



**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	SSPP
Senior Attendance Champion	Rebecca Carter
Senior Attendance Champion contact details	rebecca.carter@sspp.lincs.sch.uk
Day-to-day attendance enquiries	Rebecca Dady
More detailed attendance support	Rebecca Dady

B2. School day, registration and punctuality

School day begins	8.40am
Morning register is taken	8.40am
Morning register closes	9.10am
Afternoon register is taken	12.30pm
Afternoon register closes	13.00
School day ends	3.15pm
Late-arrival arrangements	Greeted at the gate up to 9am , expected to sign in with RDA and after 9.10am students are coded a 'U'. Detentions are given based on arrival time.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	No deadline – accepted all day but preferred is before 9.15am
How parents must report absence	School phone number and then absence line – press 1.
Information parents should provide	Name of child, relationship to the child, reason for absence. This should be repeated on a daily basis as required as long as absence remains.

How to request planned absence or leave of absence	In writing to RDA or to SSPP contact email.
Where leave requests must be submitted	No forms – written communication is acceptable.

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	Text to parents if no contact for child absence. This would be to anybody with PR.
Where contact is not secured or concern increases	FLO – will visit after 5 days to check on student. Might be earlier if safeguarding concerns.

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	Fornightly texts, Tutors talk about attendance. Standard report goes to Tutors with attendance stats on. Termly reminder about good attendance with consequences on for parents.
How the school recognises good or	Certificates at Reward Assemblies, praise from HOY / Tutors, calls home.

improving attendance, where used	
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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 panels, conversation with parents, students.
How pupils at risk of persistent or severe absence are supported	Attendance panels, RTTs, reasonable adjustments, use of SS and pastoral areas. Use of FLO to visit and work with parents. Support from the LA with attendance meetings and

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	Lincolnshire County Council
Current attendance code of conduct	Penalty notices - code of conduct – Introduction - Lincolnshire County Council