



**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

B1. School and attendance contacts

School name	St Joseph's School, Shirebrook
Senior Attendance Champion	Dani Seaman
Senior Attendance Champion contact details	danis@st-josephs-pri.derbyshire.sch.uk
Day-to-day attendance enquiries	Katja Fearn kfearn@st-josephs-pri.derbyshire.sch.uk
More detailed attendance support	Emma Queenan- KS2 support emmaq@st-josephs-pri.derbyshire.sch.uk Becky Egerton- SEND attendance support begerton@st-josephs-pri.derbyshire.sch.uk Polly Dexter – EYFS and KS1 support pdexter@st-josephs-pri.derbyshire.sch.uk

B2. School day, registration and punctuality

School day begins	Doors open from 8:30am for all pupils
Morning register is taken	8:40am
Morning register closes	8:50am
Afternoon register is taken	1:00pm
Afternoon register closes	1:05pm
School day ends	3:30pm
Late-arrival arrangements	If a child arrives late to school, parents must escort them into school and sign the child in on the entry sign system indicating the reason for the late arrival.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	By 9am on the first day of absence. If the length of absence is known this should be shared. If it is not, parents should continue to inform school each day.
How parents must report absence	Telephone- 01623 742609 Email- info@st-josephs-pri.derbyshire.sch.uk
Information parents should provide	Child's name and class Reason for the absence Expected length of absence and return date
How to request planned absence or leave of absence	Parents can obtain a form from the office to complete requesting a leave of absence. This should include the dates of the requested absence, reason for the absence and any supporting evidence.

Where leave requests must be submitted	Please return completed forms and any supporting evidence to the school office.
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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	School will telephone parents. If we are unable to contact parents, a message may also be sent. Home visits may take place where senior leaders feel that this is necessary.
Where contact is not secured or concern increases	Senior Leaders will conduct home visits. If there continues to be concerns, other agencies will be contacted for support.

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	Weekly class attendance is shared with children and parents. Each week, the class with the highest attendance will get extra playtime, "Fresh Air Friday". Each day that a class has 100% attendance, they will colour a letter. When the full word, 'attendance' is coloured, the class can choose a reward.
How the school recognises good or	Letters are sent home to celebrate good attendance and improving attendance.

improving attendance, where used	Certificates are posted home for good or improving attendance.
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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	Termly monitoring of attendance highlights any children with attendance that is below 95%. This ensures that we can support families with declining attendance. Letters are sent home to inform parents when attendance drops below 95% and where appropriate, meetings are arranged to discuss how school can support improved attendance.
How pupils at risk of persistent or severe absence are supported	Pupils are identified at below 95% attendance to secure early intervention before a child becomes a persistent absentee. Meetings are arranged with parents for persistent and severe absentees. Senior Leader Attendance Champions meet with children whose attendance is below 95% to discuss how we can support them in school.

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	Derbyshire County Council
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Current attendance code of conduct	<u>School Attendance</u>
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