



**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 Primary Voluntary Academy
Senior Attendance Champion	James Leech
Senior Attendance Champion contact details	01652 653355 enquiries@stmarysbrigg.com
Day-to-day attendance enquiries	Sharon Strickland
More detailed attendance support	Sharon Strickland – Attendance Officer – Admin Lead

B2. School day, registration and punctuality

School day begins	8:45am
Morning register is taken	8:45am
Morning register closes	9:15am
Afternoon register is taken	1pm
Afternoon register closes	1:30pm
School day ends	3:15pm
Late-arrival arrangements	Report to main office and reasons for late arrival are recorded and child is admitted into school.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	Before 9am on the day of each absence
How parents must report absence	Call - 01652653355 Email - enquiries@stmarysbrigg.com
Information parents should provide	Reason for absence and estimated period of absence
How to request planned absence or leave of absence	Complete an absence request form from the office and hand it into the school. These must be submitted at least 2 weeks before the proposed absence.

Where leave requests must be submitted	By hand to the office. Via email to enquiries@stmarysbrigg.com
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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	The office will call the family and send a message via arbor. If no contact can be made then the Headteacher/ DSL will be notified.
Where contact is not secured or concern increases	Office will attempt to make contact with other contacts of the family. DSL will visit the family home if no contact can be made. This will be done on the first day if a family is deemed vulnerable or if the Headteacher requests an immediate 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	Through letters to parents. School website. Assemblies and daily interactions with children. Develop understanding of the importance of good attendance. Newsletter.
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How the school recognises good or improving attendance, where used	Arbor messages to parents of children whose attendance has Improved over time. Attendance percentages summarised in EOY report. Parents can view live attendance on Arbor.
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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	Fortnightly attendance meeting between Headteacher and Attendance Officer. Data tracked and interventions put in place. Termly contact between LA EWO and School Attendance Officer.
How pupils at risk of persistent or severe absence are supported	Early Helps offered were appropriate. Attendance plans set up if required. Messages and reminders. Letters offering support to families.

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	North Lincs
Current attendance code of conduct	https://www.northlincs.gov.uk/wp-content/uploads/2024/09/NLC-Code-Of-Conduct-Final-a.pdf