



**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.....	5
B4. Following up unexplained absence	6
B5. Promoting and recognising attendance	6
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 Joseph's Catholic Primary and Nursery School
Senior Attendance Champion	Elspeth Wilkins-Campbell Headteacher
Senior Attendance Champion contact details	attendance@st-joseph-pri.notts.sch.uk 01623 860392
Day-to-day attendance enquiries	Tracy Anderson School Office office@st-joseph-pri.notts.sch.uk 01623 860392
More detailed attendance support	Michaela Key Child & Family Support Worker attendance@st-joseph-pri.notts.sch.uk 01623 860392

B2. School day, registration and punctuality

School day begins	8.30am
Morning register is taken	8.45am
Morning register closes	8.50am
Afternoon register is taken	1pm
Afternoon register closes	1.05pm
School day ends	3.20pm
Late-arrival arrangements	Pupils arriving after 8.45am, once the school gates are closed, are to report to main reception. Pupils arriving after 8.50am parent/carer are to sign children in. 8.50 – 9 am children will be marked as Late (L). Arrivals after 9am will be marked as an Unauthorised absence (U).

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	9.15am
How parents must report absence	01623 860392 office@st-joseph-pri.notts.sch.uk attendance@st-joseph-pri.notts.sch.uk

	Via the Arbor app.
Information parents should provide	Child's name and class, reason for absence and expected return date when known.
How to request planned absence or leave of absence	Inform the office who will make a record of the absence. Complete a 'Leave of Absence' form. If leaving for an appointment-evidence should be provided.
Where leave requests must be submitted	01623 860392 office@st-joseph-pri.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	Absence message will be sent via the Arbor app. If no response, phone calls to parents will be made. If no contact has been made, absence will be marked as an Unauthorised absence (O).
Where contact is not secured or concern increases	It may be appropriate for a DSL to attend the home and carry out a welfare meeting.

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	Regular attendance monitoring highlights improved attendance. We have several attendance initiatives in school; - Alan the attendance aardvark. - Termly attendance treats. - Attendance certificates. - Termly 100% attendance badges. - Termly great attendance badges for attendance 97%+ - End of year 100% attendance trip/award. - Termly 100% attendance Smyths toy vouchers.
How the school recognises good or improving attendance, where used	Children with improved and/or good attendance receive certificates and badges.

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	At St Joseph's Catholic Primary School, attendance and punctuality are monitored closely to ensure that concerns are identified and addressed at the earliest opportunity. Attendance data is reviewed regularly by the Headteacher and relevant staff at whole-school, year-group, vulnerable-group and individual pupil level. Weekly monitoring is used to identify emerging patterns of absence and pupils whose attendance is beginning to cause concern, rather than waiting until they become persistently absent. Particular attention is given to persistent and severe absence and to the attendance of vulnerable groups, including disadvantaged pupils, pupils with SEND and pupils with a social worker.
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	Where concerns are identified, the school works in partnership with pupils and parents/carers to understand any barriers to attendance and agree appropriate support and actions. Where necessary, the school works with the Local Authority and other relevant agencies to provide additional support. Attendance data is analysed half-termly and termly to identify trends and patterns and is compared, where appropriate, with local and national data. Leaders use this information to set priorities, target interventions and evaluate their impact. Attendance information is reported to governors and the Our Lady of Lourdes Catholic Multi-Academy Trust as appropriate, enabling leaders and governors to monitor attendance, identify areas requiring improvement and evaluate the effectiveness of the school's attendance strategy.
How pupils at risk of persistent or severe absence are supported	Persistent absentees are support through targeted support plans, by which individualised support can be identified and put into place. Ranging from; - Pastoral support - Parental support - Regular check in and phone calls - Home visits and collections - Referrals to outside agencies

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	Newark and Sherwood County Council, Notts CC
Current attendance code of conduct	\\sib-dc01\redirection\$\staff\EWilkins-Campbell\Desktop\2026-2027\Attendance\code-of-conduct-for-penalty-notice.pdf

