



**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 Primary CVA
Senior Attendance Champion	Jennifer Cannell
Senior Attendance Champion contact details	Jennifer.cannell@st-patricks.nottingham.sch.uk
Day-to-day attendance enquiries	admin@st-patricks.nottingham.sch.uk
More detailed attendance support	EWO: a.bradshaw@becketonline.co.uk

B2. School day, registration and punctuality

School day begins	8:45 (classroom doors open at 8:40)
Morning register is taken	8:50
Morning register closes	9:15
Afternoon register is taken	13:00
Afternoon register closes	13:15
School day ends	15:15
Late-arrival arrangements	Pupils arriving after classroom doors close at 8:50am should report to the main school reception. They will be registered using the school's online attendance portal. This will record the time of arrival along with a reason for lateness.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	Absences should be reported to the school office by 10:00 on the first day of absence. Subsequent absences should be reported by 9:00
How parents must report absence	Absences can be recorded with school by: Telephone: 0115 9152961 Email: admin@st-patricks.nottingham.sch.uk Arbor

Information parents should provide	Information regarding reason for pupil absence (e.g illness) Expected date of return for pupil
How to request planned absence or leave of absence	<u>Holidays (including single day absences)</u> Leave of Absence request form This form can be found on the school website or upon request from the school office. <u>Medical Appointments (lasting less than one session)</u> Proof of appointment to be shown to the school office prior to the appointment/ planned absence
Where leave requests must be submitted	Main office or emailed to admin@st-patricks.nottingham.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	School will phone parents/ carers by 10:30 on the first day of absence. Should parents/ carers not respond, a text message will be sent asking for contact to be made with school.
Where contact is not secured or concern increases	Where contact is not made with parents/ carers the case will be referred to the safeguarding team in school to discuss next steps – these may include undertaking a home visit.

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	Promote a positive culture of attendance – we regularly communicate the importance of good attendance through our school newsletters, website, assemblies and conversations with families. We reinforce the link between regular attendance and pupils’ learning, wellbeing, friendships and sense of belonging. Communicate clear expectations with families – Through parents evenings, newsletters, letters home and reports, we ensure parents and carers understand our attendance expectations. Monitor attendance closely – we regularly review attendance data at whole-school, group and individual pupil level so that patterns and emerging concerns are identified quickly. Intervene early – we contact and work with families promptly when attendance begins to decline, rather than waiting until absence becomes persistent. Identify and address barriers to attendance – we listen to pupils and families to understand the reasons for absence and work collaboratively to identify practical solutions and appropriate support. Provide individualised support – where attendance is a concern, we agree appropriate strategies, targets and support with pupils and families and review these regularly. Work with external agencies – where appropriate, we work alongside health professionals, SEND services, Early Help, social care and local authority attendance services to address more complex barriers to attendance. Support pupils with SEND and additional needs – we consider individual needs and make appropriate reasonable adjustments to overcome barriers that may affect a pupil’s ability to attend school regularly.
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	Recognise and celebrate improvement – we acknowledge positive attendance and improvements in ways that are inclusive and sensitive to pupils whose absence may be outside their control. Maintain strong leadership oversight – senior leaders regularly review attendance, vulnerable groups and the impact of interventions to ensure that our approaches are effective.
How the school recognises good or improving attendance, where used	We recognise and celebrate good and improving attendance in a positive and inclusive way. This may include: • praising pupils individually for good or improved attendance and punctuality; • recognising improvements in attendance where a pupil and their family has worked hard to overcome barriers; • sharing positive attendance messages and successes with parents and carers; • celebrating positive attendance through assemblies, class recognition and school communications, where appropriate; • recognising pupils' individual efforts and progress rather than focusing solely on 100% attendance; and • ensuring that recognition is sensitive and does not disadvantage pupils whose absence is unavoidable, for example due to illness, medical needs or other exceptional circumstances. Our approach focuses on encouraging positive attendance habits, recognising improvement and helping all pupils to feel valued and supported in attending school regularly.

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	We use attendance data to identify patterns, emerging concerns and pupils who may require additional support. This includes: • regularly monitoring attendance at individual, group and whole-school level; • identifying pupils whose attendance is declining and intervening at an early stage; • monitoring persistent and severe absence and identifying barriers to attendance; • analysing attendance of key groups, including pupils with SEND, disadvantaged pupils and other vulnerable groups; • identifying patterns of absence, including particular days, sessions or periods of repeated absence; • using attendance information to inform conversations and agree appropriate support with pupils and families; • setting and reviewing individual attendance targets where appropriate; and • evaluating the impact of attendance interventions and adapting support where improvement is not evident. Senior leaders regularly review attendance data to identify priorities, target resources and support, and evaluate the effectiveness of the school's approach to improving attendance.
How pupils at risk of persistent or severe absence are supported	We identify pupils at risk of persistent or severe absence at the earliest opportunity and work closely with pupils and their families to understand and address barriers to attendance. Support may include: • Identify concerns early through regular monitoring of attendance and patterns of absence. • Work with pupils and families to understand and address individual barriers to regular attendance.

	• Agree targeted support and actions, including individual attendance plans and regular reviews where appropriate. • Provide appropriate in-school support and reasonable adjustments, particularly for pupils with SEND or additional needs. • Work with external agencies where additional or specialist support is required. • Monitor impact and escalate concerns appropriately where support does not result in sustained improvement, in line with local and national attendance guidance.
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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	Nottingham City
Current attendance code of conduct	<u>St Patrick's Attendance Code of Conduct</u>