



**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 Mary's Catholic Academy
Senior Attendance Champion	Kerry O'Neill
Senior Attendance Champion contact details	admin@smca.nottingham.sch.uk
Day-to-day attendance enquiries	Aga Bebenek or Patrica Carnell
More detailed attendance support	Aga Bebenek

B2. School day, registration and punctuality

School day begins	8.45am
Morning register is taken	8.45am
Morning register closes	9.10am
Afternoon register is taken	1pm
Afternoon register closes	1pm
School day ends	3.15pm
Late-arrival arrangements	• Parents/carers should notify the school office if their child is expected to arrive late. • Children arriving after the start of the school day must report to the school office with their parent/carer and be signed in. • The reason for the late arrival should be provided. • Where possible, evidence of medical or other appointments should be shared with the school office. • Pupils arriving after registers have closed will be marked in accordance with the school's attendance procedures. • Children should enter school through the main entrance so that can be taken to class if required.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	9am on the day of absence
How parents must report absence	Phone: 0115 9151799 (press 1 for absence) Email: admin@smca.nottingham.sch.uk Send a message on Arbor

Information parents should provide	• Child's full name and year group. • Name of the person reporting the absence and their relationship to the child. • Reason for the absence. • Expected return date, if known at the time of reporting.
How to request planned absence or leave of absence	• Parents/carers should complete a Leave of Absence Request Form and submit it to the school before any planned absence. • Requests should be made as far in advance as possible and include the reason for the absence and the dates requested. • Leave of absence during term time will only be authorised in exceptional circumstances. • Parents/carers should not make travel arrangements until they have received written confirmation of the school's decision. • The Headteacher will consider each request individually and notify parents/carers of the outcome in writing. • Unauthorised leave of absence may result in a penalty notice or other action in line with local authority guidance.
Where leave requests must be submitted	A paper copy can be handed in at the school office or emailed to: admin@smca.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	Where no reason for absence has been provided, the school will make reasonable attempts to contact parents/carers and other named emergency contacts to establish the reason for the child's absence.
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Where contact is not secured or concern increases	• If the school is unable to make contact with any parent/carer or emergency contact regarding a child's absence, further attempts will be made using all available contact details. • The absence will be recorded as unauthorised until a satisfactory reason is provided. • The school may send text messages, emails or make additional telephone calls to seek clarification. • If contact cannot be established and there are concerns about the child's welfare, the matter will be referred to the Designated Safeguarding Lead (DSL). • The school may undertake a home visit or request support from other agencies where appropriate. • Where a child's whereabouts remain unknown, or there are safeguarding concerns, the school will follow local safeguarding procedures and may contact Children's Social Care, the Police, or the Local Authority Children Missing Education (CME) team. • The school will continue to make reasonable enquiries until the child's safety and whereabouts are confirmed.
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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	• Maintaining a welcoming, safe and inclusive environment. • Communicating the importance of good attendance and punctuality to pupils and families. • Monitoring attendance closely and identifying concerns early. • Working in partnership with parents/carers to address barriers to attendance. • Recognising and celebrating positive attendance and improvement. • Providing support and signposting to families where needed. • Following up absences promptly and intervening where attendance becomes a concern.
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How the school recognises good or improving attendance, where used	• Acknowledging pupils who show sustained improvement in their attendance. • Sharing positive feedback with parents/carers when attendance improves. • Recognising individual progress as well as high overall attendance.
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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	The school uses attendance data to: • Identify pupils at risk of poor attendance. • Monitor attendance trends and patterns. • Track the attendance of vulnerable groups. • Provide early support and intervention where needed. • Review the impact of support and adjust actions accordingly. This helps ensure timely and targeted action to improve attendance outcomes for all pupils.
How pupils at risk of persistent or severe absence are supported	Pupils identified as being at risk of persistent absence (below 90% attendance) or severe absence receive tailored support to help improve attendance and remove barriers to school. • Early identification and monitoring • Communication with families • Individualised support • Working with other professionals • Escalation where necessary

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	