



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST

Pupil Attendance Policy – Annex B - SCHOOL-SPECIFIC ATTENDANCE INFORMATION AND ARRANGEMENTS

September 2026



Our Lady of Lourdes Mission Statement:

We are a partnership of Catholic schools.

Our aim is to provide the very best Catholic education for all in our community and so improve life chances through spiritual, academic and social development.

By placing the person and teachings of Jesus Christ at the centre of all that we do, we will:

- Follow the example of Our Lady of Lourdes by nurturing everyone in a spirit of compassion, service and healing
- Work together so that we can all achieve our full potential, deepen our faith and realise our God-given talents
- Make the world a better place, especially for the most vulnerable in our society, by doing ***'little things with great love'*** St Thérèse of Lisieux

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ANNEX B - SCHOOL-SPECIFIC ATTENDANCE INFORMATION AND ARRANGEMENTS

This Annex forms part of the **Pupil Attendance Policy 2026** and should be read in conjunction with the main Policy.

The Pupil Attendance Policy sets out the Trust-wide statutory framework, expectations and approach to securing good attendance across all schools within the Trust. This Annex provides the **school-specific information and arrangements** required to support the implementation of the Policy at local level.

Each school is responsible for ensuring that the information contained within this Annex is accurate, kept up to date and published alongside, or clearly linked to, the current **Pupil Attendance Policy 2026** on the school website.

The main Policy and this Annex should therefore be read together as the school's published attendance policy framework.

B1. School and attendance contacts

School name	St Patrick's Catholic Primary School
Senior Attendance Champion	Clare Pyatt
Senior Attendance Champion contact details	clarepyatt@st-patricksrc.notts.sch.uk
Day-to-day attendance enquiries	Ewelina Stawicka and Rebecca Carr 01623 478090 office@st-patricksrc.notts.sch.uk
More detailed attendance support	Clare Brizzolara

B2. School day, registration and punctuality

School day begins	8.30am – gates open for pupils to come into classes
Morning register is taken	8.40am
Morning register closes	9.00am
Afternoon register is taken	EYFS and KS1 – 12.30pm KS2 – 1pm
Afternoon register closes	EYFS and KS1 – 12.45pm KS2 – 1.15pm
School day ends	3.20pm Foundation Stage 1: 3.30pm
Late-arrival arrangements	Pupils need to report to the office if they are late and the office staff record the late arrival on the register.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	Absences need to be reported by 9am on each day of absence
How parents must report absence	Parents can report absence via the Arbor app, email, voicemail or telephone
Information parents should provide	Parents need to explain the reason for the absence, if medical advice has been sought and how long the child is expected to be absent for.
How to request planned absence or leave of absence	For planned absence or leave of absence a request must be made on the 'Application for child's leave of absence during term time form'. This form must be fully completed with as much notice as possible but at least two weeks before the planned absence.

Where leave requests must be submitted	The office in person or remail email to office@st-patricksrc.notts.sch.uk
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Requests for leave of absence will be decided in accordance with the Pupil Attendance Policy. Leave cannot be granted retrospectively.

B4. Following up unexplained absence

The school will follow the Pupil Attendance Policy and its safeguarding procedures whenever absence is unexplained, unexpected, repeated or otherwise concerning.

First-day response	School will contact parents via telephone after 9am on the first day of absence. Where no reason for absence is received the school will seek reasons through phone calls to all contacts with parental responsibility. School will additionally message parents via Arbor requesting contact with school to be made.
Where contact is not secured or concern increases	School will continue to seek contact with parents on each day of absence. On day 2 of an absence, school will contact other emergency contacts. On day 3 of absence, DSL's will make a home visit. This may be sooner if there are already concerns for a child's welfare. At day 10 of a child's absence a referral will be made to the children missing in education officer at the local authority.

B5. Promoting and recognising attendance

The school will promote the benefits of regular attendance and may recognise good or improving attendance. Any recognition will be inclusive, applied sensitively and will not disadvantage pupils with legitimate absence, medical needs, SEND or disabilities.

How the school promotes regular attendance	The school promotes regular attendance by building strong relationships with pupils and families, enhancing the curriculum to make learning engaging, providing leadership opportunities beyond the curriculum, and regularly sharing attendance information and percentages with classes to encourage and celebrate good attendance.
How the school recognises good or improving attendance, where used	The school recognises and rewards good or improving attendance through a range of approaches. These include sending letters home to celebrate positive attendance, sharing whole-class attendance figures in assemblies, recognising classes and pupils who show improvements in attendance percentages, and holding face-to-face conversations with parents to acknowledge progress and encourage continued improvement. The school also offers whole-school attendance rewards when attendance reaches or exceeds the national average.

B6. Using data and supporting persistent or severe absence

The Pupil Attendance Policy sets out the Trust's requirements for analysing attendance, providing support and responding to persistent and severe absence. The school-specific approach is summarised below without publishing identifiable pupil information or detailed internal procedures.

How attendance data is used to target improvement	Attendance data is used to identify patterns and target support for pupils, groups, and classes where attendance is lower. The school monitors individual attendance data 4 weekly to identify trends and barriers to attendance and class attendance is monitored weekly. It works with pupils and families to provide early intervention and tailored support. Attendance information is shared with class staff teams to promote accountability, celebrate improvements, and help drive whole-school attendance outcomes.
How pupils at risk of persistent or severe absence are supported	Pupils at risk of persistent or severe absence are supported through a caring, relationship-based approach that reflects the school's Catholic values. Staff work closely with pupils

	and families to understand any barriers to attendance, providing early intervention and tailored support where needed. This may include regular communication with parents, pastoral support, wellbeing check-ins, attendance meetings, and referrals to external agencies when appropriate. The Child and Family Support Worker plays a key role in this process, working closely with families to offer guidance, practical support, home visits. The school works in partnership with families to promote attendance, ensure pupils feel safe, valued and included, and help them engage successfully with school life
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B7. Relevant local authority code of conduct

The Pupil Attendance Policy explains the National Framework for Penalty Notices and the circumstances in which legal intervention may be considered. The school will also follow the current code of conduct of the relevant local authority.

Relevant local authority	Nottinghamshire
Current attendance code of conduct	<u>NOTTINGHAMSHIRE LOCAL CODE OF CONDUCT FOR PENALTY NOTICES ISSUED IN RESPECT OF Unauthorised Absence AND EXCLUDED PUPILS</u>