



**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 Bede's Catholic Voluntary Academy
Senior Attendance Champion	Mrs J Jackson
Senior Attendance Champion contact details	admin@stbedesscunthorpe.org.uk 01724 245 151
Day-to-day attendance enquiries	Mrs V Simpson
More detailed attendance support	Mrs V Simpson

B2. School day, registration and punctuality

School day begins	8:40
Morning register is taken	8:45
Morning register closes	9:15
Afternoon register is taken	1:00
Afternoon register closes	1:30
School day ends	3:10
Late-arrival arrangements	Arrive via reception. Parents are notified via Arbor.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	09:15 on first day and any subsequent day of absence
How parents must report absence	Call 01724 245 151 to speak with the attendance team
Information parents should provide	The reason for the absence and how long they intend to be off school.
How to request planned absence or leave of absence	https://www.stbedesscunthorpe.org.uk/wp-content/uploads/sites/37/2026/01/APPLICATION-form-for-leave-of-absence-1.pdf

Where leave requests must be submitted	admin@stbedesscunthorpe.org.uk
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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	School will phone call contacts on the student list to ascertain a reason for absence. This will be followed up with an in-app message on Arbor if there is no response.
Where contact is not secured or concern increases	If there is no contact, school will make a home visit to the property. After 5 days, this will be raised as a Child Missing in Education to the Local Authority.

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	Positive Environment: We create a safe, engaging, and supportive atmosphere where every pupil feels valued and eager to learn. Clear Expectations: We share the importance of good attendance and punctuality clearly with students, parents, and staff. Family Partnerships: We work closely with parents and carers to address barriers early, offer guidance, and support families whose children find it hard to attend.
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	Monitoring and Support: We track attendance data daily to spot patterns early and provide targeted help before minor issues turn into persistent absence.
How the school recognises good or improving attendance, where used	Weekly points are added to our 'Be Like Bede' reward card for 100% attendance. Improvement is also valued, ensuring students overcoming personal barriers to increase their attendance are explicitly recognised.

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	Regular monitoring: staff analyse trends and patterns emerging in the registers. Cohort identification: data is groups to track specific groups at risk and early intervention is offered. Graduation approach: threshold triggers are in place to prompt a tiered response, moving from supportive discussions to personalised action plans
How pupils at risk of persistent or severe absence are supported	Pupils are identified through early monitoring and this flags when students are hitting triggers. An internal process of support begins, which graduates up if no improvement is seen. Those at risk of SA, will have a multi-agency approach to address complex barriers.

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
Current attendance code of conduct	https://www.northlincs.gov.uk/schools-libraries-and-learning/information-for-parents-and-carers/advice/school-attendance/