



**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

Contents

Our Lady of Lourdes Mission Statement:	2
ANNEX B - SCHOOL-SPECIFIC ATTENDANCE INFORMATION AND ARRANGEMENTS	4
B1. School and attendance contacts	4
B2. School day, registration and punctuality	5
B3. Reporting unexpected absence and requesting leave.....	6
B4. Following up unexplained absence	6
B5. Promoting and recognising attendance	7
B6. Using data and supporting persistent or severe absence.....	7
B7. Relevant local authority code of conduct.....	8

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 Philip Neri with St Bede Catholic Voluntary Academy
Senior Attendance Champion	Daniel Steele (Headteacher)
Senior Attendance Champion contact details	01623 489010
Day-to-day attendance enquiries	Emma Wright (Attendance Officer)
More detailed attendance support	Emma Wright – 01623 489010, Class Dojo

B2. School day, registration and punctuality

School day begins	08:40 (Reception – Year 6) 08:45 (Nursery)
Morning register is taken	08:50 (Reception – Year 6) 08:55 (Nursery)
Morning register closes	09:10 (Reception – Year 6) 09:10 (Nursery)
Afternoon register is taken	12:30 (Nursery) 12:45 (Reception) 13:15 (Year 1 – Year 6)
Afternoon register closes	12:45 (Nursery) 13:00 (Reception) 13:30 (Year 1 – Year 6)
School day ends	15:30
Late-arrival arrangements	If a child arrives late at school, parents should escort them to the Main Office and sign the child in, using our electronic sign-in system. Here, parents will be required to indicate the reason for the late arrival. If a child arrives after 08:55 but before 09:10, this will be recorded as (L) Late on the register. Arriving after 09:10 will be recorded as (U) Late (After Register Closes).

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	Absences must be reported by 09:10 on the first day of absence. If the length of absence is known, this should be shared. If it is not, parents should continue to inform school each day by 09:10.
How parents must report absence	Telephone: 01623 489010 Arbor app Contacting the school office on Class Dojo. Parents SHOULD NOT report absences to class teachers.
Information parents should provide	• The child's name and class. • The reason for the absence. • The expected length of absence and return date.
How to request planned absence or leave of absence	A <i>Leave of Absence Form</i> to be completed with as much notice as possible prior to the leave. This should include the dates of the requested absence, reason for the absence and any supporting evidence. Forms can be collected from the Main Office.
Where leave requests must be submitted	Completed forms should be returned to the Main Office or can be emailed to Office24@st-philipneri.notts.sch.uk

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	Where a child is absent and parents have not reported this absence, or have not provided a clear reason, school will contact parents. This will be a phone call and/or Dojo/Arbor message. If deemed necessary, Senior Leaders may request that staff members undertake a home visit.
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Where contact is not secured or concern increases	Where contact is not secured or concern increases, school will continue to attempt contacting parents. If unsuccessful, we will telephone other emergency contacts held on record. Home visits would also be conducted. If there continues to be concerns, other agencies will be contacted for support. If no contact is made for 10 days, a referral will be made to the Child Missing in Education Office at the Local Authority.
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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	• Our 'Attendance Wall' is updated weekly so children can see their weekly class percentage, creating healthy competition. • Class attendance figures are shared weekly in our whole school Newsletter. • Classes with 100% attendance receive a non-uniform day the following week. • Pupils with excellent attendance (97%+) receive a certificate and small gift.
How the school recognises good or improving attendance, where used	Letters are sent home to recognise and celebrate good or improving attendance. We also prioritise holding face-to-face conversations with parents and children to acknowledge progress and encourage continued improvement.

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 to identify trends and barriers to attendance and class attendance is monitored weekly. We work 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 necessary. This may include regular communication with parents, pastoral support, wellbeing check-ins, attendance meetings, and referrals to external agencies when appropriate. The Attendance Officer and Child and Family Support Worker play a key role in this process, working closely with families to offer guidance, practical support and home visits. Regular check-ins with the pupil and family are made to monitor progress, review support and ensure needs continue to be met.

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 County Council
Current attendance code of conduct	<u>NOTTINGHAMSHIRE LOCAL CODE OF CONDUCT FOR PENALTY NOTICES ISSUED IN</u>

	<u>RESPECT OF Unauthorised Absence AND EXCLUDED PUPILS</u>
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