



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST

ANNEX B

School-Specific Attendance Information and Arrangements

**Saint Augustine Webster
Catholic Voluntary Academy**

September 2026

To be read with the Our Lady of Lourdes Catholic Multi-Academy Trust Pupil Attendance Policy
2026

Annex B: School-Specific Attendance Information and Arrangements

Saint Augustine Webster Catholic Voluntary Academy

	Status of this document This Annex forms part of the school's published attendance policy framework. It must be read alongside the centrally controlled Our Lady of Lourdes Catholic Multi-Academy Trust Pupil Attendance Policy 2026 (Part A). This Annex provides the school-specific information required by the Department for Education and does not replace, remove or weaken any requirement in Part A.
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Document control

School	Saint Augustine Webster Catholic Voluntary Academy
Local authority	North Lincolnshire Council
Related Trust policy	Our Lady of Lourdes Catholic Multi-Academy Trust Pupil Attendance Policy 2026, Version 2.0
Effective date	September 2026
Senior Attendance Champion	Mr David Sidaway, Headteacher
Attendance Officer	Mrs DiStefano
Review	August 2027, or sooner where school arrangements, statutory guidance or North Lincolnshire Council requirements change

Parent/carer information at a glance

Arrangement	Saint Augustine Webster
Soft start	Pupils may enter classrooms from 8:45 am
School day starts	9:00 am - pupils are expected to be in class
Morning register	Taken at 9:00 am; closes at 9:30 am
Afternoon register	Taken at 1:15 pm for all pupils; closes at 1:45 pm
End of school day	3:30 pm

Arrangement	Saint Augustine Webster
Report an absence	01724 843722 - option 1, or attendance@stauginewebster.net
Sickness absence	Parents/carers must contact school on every day of sickness absence

1. Attendance leadership and contacts

Improving attendance is a whole-school responsibility. The Senior Attendance Champion provides strategic leadership and oversight, while the Attendance Officer manages and coordinates the school's day-to-day attendance work.

Responsibility	Named contact	How to contact
Senior Attendance Champion	Mr David Sidaway Headteacher	School: 01724 843722
Day-to-day attendance / Attendance Officer	Mrs DiStefano	01724 843722 attendance@stauginewebster.net
Report a pupil absence	Attendance Office	01724 843722 - option 1 attendance@stauginewebster.net
More detailed attendance support	Mrs DiStefano, working with Mr Sidaway and relevant pastoral/SEND/safeguarding staff	01724 843722 attendance@stauginewebster.net
Role distinction Mrs DiStefano is the school's Attendance Officer and day-to-day attendance contact. Mr Sidaway, as Headteacher, is the designated Senior Attendance Champion and retains overall strategic responsibility for championing and improving attendance.		

2. School day, registration and punctuality

The school operates a soft start from 8:45 am. All pupils are expected to be in their classroom by 9:00 am, when the school day starts.

Session	Register taken	Register closes
Morning	9:00 am	9:30 am
Afternoon - all pupils	1:15 pm	1:45 pm

The register is therefore open for 30 minutes in each session. The afternoon register is taken at 1:15 pm for all registered pupils, including pupils in EYFS and Key Stage 1 whose afternoon teaching has already begun.

A pupil arriving after the register has started to be taken but before it closes will normally be recorded as late using Code L. Code L counts as attendance.

A pupil arriving after the register has closed but before the end of the session will have the reason for lateness established. Where no authorised absence code applies, Code U will be used. Code U is an unauthorised absence for the whole session.

Repeated lateness will be followed up with parents/carers. The school will seek to understand barriers, agree support and monitor improvement.

Why the closing time matters

Unauthorised late arrival recorded using Code U can contribute to the national penalty-notice threshold alongside other unauthorised absence. The closing times above must therefore be applied consistently.

3. Reporting an unexpected absence

Parents/carers must notify the school when their child is unable to attend. For sickness absence, parents/carers must contact the school on every day that the pupil remains absent, unless another arrangement has been expressly agreed with the school.

Absence should be reported before 9:00 am wherever possible and, if this is not possible, as soon as reasonably practicable.

Telephone 01724 843722 and select option 1 to report a pupil absence.

Email attendance@staugustinewebster.net.

When reporting an absence, parents/carers should provide the pupil's name, class or year group, the reason for absence and, where known, the expected date of return.

Where reasonably possible, parents/carers should provide the school with more than one emergency contact number.

Illness and medical evidence

Absence due to physical or mental illness will normally be authorised unless the school has a genuine concern about the authenticity of the illness. The school will not routinely require a doctor's note or operate a blanket medical-evidence rule.

Where there is genuine and reasonable doubt, or where illness is prolonged or repeated and information is needed to understand the pupil's needs, plan support or record the absence accurately, the school may request reasonable supporting information. The form of information requested will be proportionate to the circumstances.

4. What the school does when absence is unexplained

Where a pupil who is expected to attend does not attend and no reason has been provided, the school will act promptly.

The Attendance Office will contact the parent/carer on the morning of the first day of unexplained absence to establish the reason.

If the parent/carer cannot be reached, the school may contact additional emergency contacts and take further action in accordance with its risk-assessed attendance and safeguarding procedures.

The school will continue to make contact on each day that unexplained absence continues and will take safeguarding action proportionate to the pupil's circumstances and known risks.

The correct national attendance code will be entered as soon as the reason is established. Unexplained absence will not be left unresolved indefinitely.

Where repeated, prolonged or unexplained absence indicates a safeguarding concern, the Designated Safeguarding Lead will be informed and the school will work with relevant services where required.

5. Planned absence and leave of absence

Medical and dental appointments

Where possible, medical and dental appointments should be arranged outside the school day. If this is not reasonably possible, parents/carers should notify the school in advance and the pupil should be absent for the minimum time necessary. The school may request proportionate confirmation of the appointment where reasonable.

Other leave during term time

Requests for leave of absence during term time must be made to the Headteacher as soon as the need is known and, where possible, at least two weeks before the requested absence.

The Headteacher will consider each request individually, taking account of the specific facts, circumstances and relevant background context. Leave will only be granted where one of the statutory circumstances applies, including where exceptional circumstances justify leave.

A family holiday or other absence for the purpose of leisure or recreation is unlikely, in itself, to amount to an exceptional circumstance. Each request for leave will be considered individually by the Headteacher. Parents/carers are encouraged to provide any relevant supporting information or evidence with their request. The school may ask for further reasonable supporting information where this is needed to understand the circumstances. Evidence will be considered as part of the decision but does not guarantee that leave will be granted.

Where leave is not granted and the pupil is absent, the absence will be recorded using the appropriate national code and may count towards the national threshold for considering a penalty notice.

6. Promoting good attendance

Saint Augustine Webster aims to create a culture in which regular attendance and punctuality are understood as part of pupils' learning, wellbeing and safeguarding. The school will:

communicate high expectations for attendance and punctuality consistently to pupils and parents/carers;

explain the educational, social and wellbeing benefits of regular attendance in clear, accessible language;

build positive relationships with pupils and families and respond early when attendance begins to cause concern;

recognise good or improving attendance where this is appropriate, inclusive and sensitive to individual circumstances;

avoid approaches that stigmatise pupils whose attendance is affected by illness, disability, SEND, caring responsibilities or other legitimate barriers; and

review attendance messages and approaches during the year so that they remain relevant to the needs of the school community.

7. Using attendance data to target improvement

Attendance is monitored so that emerging concerns can be identified early and support can be targeted to pupils and groups who need it most.

Mrs DiStefano monitors attendance and punctuality information on a day-to-day and weekly basis and brings emerging concerns to the Senior Attendance Champion.

Mr Sidaway maintains strategic oversight of absence data, patterns and the impact of attendance actions and interventions.

The school undertakes more detailed analysis across half terms, terms and the full academic year, including persistent and severe absence, unauthorised absence, lateness and relevant pupil groups.

Analysis considers, where relevant, pupils with SEND, pupils eligible for pupil premium, pupils with a social worker, looked-after and previously looked-after children, young carers and pupils with medical or other identified barriers.

Findings are used to agree school-wide priorities, identify pupils requiring early or targeted support, inform the ATTEND Framework and other attendance support plans, and evaluate whether interventions are working.

Attendance information is reported through the Trust's governance and assurance arrangements, including Local Governing Body scrutiny, and the school works with North Lincolnshire Council through appropriate support and Targeting Support Meeting arrangements.

8. Attendance support and the ATTEND Framework

Where attendance is causing concern, the school's first response is to listen to the pupil and family, understand the barriers to attendance and agree appropriate support. A response will not be determined by an attendance percentage alone.

Saint Augustine Webster uses the ATTEND Framework as part of its graduated approach to attendance support. The framework may be used to structure discussion with the pupil and parent/carer, identify barriers, agree actions and support, set review arrangements and evaluate progress.

In-school barriers will be addressed wherever reasonably possible.

Reasonable adjustments will be considered for disabled pupils and pupils with SEND where required.

Where health needs are relevant, the school will work with the pupil, family and appropriate professionals to understand needs and support a sustainable return or continued attendance.

Where needs extend beyond school, the school may help the family access relevant services and work with North Lincolnshire Council and other agencies.

Where appropriate, actions may be formalised through an Attendance Support Plan, attendance contract or other documented plan in line with the Trust policy and current local arrangements.

ATTEND is a support process

Use of the ATTEND Framework does not itself constitute a sanction or legal intervention. It supports the school's duty to understand barriers, offers appropriate help and review impact before formal action is considered where support is appropriate.

9. Persistent and severe absence

Persistent absence is where a pupil misses 10% or more of possible school sessions. Severe absence is where a pupil misses 50% or more.

For pupils who are at risk of becoming persistently or severely absent, or who already meet those definitions, the school will intensify its response. This may include:

regular meetings with the pupil and parent/carer to understand attendance and engagement and to review barriers;

the ATTEND Framework and/or a documented attendance support or reintegration plan;

pastoral, SEND, health or reasonable-adjustment support, according to individual need;

referral or signposting to wider services where needs cannot be met by the school alone;

joint work with North Lincolnshire Council and other partners, including formalised support where appropriate; and

prompt safeguarding action where absence is repeated, prolonged, unexplained or otherwise gives rise to a safeguarding concern.

10. Formal support, Notices to Improve and penalty notices

Important

A penalty notice is not an automatic consequence of reaching an attendance percentage or the national threshold. Every case must be considered individually in accordance with the DfE National Framework, the Trust policy and North Lincolnshire Council's current Code of Conduct.

Saint Augustine Webster is situated within North Lincolnshire Council. The school will follow the current North Lincolnshire Council Code of Conduct, referral process and required documentation whenever formal attendance action is considered.

National threshold

All state-funded schools must consider whether a penalty notice is appropriate when a pupil reaches 10 sessions of unauthorised absence within a rolling period of 10 school weeks. A school week is any week in which there is at least one school session.

The 10 sessions may be consecutive or non-consecutive, may span different terms or school years, and may be made up of different types of unauthorised absence. For example, unauthorised term-time leave and late arrival after the register has closed may contribute to the same threshold.

Meeting the threshold means the school must consider the case; it does not mean a penalty notice will automatically be requested or issued.

Support first and Notice to Improve

Where support is appropriate, the school will consider the support already provided or available, whether it has been engaged with and whether further support is more likely to improve attendance than legal intervention.

Where the national threshold has been met, support is appropriate, and support has not secured improvement or has not been engaged with, a Notice to Improve will usually be considered in accordance with the current North Lincolnshire Council process. The current local Code of Conduct provides for an improvement period of 15 to 30 school days, with case-specific expectations and review.

A Notice to Improve is not required in every case. Where support is not appropriate - as will usually be the case for unauthorised term-time holiday or leave - the school may refer the case to North Lincolnshire Council for consideration of a penalty notice, subject to the individual case and the current local Code of Conduct.

North Lincolnshire Council process

In North Lincolnshire, requests for an attendance-related penalty notice are made through the Council's Education Inclusion Service following referral from the school or as part of Education Inclusion casework. North Lincolnshire Council will determine whether the requirements for issue are met under its current Code of Conduct.

Before any referral, the school will ensure that attendance records, correspondence, leave requests and decisions, support offered or provided, meetings, actions and reasons for decisions are recorded clearly and accurately.

Current national penalty amounts

Position	Current national amount / action
First penalty notice to the same parent for the same pupil within 3 years	£160 if paid within 28 days, reduced to £80 if paid within 21 days
Second penalty notice to the same parent for the same pupil within 3 years	£160, payable within 28 days; no reduced rate
Third or subsequent occasion within the same 3-year period	A third penalty notice cannot be issued to the same parent for the same pupil. Alternative action will be considered, which may include prosecution.

A separate penalty notice may be issued to each parent who is liable for each child. Payment is made directly to the local authority. There is no statutory right of appeal against a penalty notice.

Attendance-related penalty notices apply to pupils of compulsory school age. The school nevertheless promotes regular attendance, records attendance and provides support for all registered pupils, including children who are below compulsory school age.

11. Publication, accessibility and review

This Annex will be published on the Saint Augustine Webster Catholic Voluntary Academy website alongside a clear link to the current Trust Pupil Attendance Policy.

Parents/carers will be sent or signposted to the Trust policy and this Annex when a pupil joins the school.

Parents/carers will be reminded of the policy framework at the beginning of each academic year and when it is materially updated.

An accessible version will be provided on request.

The school will review this Annex at least annually and sooner if school arrangements, statutory guidance or North Lincolnshire Council requirements change.

The school will seek and take account of pupil and parent/carers views when reviewing its attendance arrangements.

Formal-action check

Before any Notice to Improve, penalty-notice referral or other formal attendance action, staff must check the current DfE statutory guidance, the current North Lincolnshire Council Code of Conduct and referral requirements, and the current controlled Trust Attendance Procedures and Templates.

12. Key references

Our Lady of Lourdes Catholic Multi-Academy Trust - Pupil Attendance Policy 2026 (Part A). [Trust policies page](#)

Department for Education - Working together to improve school attendance, statutory guidance, July 2026. [GOV.UK guidance](#)

North Lincolnshire Council - School attendance and absence, including the current Penalty Notice Code of Conduct. [North Lincolnshire Council attendance page](#)

Saint Augustine Webster Catholic Voluntary Academy - published school day and contact information. [School Day](#) | [Contact Us](#)

This Annex reflects the statutory and local arrangements current at September 2026. Where requirements change, the current law, statutory guidance, local Code of Conduct and controlled Trust policy take precedence.