



**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.....	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	St Edmund Campion Catholic Primary School
Senior Attendance Champion	Amy Bradshaw
Senior Attendance Champion contact details	office@st-edmundcampion.notts.sch.uk
Day-to-day attendance enquiries	Nicola Davis/Alana Griffin office@st-edmundcampion.notts.sch.uk
More detailed attendance support	Amy Bradshaw office@st-edmundcampion.notts.sch.uk

B2. School day, registration and punctuality

School day begins	08.50am
Morning register is taken	09.00am
Morning register closes	09.20am
Afternoon register is taken	12.30pm FS2/Nursery 12.45pm KS1 1.15pm KS2
Afternoon register closes	12.45pm FS2/Nursery 1pm KS1 1.30pm KS2
School day ends	3.30pm Nursery 3.20pm FS – Yr 6
Late-arrival arrangements	Late arrivals sign in on the screen in reception, providing a reason for the late arrival.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	By 8.50am on Day 1 and every subsequent day of absence
How parents must report absence	Call 0115 9147889 and leave a message on the absence line, or e-mail office@st-edmundcampion.notts.sch.uk
Information parents should provide	Reason for absence, including relevant symptoms, and expected date of return
How to request planned absence or leave of absence	Complete a Leave of Absence form – this is on the school website, or can be collected from the school office
Where leave requests must be submitted	Hand in at the school office or e-mail to office@st-edmundcampion.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	If a pupil has not arrived and we have received no notification the school office will contact the parent by 9.15am
Where contact is not secured or concern increases	The school will contact all emergency contacts provided on the pupil file. Where there is still no response the headteacher will be alerted and the school attendance officer. A home visit may be undertaken where we feel there is a safeguarding concern.

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	The headteacher, in conjunction with the Education Welfare Officer, regularly review attendance. Where a pupil's attendance is dropping below the 90% an initial letter of concern will be sent to the parents/carers, and an opportunity to meet and discuss will be offered. The school will always aim to support parents to promote good attendance and overcome any barriers to good attendance. Where absence intensifies the headteacher/Education Welfare Officer will hold more formal discussions and set up a formal support plan. On occasion the school may also involve the local authority attendance support team, children's services and other relevant partners.
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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	Attendance data is analysed in detail each half term. Where patterns of non-attendance emerge the school will act quickly to ensure emerging concerns can be dealt with promptly.
How pupils at risk of persistent or severe absence are supported	We will develop targeted actions to address identified patterns at individual, group and cohort level and provide targeted support for pupils at risk of persistent or severe absence and their families. This will include providing relevant attendance information to teachers, school leaders, the SENCO, designated safeguarding lead, and Local Governing Body. We will monitor and evaluate the impact of interventions and adjust them where necessary and share information and work collaboratively with the Trust, local authorities, other schools and relevant partners where appropriate. We will where necessary participate in regular Targeted Support Meetings with the relevant local authority, sharing information and agreeing coordinated action for pupils and cohorts requiring additional support.

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 County Council
Current attendance code of conduct	https://www.nottinghamshire.gov.uk/education/school-discipline-and-exclusions/attendance-absence