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*

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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	Holy Trinity Catholic Academy
Senior Attendance Champion	Julia Summers
Senior Attendance Champion contact details	head@holytrinity.notts.sch.uk
Day-to-day attendance enquiries	Marie Hinch, Administrator 01636 689177
More detailed attendance support	Marie Hinch, Administrator 01636 689177

B2. School day, registration and punctuality

School day begins	8:45am
Morning register is taken	8:50am
Morning register closes	9:20am
Afternoon register is taken	1:20pm
Afternoon register closes	1:50pm
School day ends	3:15pm
Late-arrival arrangements	Sign in at the main office

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	9:30am
How parents must report absence	Call the school office on 01636 689177
Information parents should provide	Reason for absence and expected return date where known
How to request planned absence or leave of absence	Contact the head teacher / complete a Leave of absence request form from the school office

Where leave requests must be submitted	School Office in person

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	Office staff will contact parents via telephone
Where contact is not secured or concern increases	Further contact via telephone will be made to other contacts stored on Arbor or a home visit made by two members of staff

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 Dojo attendance summary Class attendance incentives End of Term class rewards 100% Giant Sticker awarded half termly
How the school recognises good or improving attendance, where used	Dojo message, letter, improved attendance certificate, end of half term reward

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	Weekly data analysis – focus classes, days of the week or individuals. Followed up via Dojo messages, phone calls, Trust Attendance letters or invitations to meetings
How pupils at risk of persistent or severe absence are supported	Letters/phone calls/Dojo messages/soft starts/ELSA/Attend Framework support cards/parent and child meetings

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