OUR LADY OF LOURDES

CATHOLIC MULTI-ACADEMY TRUST

Pupil Attendance Policy –

Annex B - SCHOOL-SPECIFIC ATTENDANCE INFORMATION AND ARRANGEMENTS

September 2026

Nottingham Diocese Multi Academy Trusts

CATHOLIC SCHOOLS Moving Forward Together

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 4

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 6

B7. Relevant local authority code of conduct 7

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	Our Lady & St Edward Catholic Primary School
Senior Attendance Champion	Amy Bradshaw / Rachel Byrne
Senior Attendance Champion contact details	a.bradshaw@becketonline.co.uk r.byrne@olseacademy.org.uk
Day-to-day attendance enquiries	Tracey Barfield admin@olseacademy.org.uk
More detailed attendance support	Dawn Rogers admin@olseacademy.org.uk

B2. School day, registration and punctuality

School day begins	8:40am
Morning register is taken	8:50am
Morning register closes	9am

Afternoon register is taken	12:30pm (Reception) 12:45pm (KS1 and Year 3) 1pm (Year 4-6)
Afternoon register closes	12:35pm (Reception) 12:50pm (KS1 and Year 3) 1:05pm (Year 4-6)
School day ends	3:15pm (Reception) 3:10pm (KS1) 3:15pm (KS2)
Late-arrival arrangements	Parents bring children to Reception and register as late on sign in board and reason for lateness. Prior known reasons can inform the school office via Arbor or in person.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	8:30am
How parents must report absence	Via Arbor app Phone 0115 9155800 Email admin@olseacademy.org.uk
Information parents should provide	Main reason for absence, if known how long the child will be off, if school need further clarification one of the office staff will contact parents
How to request planned absence or leave of absence	Complete Leave of Absence form https://www.olseacademy.org.uk/wp-content/uploads/sites/12/2022/11/LEAVE-OF-ABSENCE-REQUEST-FORM.pdf
Where leave requests must be submitted	Email to admin@olseacademy.org.uk In person to Mrs Barfield / Mrs Rogers in the school office

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	Mrs Barfield / Mrs Rogers will call parents on the details logged on Arbor, if no response a voicemail will be left. If school have not had a response by 9:30am a message will sent.
Where contact is not secured or concern increases	Mrs Barfield / Mrs Rogers will call other contact names logged on Arbor. If there isn't a response a home visit may be made by SLT or our Education Welfare Officer Miss Bradshaw.

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	Open communication with parents Support from EWO with letters and meetings
How the school recognises good or improving attendance, where used	Weekly class attendance shout outs in the newsletter for classes above our school target of 97! Individual shout outs in our half termly Achievers Assembly, these are included in the newsletter too

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	Half termly data is shared with governors, showing breakdown of all contextual data. Individual pupils concerned are identified and discussions with parents are held.

How pupils at risk of persistent or severe absence are supported	Letters shared with parents when attendance drops below 90% Home visits to support improved attendance. Individual action plan targets are set, monitored and reviewed internally with Mrs Byrne and Miss Bradshaw Individual action plan targets are set, monitored and reviewed externally with Local Authority.

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 Council
Current attendance code of conduct	