



**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 Academy
Senior Attendance Champion	Mr J O'Connor
Senior Attendance Champion contact details	office@smp.nelcmail.co.uk Tel 01472357982
Day-to-day attendance enquiries	Mrs J Bielby office@smp.nelcmail.co.uk 01472357982
More detailed attendance support	EWO Attendance Matters. Leander Swinburne Tel 07788834402 Email leander.swinburne@attendancematters.org

B2. School day, registration and punctuality

School day begins	09:00
Morning register is taken	09:00
Morning register closes	09:30
Afternoon register is taken	13:00
Afternoon register closes	13:30
School day ends	15:20
Late-arrival arrangements	If a child arrives late to school then they must come through the office and sign in on Inventory.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	09:15
How parents must report absence	Please call the office 01472357982, email the office office@smp.nelcmail.co.uk or message on the Arbor app (absences should not be reported the class teacher on dojo)
Information parents should provide	Parents should provide a reason for the absence and expected day of return to school.
How to request planned absence or leave of absence	An application form for leave of absence should be requested from the school office.
Where leave requests must be submitted	The completed form must be returned to the school office.

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 child is absent and we do not receive a reason a phone call to parents will be made. If we do not receive a response to the email then the EWO will be asked to make a home visit.
Where contact is not secured or concern increases	The headteacher/DSL and EWO will decide on the next steps to be taken.

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	• Clearly communicating the importance of regular attendance to pupils and families. • Monitoring attendance closely and identifying concerns at an early stage. • Working collaboratively with parents and external agencies to remove barriers to attendance. • Celebrating and rewarding good and improved attendance through assemblies, certificates, and school recognition. • Creating a welcoming, inclusive, and nurturing environment where pupils feel safe, valued, and eager to learn. • Providing pastoral support for pupils experiencing difficulties that may affect attendance. • Following up absences promptly and ensuring safeguarding procedures are implemented where necessary.
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	• Promoting positive relationships between home and school so that attendance is seen as a shared responsibility. • Encouraging punctuality and helping pupils establish good habits that prepare them for future education and employment. As a Catholic school, St Mary's promotes attendance as part of our commitment to enabling every child to fulfil their God-given potential. Through our values of respect, responsibility, and community, we encourage pupils to attend regularly, engage fully in school life, and make the most of every learning opportunity.
How the school recognises good or improving attendance, where used	Weekly, half termly, full term and yearly rewards. We recognise good attendance through: • Weekly attendance awards presented in assembly for the class with the highest attendance. • Individual certificates awarded to pupils who achieve excellent attendance. • Public celebration of attendance successes through assemblies, newsletters, and displays around the school for all pupil and for those who demonstrate improved attendance. • End-of-term and annual attendance awards recognising sustained commitment to attending school regularly. • Recognition of pupils who arrive punctually and are ready to learn each day. • Positive communication with parents and carers to acknowledge and celebrate good attendance. • Rewards in conjunction with Grimsby Town Football Club.

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	At St Mary's, attendance data is used strategically to identify patterns, address barriers to learning, and improve outcomes for all pupils. Attendance is monitored regularly by school leaders to ensure that every child has the best opportunity to achieve their full potential. Attendance data is used to: • Identify pupils at risk of persistent absence and provide early intervention before attendance becomes a significant concern. • Monitor trends and patterns, including attendance by year group, class, pupil group, and individual pupil. • Target support for pupils whose attendance is affected by health, wellbeing, family circumstances, or other barriers. • Inform discussions with parents and carers, enabling the school to work collaboratively with families to improve attendance. • Evaluate the impact of interventions and adjust support where improvements are not being made. • Prioritise resources and pastoral support for pupils and families who need additional assistance. • Identify vulnerable groups and ensure that disadvantaged pupils, pupils with SEND, and other key groups receive appropriate support. • Set attendance targets for individuals, groups, and the whole school, with progress reviewed regularly by leaders and governors. • Report attendance information to governors, enabling effective challenge and accountability. • Celebrate improvements and recognise pupils and classes that demonstrate positive attendance habits.
How pupils at risk of persistent or severe absence are supported	• Early identification and intervention when attendance begins to decline. • Regular communication with parents and carers to discuss concerns and agree strategies for improvement. • Pastoral support from class teachers, the pastoral team, and school leaders to address emotional, social, or wellbeing needs.

	• Attendance action plans with clear targets and review dates where additional support is required. • Individual support programmes tailored to the specific needs of the pupil and family. • Referrals to external services such as the Education Welfare Service, Early Help, health professionals, or other support agencies when appropriate. • Support with transition, anxiety, or emotional wellbeing that may be affecting attendance. • Recognition and celebration of improvement to encourage positive attendance habits and build confidence. • Regular attendance reviews to evaluate progress and adapt support where necessary. • Safeguarding procedures implemented where concerns arise regarding a child's welfare. The school's approach is underpinned by strong relationships and a commitment to partnership with families. As a Catholic school, St Mary's seeks to ensure that every child is known, valued, and supported to overcome barriers to attendance so that they can flourish academically, socially, and spiritually and achieve their God-given potential.
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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 East Lincolnshire Council
Current attendance code of conduct	https://www.nelincs.gov.uk/children-families-and-schools/attendance-and-fixed-penalty-notices