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.

Completion notes and Instructions - remove before publication: the headteacher is responsible for ensuring that Part B is accurate and current. Routine updates do not require separate formal approval. Detailed staffing, recording, escalation, referral and governance arrangements may be held in the school's internal procedures and do not need to be published in Part B.

Instructions: replace every highlighted prompt with the school's current information, remove these instructions before publication and ensure that all links, contact details and times remain current.

B1. School and attendance contacts

School name	The Trinity Catholic School
Senior Attendance Champion	Tim Pickup, Assistant Headteacher
Senior Attendance Champion contact details	[t.pickup@trinity.nottingham.sch.uk]

Day-to-day attendance enquiries	Danielle Teece, Attendance Admin Officer d.hesketh@trinity.nottingham.sch.uk
More detailed attendance support	[Year 7 – Miss Clark – e.clark@trinity.nottingham.sch.uk Year 8 – Mr Kieme – a.kieme@trinity.nottingham.sch.uk Year 9– Mr Johnson – l.johnson@trinity.nottingham.sch.uk Year 10 – Mr Wilson – n.wilson@trinity.nottingham.sch.uk Year 11 – Mr Tomlin – m.tomlin@trinity.nottingham.sch.uk

B2. School day, registration and punctuality

School day begins	08:50am
Morning register is taken	09.00am
Morning register closes	09:15am
Afternoon register is taken	13:35:pm
Afternoon register closes	13:45pm
School day ends	15:25pm
Late-arrival arrangements	All Students should report to late gate. If they arrive after 9.15 they must report to the school office on arrival. Lateness is recorded on the Register. Parents can

	monitor this on Arbor and Persistent lateness will be monitored.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	No later than 9:15am Each day the child is absent
How parents must report absence	01159296251, office@trinity.nottingham.sch.uk , Message on Arbor]
Information parents should provide	Please state the Childs Full Name & Year, including the reason for absence and expected return date
How to request planned absence or leave of absence	By filling out our google form
Where leave requests must be submitted	Please fill out this google form https://forms.gle/YN4symJrr98n1bmR7 or write to office@trinity.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	A Call is made to parents after 09:15am when an absence has not been reported

Where contact is not secured or concern increases	A home visit will be arranged and conducted by our Attendance Liaison Officer or another appropriate member 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	**For students:** Attendance assemblies, announcements in morning lineups, weekly achievement briefings in form time . **For parents:** regular personalised email updates ; sway newsletters
How the school recognises good or improving attendance, where used	End of term reward assemblies

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	We use our Arbor dashboards and Dfe data dashboards to identify vulnerable groups and individual students to intervene where necessary. Our Attendance Liaison Officer works with the Attendance Progress Coordinators to track all students who are below 90% or slightly above. We have our own intervention pathway which aligns with the local authority's graduated response for intervening with students' whose

	attendance needs improving : Attendance Intervention Pathway 26-27.pdf
How pupils at risk of persistent or severe absence are supported	Each pupil has an Assistant Progress Coordinator, who works with the Attendance Liaison Officer to support the pupil and their family to improve attendance. For pupils who are severely persistently absent, the Senior Attendance Champion works the ALO, school-assigned Education Welfare Officer, the family and outside agencies to provide support

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 Council
Current attendance code of conduct	School Attendance - Nottingham City Council