

Sacred Heart Catholic Academy

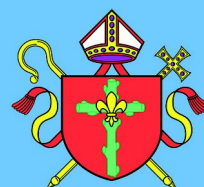


**OUR LADY
OF LOURDES**

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	Sacred Heart Catholic Voluntary Academy
Senior Attendance Champion	Mrs Janine Dawson
Senior Attendance Champion contact details	Admin@sacredheart.notts.sch.uk 0115 9112117
Day-to-day attendance enquiries	Admin Assistant Mrs Janine Dawson 0115 9112117 Admin@Sacredheart.notts.sch.uk
More detailed attendance support	Mrs Janine Dawson – Attendance Champion Mrs Anne-Marie Bell - Headteacher

B2. School day, registration and punctuality

School day begins	08:45am – children enter school from 8:35am
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Morning register is taken	08:45am
Morning register closes	09:15am
Afternoon register is taken	13:10:pm
Afternoon register closes	13:15pm
School day ends	15:15pm
Late-arrival arrangements	All Students should be brought to the school office on arrival. Lateness is recorded on the Register. Parents can monitor this on Arbor and Persistent lateness will be monitored following our Attendance Policy

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	0115 9112117 Admin@sacredheart.notts.sch.uk Message on Arbor
Information parents should provide	Please state the Childs Full Name & Class/Year, including the reason for absence and expected return date.
How to request planned absence or leave of absence	Forms are in the office or alternatively on our website Term and School Diary Dates - Sacred Heart Catholic Voluntary Academy
Where leave requests must be submitted	Please return forms to the office or send to: admin@sacredheart.notts.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	If contact cannot be made and all Parent/Carers have been contacted with no response a home visit will be made.

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	Promotes a clear culture that every school day matters and that good attendance supports academic achievement, wellbeing and future success. Works closely with families to understand barriers to attendance and provide appropriate support. Celebrates and rewards good and improved attendance through assemblies, certificates, class recognition and positive communication home. Provides pastoral support for pupils experiencing emotional, social or wellbeing difficulties affecting attendance. Liaises with external agencies, including the local authority and attendance services, where additional intervention is required. Ensures pupils feel safe, welcomed and valued through a positive school ethos and strong relationships. Supports effective transition arrangements to reduce anxiety and encourage consistent attendance. Regularly reports attendance information to governors, enabling effective challenge and oversight.
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	Promotes punctuality through clear expectations, monitoring and engagement with families where concerns arise. Develops strong partnerships with parents and carers, recognising that improving attendance is a shared responsibility.
How the school recognises good or improving attendance, where used	Individual certificate awards Non-uniform day rewarding high attendance each term Positive communication with parents / carers.

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	Identify pupils at risk of persistent absence and implement early intervention before attendance declines further. Track attendance of key groups (e.g. disadvantaged pupils, SEND pupils, disadvantaged SEND, and vulnerable learners) to identify gaps and target support. Analyse patterns and trends such as particular days, recurring illnesses, lateness, or term-time absence to address specific barriers to attendance. Evaluate the impact of interventions through regular reviews of attendance data, ensuring support strategies are effective and adapted where necessary.
How pupils at risk of persistent or severe absence are supported	Attendance support meetings with parents/carers and to identify barriers to attendance, agree targets and develop an action plan for improvement.

	Individualised support plans tailored to the pupil's specific needs, including pastoral support, wellbeing interventions or reasonable adjustments where appropriate. Regular monitoring and review of attendance data, with frequent check-ins to evaluate progress and respond quickly if attendance declines. Target meetings with local authority to discuss barriers, trends and cases the school is finding hard to move forwards. Multi-agency support, involving relevant external professionals where necessary, to address wider barriers such as health, SEND, family circumstances or emotional wellbeing.
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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	Nottinghamshire County Council
Current attendance code of conduct	School attendance and absence Nottinghamshire County Council