



**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	All Saints' Catholic Academy
Senior Attendance Champion	Mrs N Kilday
Senior Attendance Champion contact details	Kilday.n@allsaints.notts.sch.uk
Day-to-day attendance enquiries	Mrs A Nother Nother.a@allsaints.notts.sch.uk
More detailed attendance support	Mrs P Gamble Gamble.p@allsaints.notts.sch.uk

B2. School day, registration and punctuality

School day begins	8.55am Students must be in school for 8.50am
Morning register is taken	8.55am
Morning register closes	9.25am
Afternoon register is taken	1.30pm
Afternoon register closes	1.40pm
School day ends	3.25pm
Late-arrival arrangements	If a pupil arrives late to school or to a lesson, this will be recorded with the L code if it is before the register closes. If late to school in the morning, students must sign in at reception before heading to class. Students will be asked for the reason and may be issued a late slip for a lunch detention to make up the time. This will be recorded on Arbor and parents will receive an email. Lates after the registers close will be marked as a U code for an unauthorised absence. It is important to note that this will mean a full session of absence is recorded on the register and therefore has an impact on a pupil's overall attendance figure. If unauthorised absence continues, parents/carers will be contacted, and a meeting may be arranged to discuss this. If no improvement is made, a Penalty Notice may be requested from the relevant Local Authority.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	The pupil's parent must notify the school of the reason for the absence on the first day of an unplanned absence by 9.00am or as soon as practically possible and on each subsequent day.
How parents must report absence	Contact school by using the Arbor app or calling 01623 474700, latest 9.00am and leaving a message on the absence line.
Information parents should provide	Please inform school about the precise nature of the illness / reason for absence and the expected return date. Please leave the pupil's full name and tutor group.
How to request planned absence or leave of absence	Any request should be submitted as soon as it is anticipated and, where possible, at least 4 weeks before the absence. Forms are available from the school reception.
Where leave requests must be submitted	Please hand in completed forms to Mrs Nother or the school reception.

Requests for leave of absence will be decided in accordance with the Pupil Attendance Policy. As a leave of absence will only be granted in [exceptional](#) circumstances, it is unlikely a leave of absence will be granted for the purposes of a family holiday.

If a parent intends to take their child out of school for a leave of absence during term time, they must have requested this in advance and had their request agreed by the Head Teacher. Failure to do this could result in a fine or prosecution. In Nottinghamshire, parents can be fined if their child has in excess of 5 days unauthorised **absence over a 6 week period**. Leave cannot be granted retrospectively. Absences before or after a holiday will not be authorised and will be treated as part of any holiday request.

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 any pupil we expect to attend school does not attend, or stops attending, without reason, the school will:
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	• Call/Email the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. • Identify whether the absence is approved or not • Identify the correct attendance code to use and input it as soon as the reason for absence is ascertained – this will be no later than 5 working days after the session(s) for which the pupil was absent • Call/Email the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Education Welfare Officer • Where appropriate, offer support to the pupil and/or their parents to improve attendance • Identify whether the pupil needs support from wider partners, as quickly as possible, and make the necessary referrals
Where contact is not secured or concern increases	If the school cannot reach any of the pupil's emergency contacts, the school may carry out 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	Attendance is high profile at All Saints' Catholic Academy. The attendance team builds excellent relationships with parents and students and the wider pastoral team to ensure that attendance is closely monitored with timely interventions and celebrations used when needed. Other actions to promote regular attendance include: - Weekly attendance updates in tutor time for individual students - Weekly rewards for the highest attending tutor group and year group
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	- 1-1 and group mentoring to support students with attendance - Attendance assemblies to highlight the importance of Attendance - Bespoke challenges and rewards for year groups, plus whole school challenges such as “Challenge 25” - Commendation ceremonies with awards for excellent attendance, plus individual students recognised as part of “Chat and Treat” - Parental conversations and meetings to discuss barriers to attendance when needed - Local Authority support, meetings and panel meetings when needed - Regular data analysis shared with stakeholders to look for patterns and plan interventions - An efficient use of computerised registration systems can provide valuable attendance data which can assist speedy analysis and timely responses by the school. - Establishing a mechanism for supporting those parents and carers who are concerned that their children may be experiencing difficulty attending, including home visits
How the school recognises good or improving attendance, where used	• Celebrating outstanding attendance during assemblies, Commendations and via Chat and Treat celebrations. • Awarding the All Saints’ Way points weekly for 100% attendance, plus 0 behaviour points. • Postcards and certificates • Bespoke challenges and rewards for year groups, plus whole school challenges such as “Challenge 25” • Weekly rewards in tutor time to celebrate tutor groups and year groups with high attendance

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	• Accurate completion of electronic registers in school • Attendance checks at appropriate times • Recording of good attendance on individual progress reports and in the student planner • Using the data to celebrate outstanding attendance during assemblies, Commendations and via Chat and Treat celebrations. • Awarding the All Saints' Way points weekly for 100% attendance, plus 0 behaviour points. • Weekly attendance sent to the pastoral team and tutors to decide on mentoring interventions (peer mentors, in house mentors, external providers) • Weekly overview of PA students and vulnerable groups to discuss in Line Management Meetings with Year Progress Leaders (YPL) and Tutor meetings with Form Tutors • Meetings between YPLs and the Attendance Officer to check the graduated response is being followed • Use of data to decide on escalation of response following Local Authority guidance • Half termly reports produced for Senior Leadership Team and the Governors
How pupils at risk of persistent or severe absence are supported	Where any pupil we expect to attend school does not attend, or stops attending, without reason, the school will: • Call the pupil's parent on the morning of the first day of unexplained absence to ascertain the reason. If the school cannot reach any of the pupil's emergency contacts, the school may carry out a home visit • Call the parent on each day that the absence continues without explanation, to make sure proper safeguarding action is taken where necessary. If absence continues, the school will consider involving an Education Welfare Officer • Home visits • Complete ARNA paperwork to look at barriers • Parent meetings (initial and reviews) • Consider a short-term part-time timetable / reduced timetable • Use of our students' support centres • ATTEND framework could be offered

	• Input from the “Health Related Education Team” • Where relevant, report the unexplained absence to any external agency working with the pupil • Identify whether the pupil needs support from other wider partners, as quickly as possible, and make the necessary referrals • Consult the Local Authority for guidance, panel meetings, support
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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	School attendance and absence Nottinghamshire County Council