:30pm
Year 4	8:45am	3:30pm
Year 5	8:45am	3:30pm
Year 6	8:45am	3:30pm

Why Regular Attendance is so important:

Any absence affects the pattern of a child's schooling and regular absence will seriously affect their learning. Any pupil's absence disrupts teaching routines so may affect the learning of others in the same class.

Ensuring your child's regular attendance at school is your legal responsibility and permitting absence from school without a good reason creates an offence in law and may result in prosecution.

Promoting Regular Attendance:

Helping to create a pattern of regular attendance is everybody's responsibility - parents, pupils and all members of school staff.

To help us all to focus on this we will:

- Give you details on attendance in our weekly newsletter;
- Report to you regularly on how your child is performing in school, what their attendance and punctuality rate is and how this relates to their attainment
- Celebrate good attendance by displaying individual and class achievements
- Reward good or improving attendance through class rewards and certificates
- Where absence is causing the school concerns, parents will be informed in writing and in some cases asked to attend a meeting with the school's Attendance Officer and the school Principal.

1. Aims

We are committed to meeting our obligation with regards to school attendance through our whole school culture and ethos that values good attendance, including:

- Promoting good attendance
- Reducing absence, including persistent and severe absence
- Ensuring every pupil has access to the full-time education to which they are entitled
- Acting early to address patterns of absence
- Building strong relationships with families to ensure pupils have the support in place to attend school
- We will also promote and support punctuality in attending lessons

2. Legislation and guidance

This policy meets the requirements of the [working together to improve school attendance](#) from the Department for Education (DfE), and refers to the DfE's statutory guidance on [school attendance parental responsibility measures](#).

These documents are drawn from the following legislation setting out the legal powers and duties that govern school attendance:

- Part 6 of [The Education Act 1996](#)
- Part 3 of [The Education Act 2002](#)
- Part 7 of [The Education and Inspections Act 2006](#)
- [The Education \(Pupil Registration\) \(England\) Regulations 2006 \(and 2010, 2011, 2013, 2016 amendments\)](#)

- [The Education \(Penalty Notices\) \(England\) \(Amendment\) Regulations 2013](#) This policy also refers to the DfE's guidance on the school census, which explains the persistent absence threshold.

3. Roles and Responsibilities

The governing board

The governing board is responsible for:

- Promoting the importance of school attendance across the school's policies and ethos
- Making sure school leaders fulfil expectations and statutory duties
- Regularly reviewing and challenging attendance data Monitoring attendance figures for the whole school
- Making sure staff receive adequate training on attendance
- Holding the Principal to account for the implementation of this policy

The Principal

The Principal is responsible for:

- Implementation of this policy at the school
- Monitoring school-level absence data and reporting it to governors
- Supporting staff with monitoring the attendance of individual pupils
- Monitoring the impact of any implemented attendance strategies
- Requesting the Local Authority to issue fixed-penalty notices, where necessary
- The Designated Senior Leader responsible for attendance

The designated Attendance Champion is responsible for:

- Leading attendance across the school
- Offering a clear vision for attendance improvement
- Evaluating and monitoring expectations and processes
- Having an oversight of data analysis
- Devising specific strategies to address areas of poor attendance identified through data
- Arranging calls and meetings with parents to discuss attendance issues
- Delivering targeted intervention and support to pupils and families
- The Designated Senior Leader responsible for attendance is [Bethany Kershaw](#)

The Attendance Officer

The school attendance officer is responsible for:

- Monitoring and analysing attendance data (see section 7)
- Benchmarking attendance data to identify areas of focus for improvement
- Providing regular attendance reports to school staff and reporting concerns about attendance to the Designated Senior Leader responsible for attendance and the principal

- Working with the Local Authority to tackle persistent absence
- Advising the Principal when to request the issue of fixed-penalty notices by the Local Authority

The attendance officer is Miss S. Matthews and can be contacted via maoffice@theparkfederation.org

Class teachers

Class Teachers are responsible for recording attendance on a daily basis, using the correct codes, and submitting this information on the schools Management Information System (MIS) Arbor. Registers will be taken in the mornings and after lunch.

If teachers are made aware of a pupil absence this is to be communicated to the office.

School Office staff

School office staff will:

- Take calls from parents/carers about absence on a day-to-day basis and record it on the school system
- Follow up poor attendance with parents and outside agencies

Parents and Carers

Parents/carers are expected to:

- Make sure their child attends every day on time
- Call the school and leave a message on the absence line to report their child's absence before 8:55am on the day of the absence and each subsequent day of absence and advise when they are expected to return
- Provide the school with 2 or more emergency contact numbers for their child
- Ensure that, where possible, appointments for their child are made outside of the school day

Pupils

Pupils are expected to:

- Attend school every day

4. Understanding types of absence:

Every half-day absence from school has to be classified by the **school** (not by the parents), as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason like illness, medical/dental appointments, which unavoidably fall in school time, emergencies or other unavoidable causes.

Unauthorised absences are those which the school does not consider reasonable and for which no "leave" has been given. This type of absence can lead to the Local Authority, through its Attendance Service (AS) using sanctions and/or legal proceedings.

This includes:

- Parents/carers keeping children off school unnecessarily
- Truancy during the school day
- Absences which never have been properly explained
- Children who arrive at school too late to get a mark in the register
- Day trips and holidays in term times
- Excessive illness without medical evidence
- Shopping or looking after siblings
- A day off for a birthday

Whilst any child may be off school because they are ill, sometimes they can be reluctant to attend school. Any problems with regular attendance are best sorted out between the school, the parents and the child. If your child is reluctant to attend, it is never a good idea to cover up their absence or to give in to pressure to excuse them from attending. This gives the impression that attendance does not matter and usually makes things worse.

You can support your child by:

- Ensuring regular and early bedtimes
- Helping with homework
- Having uniform and equipment prepared the night before
- Providing a healthy breakfast
- Reporting any academic or social concerns promptly to the school
- Retaining open and honest communication with your child's school
- Being positive about school (even if your own experience was less than positive)
- Encouraging your child to invite friends home for play dates

Absence Procedures:

If your child is absent you must:

Contact us by telephone as soon as possible on the first day of absence and every day your child is absent thereafter

Or, you can call into school and report to reception, who will arrange for a member of staff to speak with you.

On the third day of an the school will require medical evidence to support the absence period. This can be in the form of a prescription or an appointment card.

If your child is absent and you have made contact with the school we will:

Day 1

- The Attendance Officer will note the absence in the register using an absence code deemed relevant. However, if we have a safeguarding or welfare concern we will conduct a home visit.

Day 2

- The Attendance Officer will note the absence in the register and inform parents of their child's attendance figure. However, if we have a safeguarding or welfare concern we will conduct a home visit.

Day 3

- The Attendance Officer will note the absence and parents (contacted via text, email or a telephone call) will be advised to supply medical evidence on their child's return to school.

Further Contact

- If no medical evidence is provided and previous attendance is low an attendance meeting will be arranged with the Attendance Officer.
- If low attendance persists you may be asked to meet with a member of the SLT team.
- Further to this a referral will be made to Slough Attendance Service and a fine may be incurred.

All absences of 5 days or more that relate to illness will be referred to the Slough Attendance Service. This includes any cases where supporting evidence has been provided.

In addition to the above class teachers may call or message parents or carers via Class Dojo.

Telephone numbers:

There are times when we need to contact parents about lots of things, including absence, so we need to have your contact numbers at all times. So help us to help you and your child by making sure we always have an up to date number – if we don't then something important may be missed. There will be regular checks on telephone numbers throughout the year.

If your child is absent and you have not made contact with the school we will:

Day 1

- Telephone or text you on the first day of absence if we have not heard from you. However, if we have a safeguarding or welfare concern we will conduct a home visit.

Day 2

- If we still have no contact with you a second text or telephone call will be made. However, if we have a safeguarding or welfare concern we will conduct a home visit.

Further attempts to make contact from Day 3

If we still have not made contact with you we will:

- Call the two remaining contact numbers to check everything is ok and ask you to make contact with the school
- Email you requesting that you make contact with the school

- Send two members of staff to the family home if we cannot make contact with all three contact numbers held on the school system
- Contact the police immediately for a welfare check if we have failed to make contact via telephone and a home visit has taken place and been unsuccessful

In addition to the above class teachers may call or message parents or carers via Class Dojo.

Recording attendance

Attendance register

We will keep an attendance register, and place all pupils onto this register.

We will take our attendance register at the start of the first session of each school day and once during the second session (after lunchtime).

It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

We will also record:

- Whether the absence is authorised or not
- The nature of the activity if a pupil is attending an approved educational activity
- The nature of circumstances where a pupil is unable to attend due to exceptional circumstances

We will keep every entry on the attendance register for 6 years after the date on which the entry was made.

Register Codes

Code	Explanation
/ = Morning Session \ = Afternoon Session	Present at School
L	Late arrival before the register has closed
K	Attending Alternative Provision provided by the Local Authority
V	Attending an Educational Visit or Trip
P	Participating in a Sporting Activity
w	Attending Work Experience

B	Attending any other Approved Educational Activity
D	Dual registered at another School
C1	Leave of absence for the purpose of participating in a regulated performance or undertaking regulated employment abroad
M	Leave of absence for the purpose of attending a medical or dental appointment
J1	Leave of absence for the purpose of attending an interview for employment or for admission to another educational institution
S	Leave of absence for the purpose of studying for a public examination
X	Non-compulsory school age pupil not required to attend school
C2	Leave of absence for a compulsory school age pupil subject to a part-time timetable
C	Leave of absence for exceptional circumstance
T	Parent travelling for occupational purposes
R	Religious observance
I	Illness (not medical or dental appointment)
E	Suspended or permanently excluded and no alternative provision made
Q	Unable to attend the school because of a lack of access arrangements
Y1	Unable to attend due to transport normally provided not being available
Y2	Unable to attend due to widespread disruption to travel
Y3	Unable to attend due to part of the school premises being closed
Y4	Unable to attend due to the whole school site being unexpectedly closed
Y5	Unable to attend as pupil is in criminal justice detention
Y6	Unable to attend in accordance with public health guidance or law
Y7	Unable to attend because of any other unavoidable cause
G	Holiday not granted by the school
N	Reason for absence not yet established
O	Absent in other or unknown circumstances

U	Arrived in school after registration closed
Z	Prospective pupil not on admission register
#	Planned whole School Closure

Please note, codes used in the register are classified by the school, (not the parents) and in some cases supporting evidence will be required. For more guidance on how attendance codes are used please refer to [Working together to Improve Attendance Document](#) via the link below [Working together to improve school attendance \(applies from 19 August 2024\)](#)

Persistent Absenteeism (PA):

A pupil is defined by the Department of Education (DfE) as being a persistent absentee is any pupil who has missed 19 days (38 sessions) across the school year for whatever reason. The Attendance Services at the Local Authority (Slough Borough Council) monitor pupils that are on track to become a PA by the number of sessions (2 sessions = 1 day), the following guidelines are used to help schools identify these pupils at the end of each **half term**.

Identification at the end of each half	Number of sessions of absence, at the term end of the half term, to be on track for persistent absenteeism
Term 1	7 Sessions
Term 2	14 Sessions
Term 3	20 Sessions
Term 4	25 Sessions
Term 5	32 Sessions
Term 6	38 Sessions

Therefore, a child is a persistent absentee as defined by the DfE once they have reached 38 sessions of absence, irrespective of which part of the year we are in at the time, and for whatever reason.

For example, if a child has had a block of illness during half term 1 for 20 days, they would have been absent for 40 sessions which make them a persistent absentee in half term 1 and therefore they will remain a PA for the rest of the academic year.

We monitor all absences thoroughly. Any case that is seen to have reached the PA mark or is at risk of moving towards that mark is given priority and parents will be informed of this immediately. Absence at this level is doing considerable damage to any child's educational prospects and the school needs parent's fullest support and cooperation to tackle this.

Parents are expected to contact school at an early stage and to work with the staff in resolving any problems together. This is nearly always successful. We would like to work **with** you to improve your child's attendance. If difficulties cannot be sorted out in this way, the school may refer the child to the Attendance Service at the Local Authority. They will also try to resolve the situation by agreement but, if other ways of trying to improve the child's attendance have failed and unauthorised absences persist, these Attendance Officers can use sanctions such as Penalty Notices or prosecutions in the Magistrates Court. The legislation is the Education Act 1996 sec. 44.1 and 44.1.a.

"If any child of compulsory school age who is a registered pupil at a school fails to attend regularly at the school, his/her parent is guilty of an offence."

If in the circumstances mentioned in subsection (1) the parent knows that his child is failing to attend regularly at the school and fails without reasonable justification to cause him to do so, he is guilty of an offence. (S. 444(1A) inserted 1.3.2001)

10 sessions in 10 weeks - Penalty Notices will be considered for any 10 sessions of unauthorised absence in a 10 week period. This amounts to 5 days of unauthorised absence.

Notice to Improve

Children with poor attendance and where support in school has been exhausted may be referred to the Local Authority for a Notice to Improve.

A Notice to Improve is where parents are provided with a time period in which their child must attend school every day. If the child is absent without sufficient reason and / or supporting evidence the Local Authority may issue a Penalty Notice.

Exceptional Leave:

Taking holidays in term time will affect your child's schooling as much as any other absence and we expect parents to help us by not taking children away in school time.

Remember that any savings you think you may make by taking a holiday in school time are offset by the cost to your child's education.

There is no automatic entitlement in law to time off in school time to go on holiday.

- It is widely known that the link between a student's attendance and attainment is irrefutable.
- Early poor attendance habits follow through into secondary school and employment.
- Graduates earn an average of £15.01 per hour. Young people that leave school with no qualifications earn an average of £7.44 per hour.
- All Slough schools are encouraged to adopt a policy of not authorising Exceptional Leave.
- The Principal will not grant any leave of absence during term time unless there are exceptional circumstances. You will be asked to provide substantial evidence in support of your request.

- The Principal will meet personally with every family applying for leave where possible to stress the importance of good school attendance habits and links between attendance and attainment.
- Reasons for Exceptional Leave will be logged on the pupil's record and shared as part of the transfer/transition process.
- The Attendance Service at Slough Borough Council will issue Fixed Penalty Notices (fine) for any unauthorised absence.
- Anyone on extended leave could be off rolled after 21 days.

Any parent wishing to apply for exceptional leave should follow the steps outlined below.

Submit a request to the Principal using the Withdrawal from Education during Term Time Form. This can be obtained from the Main Office.

The Principal would prefer to see you before any travel arrangements have been made so that she can provide you with the best possible advice in regards to your child's education.

The following documents must be provided before travelling. Please note, if the following documents are not submitted you will be referred to Local Authority for a Penalty Notice (Fine):

- Proof of purchase date for tickets purchased
- Proof of tickets for travel
- Proof of your exceptional circumstances

During your meeting with the Principal you will be informed as to whether your request has been authorised or unauthorised and whether a Penalty Notice will be issued upon your return. This will then be followed by a letter informing you of the decision in writing.

Please note that if your child does not return to school on the date provided they may lose their space at Montem Academy and you would have to apply for a school place through the Local Authority.

Term Time Leave is only allowed in **exceptional circumstances** communicated in advance with evidence provided as soon as possible to the Headteacher.

Penalty Notice

With the introduction of the new National Framework for Penalty Notices, the following will come into force for absences that start after 19th August 2024. This is nationwide and also across borders if you move school or house.

➤ First Offence

The first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be £160 per parent per child paid within 28 days reduced to £80 per parent if paid

within 21 days.

➤ **Second Offence**

Within 3 years of the first offence the second time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be £160 per parent per child paid within 28 days. No reduction for early payment.

➤ **Third Offence onwards - Within Three years of the First Offence**

The third time an offence is committed for unauthorised term time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Fines can be around £2500 per parent, per child.

Cases found to be guilty in Magistrates' Court can show as a criminal record and also on the parent's future DBS certificates due to 'failure to safeguard a child's education.

10 sessions in 10 weeks - Penalty Notices will be considered for any 10 sessions of unauthorised absence in a 10 week period. This amounts to 5 days of unauthorised absence.

Penalty Notices are issued **Per Parent, Per Child.**

For example 3 siblings absent would result in each parent receiving 3 fines. This could amount to £960.

The payment must be paid direct to the local authority (Slough Borough Council) Parents can only be prosecuted if 28 days have expired and full payment has not been made.

There is no right of appeal by parents against a penalty notice. If the penalty is not paid in full by the end of the 28 day period, the local authority must decide either to prosecute for the original offence to which the notice applies, or withdraw the notice.

Medical Appointments

Medical and Dentist appointments should be made outside of the school day where possible. If appointments are unavoidably during the school day the following procedure should be followed:

- School office must be informed of the appointment in advance, either in person or via email to maoffice@theparkfederation.com
- Proof of appointment must be provided, without this the absence will be deemed unauthorised.
- Children should attend school before and after their appointment.
- A whole day will NOT be authorised for a routine appointment.

Lateness:

Poor punctuality is not acceptable. If your child misses the start of the day they can miss work and do not spend time with their class teacher getting vital information and news for the day. Late arriving pupils also disrupt lessons, can be embarrassing for the child and can also encourage absence.

How we manage lateness:

The school day starts at **8.45am for Reception to Year 6** and we expect your child to be in class at that time.

The start time for the **Morning Nursery is 8:30 am** and for the **Afternoon Nursery it is 12:30 pm.**

At 9.00am the registers will be taken and closed at 9:30am. If your child arrives after 9:00am but before 9:30am they will receive a late mark. In accordance with the Regulations, if your child arrives after 9:30am, when the register has closed, they will receive a mark that shows them to be on site, but this will not count as a present mark and it will mean they have an unauthorised absence. This may mean that you could face the possibility of a Penalty Notice if the problem persists.

Our late ambassadors will greet you in the main office if your child is late and may offer support. In addition to this they may call you if your child has a persistent late record.

If you have had contact with our late ambassador and no improvement has been seen you will be asked to meet with the one of the Vice Principals and/or Attendance Officer to resolve the problem, but you can approach us at any time if you are having problems getting your child to school on time.

Academy targets, projects and special initiatives:

The school has targets to improve attendance and your child has an important part to play in meeting these targets.

The minimum level of attendance for this school is 95% attendance and we will keep you updated regularly about progress to this level and how your child's attendance compares.

Our target is to achieve better than this however because we know that good attendance is one of the keys to successful schooling and we believe our pupils can be amongst the best in Slough. Our aim is to achieve 97%.

Through the school year we monitor absences and punctuality to show us where improvements need to be made.

Information on any projects or initiatives that will focus on these areas will be provided in our newsletter and we ask for your full support.

Monitoring Attendance

The school will:

- Monitor attendance and absence data weekly across the school half-termly, termly and yearly across the school at an individual pupil level
- Identify whether or not there are particular groups of children whose absences may be a cause for concern
- Assess data to identify any patterns in pupil absences and work together with parents to identify potential reasons with an aim of improving pupil attendance.

Pupil-level absence data will be collected each term and published at national and local authority level through the DfE's school absence national statistics releases. The underlying school-level absence data is published alongside the national statistics.

The school will compare attendance data to the national average, and share this with the governing board.

Reporting to parents/carers

The school will regularly inform parents about their child's attendance and absence levels via termly and end of year reports. Weekly attendance will be shared with parents via newsletters and school website.

Analysing attendance

The school will:

- Analyse attendance and absence data regularly to identify pupils or cohorts that need additional support with their attendance, and use this analysis to provide targeted support to these pupils and their families
- Look at historic and emerging patterns of attendance and absence, and then develop strategies to address these patterns

Using data to improve attendance

The school will:

- Provide regular attendance reports to class teachers and other school leaders, to facilitate discussions with pupils and families
- Use data to monitor and evaluate the impact of any interventions put in place in order to modify them and inform future strategies

Children Missing in Education (CME)

All children, regardless of their circumstances, are entitled to an efficient, full time education which is suitable to their age, ability, aptitude and any special educational needs they may have. Children missing education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming

NEET (not in education, employment or training) later in life. At Montem Academy when a child has left the school or not been in school and we have not been able to make contact with parents/carers, a CME is completed and sent to the Local Authority.

Attendance is celebrated weekly and termly:

- The Principal awards any classes who achieve 100% each week with a mufti-day.
- Each child will earn a gem for every day they attend school on time. This will be deposited in their class attendance tube. The class will earn a prize each time their tube reaches certain milestones.
- Each term, all pupils with 100% attendance will receive an acknowledgement card or certificate.
- At the end of the academic year, all pupils with 100% attendance receive a 100% attendance certificate.
- Attendance Celebration Days for the Whole School
- Focus Groups for children working hard to improve their attendance.
- Half Termly class rewards for the class with the highest attendance.
- Special 'Bring a Toy to School Day' if the school reaches a 97% for the week.

Weekly attendance is published on our website and the importance of good attendance is discussed regularly with parents.

Information on any projects or initiatives that will focus on these areas will be provided in our newsletter and we ask for your full support.

Summary:

The academy has a legal duty to publish its absence figures and its attendance policy to parents and to promote attendance. School attendance data must be available to the Local Authority and the Department for Education (DfE). Equally, parents have a duty to make sure that their children attend.

All school staff are committed to working with parents and pupils as the best way to ensure as high a level of attendance as possible. Regular attendance supports and optimises your child's attainment.

It is also a fundamental part of the Every Child Matters intentions to:

- Being Healthy
- Being Safe
- Enjoying & Achieving
- Making a positive contribution
- Achieving economic well-being

Penalty Notice Changes

With the introduction of the new National Framework for Penalty Notices, the following will come into force for absences that start after 19th August 2024. This is nationwide and also across borders if you move school or house.

Term Time Leave is only allowed in exceptional circumstances communicated in advance with evidence provided as soon as possible to the Headteacher.

First Offence

The first time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be

£160 per parent per child paid within 28 days

Reduced to £80 per parent per child if paid within 21 days

Second Offence

Within 3 years of the first offence
The second time a Penalty Notice is issued for unauthorised term time leave or irregular attendance the amount will be:

£160 per parent per child paid within 28 days

No reduction for early payment.

Third Offence onwards

Within 3 years of the first offence

The third time an offence is committed for unauthorised term time leave or irregular attendance a Penalty Notice will not be issued, and the case will be presented straight to the Magistrates' Court. Fines can be around £2500 per parent, per child.

Cases found to be guilty in Magistrates' Court can show as a criminal record and also on the parent's future DBS certificates due to 'failure to safeguard a child's education.'

Don't Forget

Penalty Notices are issued **Per Parent, Per Child.**

For example 3 siblings absent would result in each parent receiving 3 fines.

This could amount to £960

Please ensure you communicate with your child's school.

Term Time Leave is only allowed in exceptional circumstances communicated in advance with evidence provided as soon as possible to the Headteacher.

10 sessions in 10 weeks - Penalty Notices will be considered for any 10 sessions of unauthorised absence in 10 weeks.

5 Consecutive days of term time leave can trigger a Penalty Notice