



**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

Contents

Our Lady of Lourdes Mission Statement:	2
ANNEX B - SCHOOL-SPECIFIC ATTENDANCE INFORMATION AND ARRANGEMENTS	4
B1. School and attendance contacts	4
B2. School day, registration and punctuality	4
B3. Reporting unexpected absence and requesting leave.....	5
B4. Following up unexplained absence	6
B5. Promoting and recognising attendance	6
B6. Using data and supporting persistent or severe absence.....	7
B7. Relevant local authority code of conduct.....	7

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	Saint Norbert's Catholic Primary, Crowle
Senior Attendance Champion	Mr Alex Dawson (Headteacher)
Senior Attendance Champion contact details	email: admin@stnorbertscrowle.co.uk telephone: 01724 710249
Day-to-day attendance enquiries	Office Team: email: admin@stnorbertscrowle.co.uk telephone: 01724 710249

B2. School day, registration and punctuality

School day begins	Gates open at 8:20am (registration and morning activities) Lessons begin at 8:30am
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Morning register is taken	8:20am
Morning register closes	8:35am
Afternoon register is taken	12pm (Nursery) 12:45pm (Reception and Key Stage 1) 1pm (Key Stage 2)
Afternoon register closes	12:15pm / 1pm / 1:15pm (depending on class)
School day ends	3pm
Late-arrival arrangements	Parents should escort children arriving at school after 8:30am to the office. The pedestrian gate will be closed at 8:30am. Late arrivals should ring the gate buzzer and wait to be permitted entry.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	By the time registration closes, including on each subsequent day of absence
How parents must report absence	We can only accept telephone calls or messages left on our school answerphone: 01724 710249
Information parents should provide	Who will be absent, the reason for absence and expected return date where known
How to request planned absence or leave of absence	All requests are to be made via the office team in the first instance.
Where leave requests must be submitted	Office Team: email: admin@stnorbertscrowle.co.uk telephone: 01724 710249

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 we have not heard from parents (or those with parental responsibility) by 9am, we will arrange to undertake a welfare visit the family home. Should we be unable to satisfy ourselves that an absent child is safe, we will then follow school procedures for making a referral to Children's Services.
Where contact is not secured or concern increases	We will attempt to reach those listed on school records as 'Emergency Contacts'. Should we be unable to satisfy ourselves that an absent child is safe, we will then follow school procedures for making a referral to Children's Services.

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	We prioritise high quality 'first teaching' and endeavour to ensure that individual pupil needs are met. We celebrate good attendance (recognising that 'perfect' attendance might be unattainable for most and a demoralising goal). We share frequent and routine updates with all families regarding the importance of good school attendance. We maintain open communication with families where attendance levels are starting to reduce to identify potential barriers.
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How the school recognises good or improving attendance, where used	We analyse available data and acknowledge improvements to attendance via positive letters sent to families.
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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	Attendance data is analysed regularly to identify patterns, emerging concerns and individual pupils or groups requiring support. This informs timely, proportionate intervention and targeted work with families, with the impact of actions monitored closely to secure sustained improvements in attendance.
How pupils at risk of persistent or severe absence are supported	Pupils at risk of persistent or severe absence are identified early and supported through a graduated, individualised approach. Barriers to attendance are explored sensitively with pupils and families, with appropriate pastoral support, reasonable adjustments and external-agency involvement used where necessary to secure sustained improvement.

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 Lincolnshire
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Current attendance code of conduct	<u>North Lincolnshire Council Code of Conduct – Issuing of Penalty Notices for School Absence</u>
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