



**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	Our Lady of Lincoln Catholic Primary School a Voluntary Academy
Senior Attendance Champion	Tracey Laing
Senior Attendance Champion contact details	Tracey.laing@ourladylincoln.lincs.sch.uk
Day-to-day attendance enquiries	Administration Office enquiries@ourladylincoln.lincs.sch.uk Tel: 01522 527500
More detailed attendance support	Attendance Lead: tracey.laing@ourladylincoln.lincs.sch.uk

B2. School day, registration and punctuality

School day begins	Gates open at 8:50 am
Morning register is taken	Between 8:50 am and 9:00 am
Morning register closes	9:00 am
Afternoon register is taken	1:30 pm
Afternoon register closes	1:35 pm
School day ends	3:30 pm
Late-arrival arrangements	The main school gate closes promptly at 9:00 am. Any student arriving after this time must enter the school site via the main reception area (school office) to ensure they are formally recorded as present on the Inventory electronic registration system. Punctuality and late arrivals are systematically monitored by the designated Attendance Lead. Regular or persistent lateness will result in formal communication from the school administration to address the impact of missed instructional time on your child's academic and social progress.

B3. Reporting unexpected absence and requesting leave

Deadline for reporting absence	9:00 am
How parents must report absence	Please contact the school office: 01522 527500
Information parents should provide	Reason for absence and expected return date where possible
How to request planned absence or leave of absence	Leave of Absence form to be requested from the School Office
Where leave requests must be submitted	In person at the school office Or emailed to: Enquiries@ourladylincoln.lincs.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 phone call will be made from staff in the school office.
Where contact is not secured or concern increases	Additional emergency contacts and appropriate safeguarding procedures will be used. If there are serious concerns, a home visit will be made by school 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	Class Attendance Trophy Termly 'ATTENDANCE' goal. The word attendance is displayed in the classroom; when every child attends school a letter is coloured in. Once all the letters are coloured in the class choose a reward. Weekly attendance is published on social media; Instagram lol_academy
How the school recognises good or improving attendance, where used	Meeting with the attendance lead to recognise in person Letter home.

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	1. Data Integration and Analysis The school utilises an electronic management information system to securely record and aggregate daily attendance, session registries, and punctuality data. The Attendance Lead routinely reviews data by individual pupil, year group, and key vulnerable cohorts—including pupils with Special Educational Needs and Disabilities (SEND) and those eligible for pupil premium funding—to ensure equity of support. Trend Identification: Data is analysed weekly to detect problematic patterns, such as recurrent absences on specific days of the week or individual lesson truancy. 2. Intervention Thresholds (RAG Rating Framework) To ensure early identification and consistent support, the school categorises student attendance using a Red-Amber-Green (RAG) data framework:
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	Green (97% – 100% Expected Attendance): Pupils are on track. Data is used to trigger regular praise, certificates, and positive reinforcement. Amber (91% – 96.9% At Risk): Attendance is monitored closely. This data threshold triggers internal tracking by form the attendance team and informal, supportive outreach to parents to prevent further decline. Red (Below 90% Persistent Absence): The student is statistically classified as Persistently Absent (PA). This data profile automatically initiates formal intervention protocols, which may include structured attendance panels and targeted action plans. 3. Data-Driven Targeted Interventions When a pupil's data falls into a critical threshold, the school uses this as a diagnostic tool to meet with families and uncover underlying barriers to attendance, such as medical needs, transport issues, or emotional wellbeing concerns. Attendance data guides the creation of bespoke support strategies, which may include phased return-to-school timetables, peer mentoring, or adjustments to classroom environments. Where school-led data interventions fail to improve a pupil's attendance over a set period, the data log serves as evidence to escalate the case to external partners, including the Local Authority Education Welfare Officer (EWO), early help teams, or health services. 4. Governance and Strategic Accountability Anonymised attendance data trends are reported termly to the Senior Leadership Team (SLT) and the Governing Body to evaluate the effectiveness of the school's overall strategy. The Attendance Lead provides regular data summaries to staff, ensuring that frontline educators have live visibility of fluctuating attendance patterns within their cohorts.
How pupils at risk of persistent or severe absence are supported	The school is committed to proactively identifying and supporting pupils whose attendance levels put them at risk of Persistent Absence (PA – attendance below 90%) or Severe Absence (SA – attendance below 50%). We recognise that low attendance is often a symptom of complex underlying barriers, and we aim to support families rather than rush to punitive measures. 1. Early Identification and Red Flags Predictive Monitoring: The Attendance Lead reviews attendance logs daily to catch pupils whose attendance is on a downward trajectory before they cross the 90% threshold. Proactive Outreach: When a pupil's attendance falls into the "At Risk" category below 96%, the school will make informal contact with parents or carers to discuss potential barriers and offer early support.

2. Tailored Support Plans

For pupils whose attendance falls below 90%, the school will initiate a structured support process:

The Attendance First Meeting: Parents and the pupil will be invited to a supportive meeting to identify the root causes of absence (e.g., school anxiety, medical needs, transport issues, or young carer responsibilities).

Individual Attendance Plan (IAP): A personalised plan will be co-produced with the family. This may include reasonable adjustments such as:

A designated "trusted adult" or mentor for the pupil to check in with daily.

A personalised or phased return-to-school timetable.

Access to a quiet space during break times or staggered arrival times.

Implementation of a standard **Local Authority Parent Contract** to formalise the agreed-upon support.

Team Around the Family (TAF): The school will look to coordinate or contribute to an Early Help Assessment to ensure the family receives holistic support.

3. Intensive Support for Severe Absence (Below 50%)

Pupils missing 50% or more of school face extreme academic and social disadvantage. For these individuals, the school will escalate support to a multi-agency level:

Team Around the Family (TAF): The school will coordinate or contribute to an Early Help Assessment to ensure the family receives holistic support.

External Agency Partnerships: We will actively collaborate with external professionals to address deep-rooted barriers. This includes working alongside:

Local Authority **Education Welfare Officers (EWOs)** or Attendance Teams.

Child and Adolescent Mental Health Services (CAMHS) or school counselling.

Social care, youth services, or local medical professionals.

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	Lincolnshire County Council
Current attendance code of conduct	Ctrl and click here: Lincolnshire County Council