



**OUR LADY
OF LOURDES**

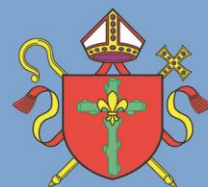
CATHOLIC MULTI-ACADEMY TRUST

Pupil Attendance Policy Annex B

**Blessed Robert Widmerpool
School Specific attendance information
and arrangements.**

September 20

26



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	Blessed Robert Widmerpool
Senior Attendance Champion	Luisa Maylard-Mason
Senior Attendance Champion contact details	admin@brw.nottingham.sch.uk
Day-to-day attendance enquiries	Catherine Shakh: 0115 915 2392
More detailed attendance support	Luisa Maylard-Mason

B2. School day, registration and punctuality

School day begins	8:45am (8:50am for EYFS and Year 1)
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Morning register is taken	8:50am (8:55am for EYFS and Year 1)
Morning register closes	9:00am
Afternoon register is taken	1:00pm
Afternoon register closes	1:10pm
School day ends	3:20pm (3:25pm EYFS and Year 1)
Late-arrival arrangements	Pupils sign in at school office. Lateness recorded on MIS system. Parents informed via email.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	By 9am on the first day of absence
How parents must report absence	School Tel: 0115 9152392 admin@brw.nottingham.sch.uk
Information parents should provide	Parents must explain reason for absence and expected return date.
How to request planned absence or leave of absence	Request for leave forms are available from the school office or by emailing admin@brw.nottingham.sch.uk
Where leave requests must be submitted	admin@brw.nottingham.sch.uk

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, Email then Telephone Call
Where contact is not secured or concern increases	SLT will visit address to check on pupil

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	• Regular attendance letters sent to parents highlighting each child's attendance and the importance of attending school every day. • Punctuality and attendance reminder emails and letters issued where concerns arise. • Meetings between class teachers and parents to discuss attendance, punctuality, and any barriers to regular school attendance. • Attendance information shared through school newsletters, reinforcing expectations and celebrating good attendance. • Communication with parents through translated information and support where language may be a barrier. • Early engagement with families when attendance concerns emerge to provide support and advice. • Referral to the Education Welfare Service where appropriate to support improved attendance.
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How the school recognises good or improving attendance, where used	• The school recognises and celebrates good and improving attendance through positive encouragement, regular communication with pupils and families, and acknowledgement of attendance achievements. Individual pupils and classes are recognised termly for excellent attendance or significant improvements in attendance. • The school uses attendance data to identify and celebrate success, helping to promote a positive culture where good attendance is valued and rewarded. Recognition includes, pencils, certificates, praise, newsletters, assemblies, class rewards and other age-appropriate incentives.
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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	The school analyses attendance data at least half-termly to identify pupils who are at risk of persistent or severe absence. Attendance patterns are monitored closely and families are contacted where concerns are identified. This may include communication by email, telephone calls, and invitations to attend attendance meetings to discuss barriers to attendance and agree support strategies. The school follows its Attendance Policy and issues Attendance Concern Letters 1, 2 and 3, where appropriate, to ensure concerns are addressed promptly and attendance improves.
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	Attendance data is also used to identify trends, target interventions, and evaluate the impact of support provided to pupils and families.
How pupils at risk of persistent or severe absence are supported	Regular meetings with parents/carers, ongoing communication with the school, and close monitoring of attendance. Where appropriate, additional support is accessed through external agencies, including the Education Welfare Service and Early Help, to address barriers to attendance and promote regular school attendance.

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	Nottingham City
Current attendance code of conduct	<u>Code of conduct</u>