

Meridian Trust Attendance Policy

(Managing the attendance and absence of students)

This document is informed by:

The Education Act 1996, 2002 & 2011,
 The Education (Pupil Registration) (England) Regulations 2006,
 The Education (Pupil Registration) (England) (Amendment) Regulations 2010, 2011, 2013 & 2016,
 The Education (School Day and School Year) (England) Regulations 1999,
 The Education and Inspections Act 2006,
 The Education (Penalty Notices) (England) (Amendment) Regulations 2007, 2012 & 2013,
 The Children Act 1989 & 2004,
 The Education and Skills Act 2008
 DfE Working Together to Improve School Attendance (Guidance) Sept 2022,
 DfE Working Together to Safeguard Children Guidance,
 DfE Keeping Children Safe in Education (KCSIE) Statutory Guidance 2023,
 DfE Children Missing Education Statutory Guidance September 2016,
 DfE Supporting Pupils at school with Medical Conditions Guidance
 Regional Local Authority Penalty Notice Protocols & Early Help Pathways,
 DfE Ensuring a good education for children who cannot attend school because of health needs Guidance
 Meridian Trust Behaviour and Safeguarding Policies.
 Meridian Trust Supporting Pupils with Medical Conditions Policy v3
 Meridian Trust Supporting Children with Health Needs Who Cannot Attend School Policy Jan 2022
 DfE Guidance Summary of responsibilities where a mental health issue is affecting attendance (Feb 2023)
 DfE Support for pupils where a mental health issue is affecting attendance: Effective practice examples (Feb 2023)
 Meridian Trust Guidance on Reasonable Adjustments and Timetables (July 2023)

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1) Introduction:

- a) All Meridian Trust Academies recognise the importance of **every** child accessing their right to education and this policy recognises the part that school attendance and punctuality plays in enabling students to **achieve** their maximum educational potential. We also recognise that absence can be linked to several factors, including but not limited to, trauma, mental health, medical needs, socio-economic circumstances and learning needs.
- b) We believe our policy helps us **all** to keep students safe, healthy and being able to participate in the life of the academy they are enrolled at and their local community, in turn supporting them to learn and achieve to enter adulthood successfully.
- c) All staff (teaching & support) at Meridian Trust Academies have a key role to play in **supporting** and **promoting** excellent attendance and will work to provide an environment in which **all** our students are eager to learn, feel valued and look forward to coming to school every day. Staff also have a responsibility to set a good example in matters relating to their own attendance and punctuality.
- d) It is everyone's responsibility to children to **prevent** absence from education as it can interrupt and damage a child's learning. Absence can also disrupt teaching routines which may affect the learning of others in the same class.
- e) It is **parents/carers** legal responsibility to ensure a child receives education, and where a child has been enrolled in a school, they **must** ensure the child has regular attendance at school. It is important that parents/carers work with their child's school to discuss barriers to attendance as permitting absence from school without a good reason is an offence in law and may result in prosecution.
- f) We are committed to working in partnership **collaboratively** with families and other agencies to achieve the best outcomes for children via in-school support and the early help pathways (see para 5d).
- g) We are committed to providing a welcoming and caring environment where **all** members of the academy community feel secure, listened to and valued to prevent barriers to attending and where effective systems of **communication** with students and parents/carers are used to supports building strong, positive relationships. We believe this will **encourage** good attendance and punctuality and will provide appropriate information, advice and actions to remove barriers to education.
- h) The trust academies will use a whole school approach to promoting attendance and use appropriate system of **recognition** and incentives to acknowledge the **effort** students make in achieving their best attendance and punctuality possible by celebrating and rewarding good and improving attendance; this may be done through weekly, half termly and termly events, individually and through assemblies and displays throughout the school. They will also provide updates on attendance regularly in newsletters, report to you on how your child/children are performing in school, what their attendance and punctuality rate is and how this relates to their attainment and rate of progress, as well as providing updates at parent/carer evenings'.
- i) We will follow [Department of Education \(DfE\) Guidance and Best Practice](#) in the **removal** of barriers to education, providing **support** to access education and where required, as a last resort, use formal support (family court orders) and/or legal action to ensure attendance improves, which includes the use of Penalty Notices as a deterrent to absence during term time. Each Academy's Local Authority (LA) has the statutory duty to issue Penalty Notices and/or process legal action upon submission of appropriate evidence by said academy when required.

2) Definition of Good Attendance and Attendance Expectations:

- a) The Isle of Wight Council v Platt case considered by the Supreme Court made it clear that 'regular attendance' shall mean **attendance in accordance with the school rules**; the school rules are every day the school is open for pupils to attend and only exceptional reasons would allow absence. Therefore, any non-attendance which is not in accordance with the school rules and not deemed 'exceptional' will be recorded as unauthorised.
- b) The expectation is that **all** students will **aspire** to achieve 100% attendance at school with a minimum of 96%, unless there are exceptional reasons for absence, which would then be discussed, explored, authorised and supported. Where alternative appropriate education is in place due to barriers to physical attending school, the same expectation of attendance is **required** in terms of engagement with that provision.

3) Definition of a 'Parent/Carer':

The term 'Parent/Carer' is used to address those with responsibilities for children. For the purposes of education and attendance matters and identifying those with legal responsibilities for student care and attendance, 'Parents' are determined as per Section 576 of the Education Act 1996 which defines a parent as:

- the natural parents of a child, whether they are married or not;
- anyone who although not a natural parent, has parental responsibility for a child;
- any person who has care of a child or young person i.e. lives with and looks after the child.

4) The Law relating to attendance and safeguarding:

a) Section 7 of the Education Act 1996 states that 'the parent of every child of compulsory school age shall cause him/her to receive efficient full time education suitable: -

(a) to age, ability and aptitude and

(b) to any special educational needs he/ she may have

Either by regular attendance at school or otherwise'

b) **Persistent/regular and Severe absence from school is considered a safeguarding concern.** A student may be at risk of harm if they do not attend school regularly. Section 175 of the Education Act 2002 places a duty on local authorities and governing bodies to have regard to guidance issued by the Secretary of State regarding safeguarding and promoting the welfare of children and students under the age of 18. A similar duty applies to proprietors of independent schools (which include academies/free schools) by virtue of regulations made under sections 94(1) and (2) of the Education and Skills Act 2008 - **The child's welfare is always paramount.**

c) Safeguarding children & young people is **everyone's** responsibility and within the context of Meridian Trust academies, promoting the welfare and life opportunities for students includes promoting good attendance, behaviour management, health and safety, access to the curriculum and respectful relationships/anti-bullying. This is reinforced by the *Keeping Children Safe in Education (KCSiE 2023 DfE Guidance* which states that children being absent from school or college, particularly repeatedly, and/or for prolonged periods, and children missing education can act as a vital warning sign of a range of safeguarding possibilities. This may include abuse and neglect such as sexual abuse or exploitation and can also be a sign of child criminal exploitation. It may also indicate mental health problems and early intervention is essential.

d) All Meridian Trust academies have access to trust level attendance welfare guidance and can discuss escalating their concerns to their LA with guided support from the Trust Attendance Welfare Leader.

e) All Meridian Trust academies adhere to their respective **LA Code of Conduct** and **Section 23 of the Anti-Social Behaviour Act 2003 in the use of Penalty Notices** for unauthorised single periods of absence and persistent absence. Penalty Notices are an alternative to prosecution under **Section 444(1) of the Education Act 1996** enabling parents to discharge potential liability for the offence of non-attendance at school by paying a penalty within an allotted time frame. Failure to pay the penalty on time will result in the LA either prosecuting for the original offence under Section 444(1) of the Education Act 1996 or withdrawing the notice (see paragraph 8 f) for information on why a PN can be withdrawn). For current payment levels and timescales please refer Section 8 b).

f) All Meridian Trust academies have a duty and want to work together with parents/carers and other agencies (see paragraph 5d) to **prevent** a prosecution being necessary, however if the level of attendance continues to be unsatisfactory after barriers have been addressed/removed/resolved, academies will be required to collate evidence of non-attendance and report the information to the LA. The LA will then consider whether a prosecution is appropriate under their statutory duty within **Section 444(1) or (1a) of the Education Act 1996.**

g) Legal action is always a last resort but may be used where:

- i) Level of **unauthorised** absence leads to an unauthorised absence rate of **10%** or more, **overall**, and if all support or alternatives have been considered and/or exhausted.
- ii) Level of **unauthorised** absence leads to an unauthorised absence rate of **10%** or more, **within** a minimum period of 8 school weeks (this equates to a level of 90% attendance, or below). This is usually more than one instance of absence (e.g. multiple single days/bouts of absence) but a single unauthorised absence event of at least 3 consecutive days (6 consecutive sessions) can be used (days will depend on individual LA); up to 2 penalty notices may be issued in any

academic year but it may not be deemed appropriate to do a 2nd PN if the 1st one did not affect change; in these cases, any subsequent action would be via the Section 444(1) or (1)a route through the Magistrates' Courts.

- iii) Persistent **late** arrival at school after the register has closed (coded as U) contributes to a level of unauthorised absence at **10%** or above and would be dealt with as detailed in g) i) or ii);
- iv) Pupils identified in a public place whilst externally **suspended** from school (during the first five days of the suspension period) without reasonable justification, may also be subject to a Penalty Notice.
- v) Absence meets i) or ii) criteria above and a formal Family Court Order (e.g., an Education Supervision Order) is deemed to have potential to reinforce support for parents to improve their child's attendance at their education using co-parenting by the LA.

5) **Guidance and Government Expectations relating to attendance:**

- a) Our academy trust board and/or governing body will have high expectations for attendance at our schools. The Government expects them to:
 - Recognise the importance of school attendance and **promote** it across the trust/school's ethos and policies.
 - Ensure that school leaders fulfil their **expectations** and statutory duties.
 - Regularly **review** attendance data, discuss, and challenge and help to focus improvement efforts where needed most.
 - Ensure all academy staff receive adequate **training** on attendance.
 - **Share** effective practice on attendance management and improvement across the trust/schools.
- b) The Government expects all schools to:
 - Fulfil their responsibility to **proactively manage** and improve attendance across their school community.
 - Consistently **promote** the benefits of good attendance as a whole school culture
 - Have a clear attendance policy, setting high **expectations** for every student.
 - **Communicate** those expectations clearly and consistently to students and parents.
 - Regularly and systematically **analyse** attendance data to **identify** patterns to focus their improvement efforts and to identify students who require support or strategies.
 - Ensure registers are **accurate**.
 - Build strong **relationships** with families to enable barriers to education to be removed.
 - **Share** information and work effectively with the LA and other local partners to address barriers to attendance and **prevent** students becoming persistently absent.
 - Take **early** action to explore absence and enforce as a last resort, where required.
- c) Each Meridian Trust academy has a member of the **Senior Leadership Team** responsible for promoting good attendance (see Annex C).
- d) Meridian Trust Academies follow a stepped process within our **Attendance Welfare Procedures** (see Annex A – STEPS 1-5) which help us to manage absence with support as the first and main aim. Support can be both in-school interventions and Local Authority/external agency support using early help pathways by completing an **Early Help Assessment** (EHA (formerly known as CAF)). This EHA process assists in the assessment of need, to enable appropriate support to be considered, given, or referrals to be made. Each academy will **assist** parents and students in the removal of any barriers preventing regular attendance by offering support in respect of safeguarding, attendance, SEND, behaviour, and welfare within all the above processes.
- e) All Meridian Trust academies will **track and monitor** student attendance levels to identify, discuss, action, and highlight concerns that may require support to improve using the above preventative pathways. **Initial** concerns will be discussed with parents/carers by telephone, email and/or letter (STEP 1); this will be followed up (depending on age) with student discussions; and then further letters and informal (STEP 2) and formal (STEP 3) meetings with parents/carers, if concerns continue (not applicable for Term Time Single Period Absence Requests unless the request is being dealt with as part of a wider absence concern). Where absence continues and all support has failed or been exhausted, legal action may be considered (STEP 4 & 5).
- f) Each Meridian Trust academy will support the **re-integration** of students sensitively after an absence and involve all appropriate staff, giving access to **reasonable adjustments** as and when they are appropriate. Adjustments are varied and will be school and/or situation **dependent** as to what is

available. These may include reintegration support (e.g., allocated staff contact, toilet passes, quiet space/time out card, emotional literacy, talk time), a reintegration timetable (e.g., adjustments to morning routine in school, start/finish times, lessons), counselling and/or mentoring services or referrals to external providers of support.

- g) If a student is on a **bespoke** timetable due to other appropriate provision being provided, or a reduced reintegration or support plan being in place, some official registration sessions may be coded as 'C' for 'other authorised absence'; this is because they are not expected to attend the session at that point in the day which coincides with the official registration. This may cause their individual attendance level to be affected but where this happens, students will not be penalised with negative actions for these absences, and they will **not** be taken into account when using data to **recognise** attendance efforts. However, it is important they attend the sessions they are expected to attend.
- h) All reduced timetables will be **jointly agreed** with parents/carers, be **staged** to support the student to increase steadily (but timely) and be working towards a specific end date of either full time in school or full-time appropriate education, as per evidence suggestions. Academies will refer to the **Meridian Trust Guidance on Reasonable Adjustments and Timetables** and will use either their **LA Reduced Timetable Forms** (often known as Individual Alternative/Access to Education Plan (IAEP)) or the trust's **Agreement for Exceptional Circumstances Temporary Part-Time Timetables** to ensure a clear plan is agreed and in place and 6 weekly reviews (or sooner if the plan is not working) are held. It will also detail responsibilities for safeguarding the child when they are not on the academy site and what education is being provided. A copy of which will be submitted to the academies respect LA where required.

6) Registration & Punctuality

- a) All academies will keep **accurate** registers in accordance with government regulations. The legal registration will be taken twice during the academy day; morning session and afternoon session – please see Annex C or your child's academy website attendance information for detailed registration times.
- b) Students may generally enter the academy sites after 8.00am or at a time specified by your child's academy. Morning registration takes place during the first half an hour of the school day (this may be during a tutor time, class reading time or a lesson session). There is a **legal** requirement for students to attend registration sessions unless alternative individual arrangements are made locally.
- c) Poor punctuality is **not** acceptable. Any student arriving within 30 minutes of the register opening in the morning or 15 minutes after the register opens in the afternoon, will be deemed as 'late' and therefore will be **coded as 'L'** on the register; poor punctuality will cause a consequence e.g., a discussion, a detention or time re-payment.
- d) Any student arriving after the register closes without a verified reason will be marked as '**unauthorised late**' and **coded as 'U'**. A 'U code' constitutes an **unauthorised absence** for the whole session due to missing the legal registration period; legal action may be taken for continued U code absences. Please note for the purposes of safeguarding and fire regulations the U code shows the student is **on site** even though the session is classed as an absence.
- e) Parents/carers are **required** to **notify** their academy of their child's absence **every morning** of absence, giving the reason. If no call is received, for the purposes of keeping the child safe, it must be assumed that the child is on their way to school and if they do not arrive, the absence will be **followed up** with a telephone call by 9.30am. During or after any period of absence it is helpful if Parent/carers confirm the reason for the absence in writing (e.g., a written note or email) for school records.
- f) When a child is absent, **absence calls** are made as detailed above, if contact is **not** achieved at any point between day 1 and 5 of absence, or if general absence level is a concern, a 'Safe and Well Home Visit' will be made to confirm the safety of the child.

7) Definitions of absence, types of absence and persistent absence:

- a) Every half-day = one session. One whole day = two sessions. Absence from school has to be classified by the school (not by parents/carers) as either AUTHORISED or UNAUTHORISED. This is why information about the cause of any absence is always required, preferably in writing and supported by evidence wherever possible at parents/carers cost.

- b) An **Authorised** absence may be for illness, medical/dental appointments (which unavoidably fall within the school day), emergencies or other exceptional cause. However, the academy Headteacher/Principal reserves the right to decide whether an absence should be authorised as per the DfE Guidance. Although reasons given for absence will be recorded, the absence **may** not be authorised if the reason is not deemed appropriate, reasonable, or if there are ongoing attendance concerns. This may be where absences for illness or other circumstances become **frequent**, thus giving the academy reason to fulfil their duty to explore and subsequently support or challenge, as required (as detailed in paragraph 5 e) of this policy). 'Exceptional Circumstances' are not specified by the Government therefore Headteachers/Principals will make a decision based on the information and evidence provided by parents/carers, ensuring they consider each individual request and are consistent with their decisions across all applications for leave within *their* academy.
- c) An **Unauthorised** absence is where the Headteacher/Principal or their designated staff members do **not** consider it reasonable to be absent due to the reason given, or overall level of concern, and/or for which no "Term Time Absence Request" has been received. This includes but is not limited to: parents/carers keeping children off school unnecessarily, truancy before or during the school day, unexplained absences, late arrival at school after registration has closed, shopping, looking after other children, birthdays, day trips, cheap holidays, shopping trips, visiting or being visited by family and friends, medical treatment overseas (unless part of emergency treatment whilst abroad on an authorised absence) or absence that has no exceptional circumstance evident. **Unauthorised absence** can lead to the academy **submitting evidence** to their LA for financial penalties/sanctions and/or legal proceedings to be considered using the **Police and Criminal Evidence Act 1984 (PACE)**.
- d) **Persistent Absence (PA)** is where a student misses **10%** or more of their education within a specific period of time (e.g. whole academic year, term, or for a minimum 8-week period) for whatever reason (authorised or unauthorised). Absence at this level may cause damage to the student's educational prospects and parental support and co-operation is essential to ensure the student is supported to access their education. Any student that is **at risk** of moving towards the PA level is given priority and is monitored carefully using the trust attendance welfare system (see paragraph 5d&e); in secondary schools this can also be combined with tutor or academic mentoring, as absence affects attainment.
- e) **Severe Absence** is where a student misses **50%** or more of their education within a specific period of time (e.g. whole academic year, term, or for a minimum 8-week period) for whatever reason (authorised or unauthorised). Absence at this level is very likely to be **detrimental** to the student's educational prospects and full parental support and co-operation is essential to ensure the student and family access a '**whole family plan**' to ensure appropriate support and education is accessed. Where **all** avenues of support fail but severe absence continues for unauthorised reasons, this **may** constitute 'Neglect' depending on the circumstances, and both schools and LAs should consider whether the safeguarding issues require a full Children's Social Care Assessment.
- f) **Medical Evidence** can be helpful in demonstrating why legal action is not being considered however, it will only be 'required' to authorise absences **IF** attendance concerns have reached a **Parental Attendance Agreement (Voluntary Parent Contract)** meeting level, **or** if a student's attendance is within the legal arena i.e. an official verbal or written warning has been given (Step 3 of Annex A). Any **cost** of providing evidence will be the responsibility of the parent/carer however, support to request the evidence in the interests of 'working together to safeguard children' can be given by the academy, if required.
- g) **Medical and SEND** barriers to physical attendance in school (e.g. where a student has a **long-term** medical condition, or their SEND support requires more appropriate education) will be explored and supported using the DfE Guidance *Ensuring a good education for children who cannot attend school because of health needs* and *Supporting Pupils at School with Medical Conditions* and Meridian Trust's policies on *Supporting Children with Medical Needs* and *Supporting Children with Health Needs Who Cannot Attend School*. Where a child is 'known' to have a **medical or SEND** barrier to attending school (this does not necessarily mean they have yet obtained an official diagnosis), these guidance documents and policies support schools to ensure that **access to education** is provided whilst the child is being supported, being assessed and/or awaiting treatment.

- h) **Child Missing Education (CME)** is where a child's whereabouts becomes unknown (address no longer confirmed) and the school do not have reason to believe the child is not attending for illness or unavoidable causes. **Section 10 of the Children Act 2004** places a duty on LAs and Schools/Academies to follow procedures designed to carry out reasonable enquiries. This will include telephone and email contact to all registered contacts, home visit/safe and well check, letter to last known address (GDPR compliant) if it has not been possible to confirm the family have moved. It may also include gathering information from the child's peers, the family's landlord (private or social housing providers) and other local stakeholders who are involved with the family (observing GDPR but being mindful that safeguarding duties allows the sharing of information). Each enquiry will be recorded to show completion. **A CME child is a serious safeguarding concern** and if there is reason to believe a child is in immediate danger or at risk of harm, a referral to Children's Social Care (or the Police if appropriate) will be considered.
- i) Where CME is **suspected**, reasonable enquiries must be carried out within the **first 10 days** of a child being absent from education (although as a Trust we advise between **day 1-5** wherever possible), academies must attempt to locate the child using the above suggestions in the first instance. On day 10 of unauthorised absence where no contact has been established with parent/carer, a child **must** be reported to the Local Authority as a child missing education.
- j) Once a child has been reported as CME they will be held on roll until their destination school has been confirmed or their **20th day** from the last day of attendance if their destination remains unknown prior to deletion, following LA confirmation to do so, as per '9b' of this policy. The child's details will be **logged** onto the School to School (S2S) DfE Portal to enable another school or LA to 'claim' the child once located. Where the child is located and their address is **confirmed** within academy's area, the child will remain on roll and attendance legal procedures will be considered for non-attendance.
- 8) **Requests for absence during school term**
- a) Meridian Trust Academies actively **discourage** absence during term time. It is considered that each student should attend **all** sessions regularly and punctually to avoid disruption and maximise their educational achievement.
- b) Parents/carers are required to complete a **Term Time Absence Request Form** (see Annex B) in advance of planned absence taking place; we ask that this is at least three weeks prior to any absence being taken wherever possible, to enable the academy to consider and respond to the request in writing. Parents must detail and evidence the **exceptional circumstance** of the request, ideally at the time of the request, or if subsequently requested. (Please refer to paragraph 7 b) & c) for information on exceptional circumstances)
- c) In accordance with **The Education (Pupil Registration) (England) Regulations 2006** & subsequent Amendments, Meridian Trust Academies are unable to authorise any period of absence **unless** it is for exceptional circumstances, and in advance, as per the following extract from the above-mentioned regulations:
- Leave of Absence*
7. (1) Leave of absence may only be granted by a person authorised in that behalf by the proprietor of the academy. (i.e., Head teacher/Principal)
- (1A) Subject to paragraph (2) (which relates to employment abroad), leave of absence shall not be granted unless-
- (a) an application has been made in advance to the proprietor (Head teacher/Principal) by a parent with whom the pupil normally resides; **and**
- (b) the proprietor, or a person authorised by the proprietor in accordance with paragraph (1), considers that leave of absence should be granted due to the exceptional circumstances relating to that application.
- d) The Principal (or other designated/authorised senior leader) of each Meridian Trust Academy will determine whether the request for leave meets "**exceptional circumstances**" criteria. However, guidance suggests that Principals should **not** consider as exceptional circumstances the examples listed in paragraph 7 c) of this policy. Parents/Carers may be required to attend a **meeting** to discuss the request in more detail with the Principal (or other designated/authorised person).

- e) Where the leave of absence request, or part thereof is **authorised**, parents/carers will be notified in writing detailing any restrictions set e.g., adhering to the dates requested. If restrictions are not adhered to, the leave may revert to unauthorised and may be dealt with as below.
- f) If the absence requested is **refused** the absence will be recorded as **unauthorised**. Where leave of absence is **unauthorised**, parents/carers will be notified in writing, and it will be dealt with in line with the respective academy's **LA's Penalty Notice Code of Conduct** and the Anti-Social Behaviour Act as per Paragraph 4 of this policy. If the absence is below the LA minimum number of days for legal action, a period of 30 days monitoring will be put in place, which could subsequently cause legal action to be considered. **NB.** Previous prosecution for absence or repeated unauthorised leave requests (e.g., annual/multiple requests for leave) may result in a prosecution instead of a fine; this is the LAs discretion.

Penalty Notice fines are set by the Government; the school does not receive the fine. They are currently (as @ Sept 2022) £60 per child, per parent, if paid within 21 days of receipt of the notice; this rises to £120 per child, per parent, if paid after 21 days but within 28 days of receipt of the notice. If the penalty is not paid in full by the end of the 28-day period, the Local Authority must either prosecute the persons to which the Penalty Notice was issued for the offence to which the notice applies or withdraw the notice. Following the receipt of all required documentation the Local Authority will decide whether to issue the requested Penalty Notice(s). The Local Authority will liaise directly with the Academy at each stage of following a penalty notice being issued.

Please Note: Only the Local Authority can withdraw a penalty notice and they can only withdraw it if; it ought not to have been issued i.e., no offence was committed; it has been issued to the wrong person; or it contains material errors.

- g) Where an absence is **suspected** of being for the purposes of leave and a request was not made, it is the parents/carers responsibility to disprove the suspicion by providing evidence that the absence was for an alternative exceptional reason. The absence will be recorded as unauthorised and dealt with as per Paragraph 4 of this policy.
- h) Where leave of absence is stated as **'for the purpose of religious observance'** each Meridian Trust Academy will follow the guidance from their respective local authority. As a rule, **only one individual day**, exclusively set aside **by a religious body** will be accepted as a religious observance absence and there will be a maximum of three single days within a year that would be acceptable. Evidence from the religious body may be required.
- i) Children Who Have Not Returned from Overseas - Prior to following any off-roll procedures, the academy will fully investigate the reason for travelling overseas in the first instance, if they are not already aware of the reason, and consider potential barriers preventing return travel that may be a result of government guidance in the UK or other country:
 - i) Following the investigation, if the reason for the initial travel was deemed, by the Principal, to be for an exceptional circumstance and evidence has been provided; the Principal will determine a reasonable return date and advise the parent/carer of their decision; the absence will be recorded as authorised. The academy will keep in touch with the parent/carer on a regular basis to ensure that their return date to school remains on schedule and there is a smooth re-integration back into full time education.
 - ii) If following the investigation, the reason for initial travel is not deemed, by the Principal, to be an exceptional circumstance then the academy will inform the parent/carer of the decision and the date which the child must return by also advising the absence will be recorded as unauthorised. The academy will explain the risks and criteria concerning the potential of their child being taken off roll after 20 days of continuous unauthorised absence.
 - iii) If there is no communication from the parent/carer or there is no committed return date, and a pupil fails to return to school either after 10 days following a requested period of leave return date, or after 20 days of unrequested leave of absence, a referral to the Local Authority will be done as per the Children Missing from Education process.

9) Deletions from Register

- a) Under Section 8.-(1) (h), (i), (ii), (iii) of the Education (Pupil Registration) (England) Regulations 2006 should your child fail to return to school by the time that registration ends on the 20th day of absence the school is permitted to delete your child's name from their register if their whereabouts are unknown.

- b) This is possible if your child(ren) has not returned by the date specified because the following applies under Section 8 (h) - that he/she/they will have been continuously absent from school for a period of not less than 20 school days and
- (i) at no time was the absence during that period authorised by the proprietor in accordance with regulation 6 (2);
 - (ii) the proprietor does not have reasonable grounds to believe that the pupil(s) is/are unable to attend the school by reason of sickness, or any unavoidable cause;
 - (iii) both the proprietor of the school and the local education authority have failed, after reasonable enquiry, to ascertain where the pupil is;

By following this policy, Meridian Trust academies/schools will be working in partnership with parents/carers, students and other agencies to promote maximum attendance as a priority in order to secure access to education and successful outcomes for all students.

Attendance Policy Supporting Documents in relation to individual academies

Annexes are subject to change without official ratification of the whole policy as they will need to be altered locally to link with each Local Authority as appropriate:

Annex A	Attendance Welfare Procedures Summary
Annex B	Term Time Absence Request Form
Annex C	Individual Academy Contacts & Information in Respect of Attendance.

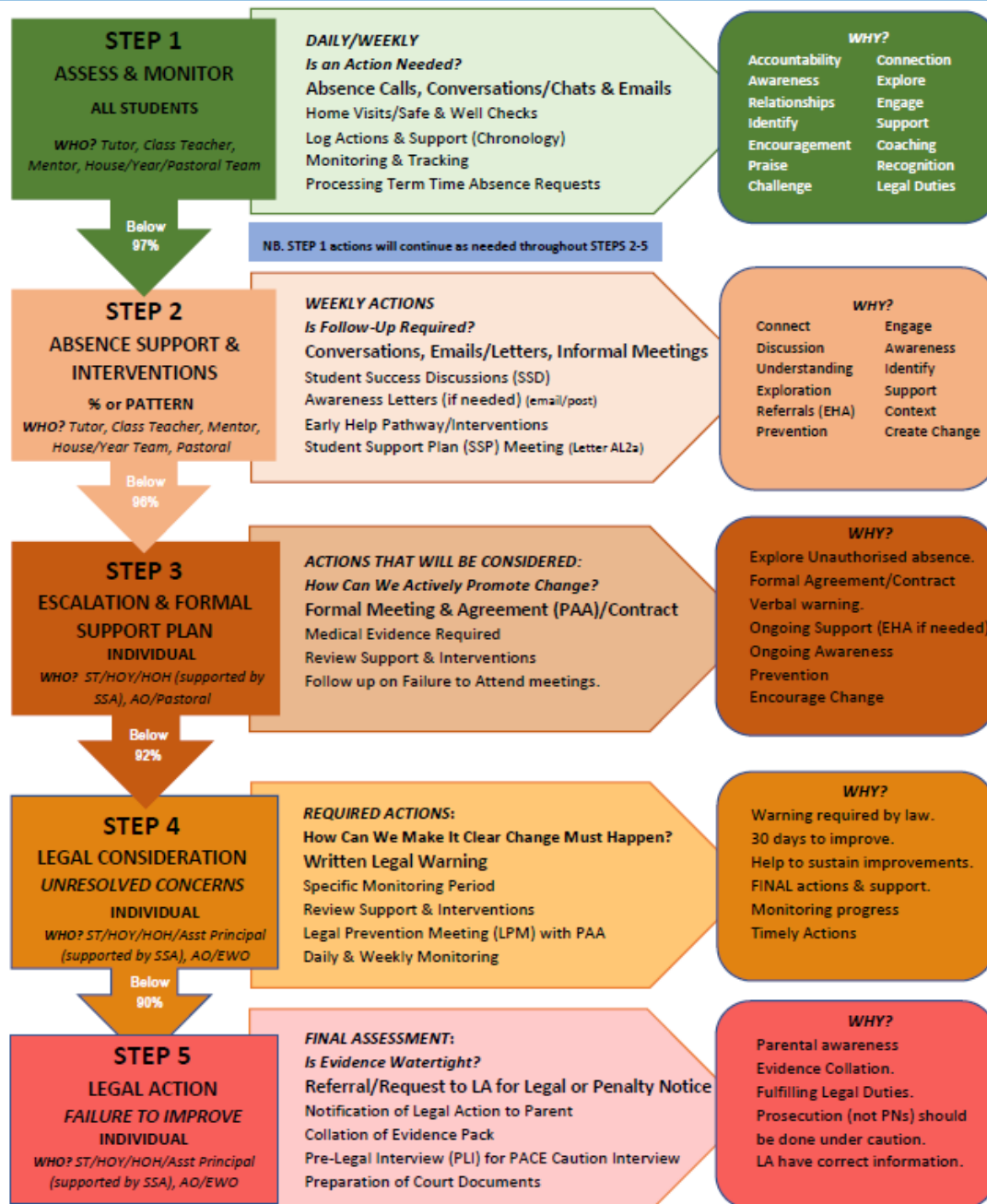
Annex A - Attendance Welfare Procedures Summary

SUMMARY OF ATTENDANCE WELFARE PROCEDURES (STEPS 1-5)



The trust procedures are based on a *relational needs-led approach* focused on communication, discussion & support using early help pathways with a 'staged' process to identify concerns & take action to prevent escalation.

Attendance % is used as a **guide**, we will have a specific **TRIGGER** to justify an action e.g., Frequency or reasons for absence are concerning. We will do each **ACTION** ASAP. We will **MONITOR** & decide next action **weekly/fortnightly**.



Annex B – Term Time Absence Request Form

 Meridian Trust		TERM TIME ABSENCE REQUEST FORM & PRE-REQUEST INFORMATION	
Student's Name: One form per student		Date of Birth:	
Class/House/Tutor Group:		Year Group:	
A Parent/carer is defined under Section 576 of the Education Act 1996 as: the natural parent of a child, whether they are married or not; anyone who although not a natural parent, has parental responsibility (PR) for a child; any person who has care of a child or young person i.e. lives with and looks after the child (e.g. partner, step-parent, sibling over the age of 18 or grandparent).			
Parent(s)/Carer(s) & Adults Living with Child:	Parent/Carer 1 Tick here ☐ if you have PR	Parent/Carer 2/Adult Living with Child Tick here ☐ if you have PR	
Surname:			
First Name:			
1 st Line of Address & Postcode:			
Telephone contact No's:			
Email Address Confirmation:			
Written language: (if not English)			
Sibling(s) Name(s) (or other children in same household) & Year Group(s), House, Form/Class & School(s):			
First date of absence:		Last date of absence:	
Please confirm the date your child will physically be back in school:			
Purpose of Absence – Please ensure you detail <u>specific reasons</u> for the absence and what is <u>exceptional</u> about the circumstance. Please <u>attach evidence</u> that verifies why the absence is exceptional, especially why the absence cannot be taken during a school holiday period during the year. You may also attach a longer explanation if you wish. NB. Types of evidence can include, booking details, flight documents, invitations, certificates, Appointment letters.			

BEFORE SUBMITTING THIS REQUEST, PLEASE READ THE FOLLOWING TO ENSURE YOU ARE MAKING AN INFORMED DECISION/CHOICE:

PRE-REQUEST INFORMATION:

Please ensure you submit this request in **ADVANCE** of your child being absent from school. We ask for 3 weeks' notice for admin and discussion.

Decisions will be notified in writing. You may be asked to supply further information or attend a meeting to discuss your request.

Term time absence is strongly discouraged. The **Attendance Policy** followed by Meridian Trust Academies adheres to DfE and LA Guidance, which includes the use of legal action and Penalty Notices (fines currently at a rate of up to £120 per parent, per child; failure to pay may result in court proceedings). The policy is available via the trust or academy's website.

IMPORTANT: If absence is **not requested in advance** and it is suspected that absence from school is due to unauthorised reasons e.g., holiday or unexplained absence, you will be required to provide **evidence** to prove the absence was for authorised exceptional reasons; failure to do so may result a Penalty Notice being requested/issued.

1. Parents/Carers have a legal duty to ensure that their compulsory school age children receive suitable full-time education through regular attendance at school or otherwise (e.g., independent, or elective home

education) (Section 7 Education Act 1996). If a compulsory school age child fails to attend regularly, the parent/carer may be guilty of an offence (Section 444(1) Education Act 1996).

Caselaw: *IoW v Platt 2017* determined **regular attendance** as “in accordance with the rules prescribed by the school” i.e., every day that the school is open.

2. All requests will be considered **individually**, based on the information and evidence provided. Sibling details are required for liaison under ‘Working Together to Safeguard Children’. There is no entitlement to leave of absence and Principal/Headteachers are unable to authorise absence unless it is **evidenced** that the request an **exceptional circumstance** (The Education (Pupil Registration) (England) Regulations 2006 & subsequent amendments). Students should aspire to achieve a minimum of 96% attendance.

3. If the absence requested is **refused** the absence will be recorded as **unauthorised**. All unauthorised absence carries a warning that legal action may be taken but this will depend on the number of sessions/days absence requested. If the absence is below the LA minimum number of days for legal action, a period of 30 days monitoring will be put in place, which could subsequently cause legal action to be considered. **NB.** Previous prosecution for absence or repeated unauthorised leave (e.g., annual/multiple requests for leave) may result in prosecution instead of a fine; it is at the LAs discretion.

4. If the absence requested is **authorised**, the requested dates **must** be adhered to. Failure to do so will cause additional absences to be recorded as unauthorised, which may lead to a **legal sanction** being imposed if you cannot evidence the absence was for exceptional reasons (at your own cost).

5. If unauthorised absence is **over 20 days** (or 10 days after expected return) and exceptional circumstances are not applicable, and your child’s return to school cannot be confirmed, they may be at risk of losing their school place and being registered as ‘Child Missing Education (CME)’ with the LA.

DECLARATION:

I/We have read all the Pre-Request Information and understand that a penalty notice may be automatically requested if this request is refused, and my/our child is absent. I/We also understand that if this is a repeated request for leave (annually or multiple), the LA may choose not to fine and do a prosecution under s444(1)/(1a) of the Education Act 1996 instead.

All parents/carers & adults living with the child must sign below:

Signed:		Date:	
Signed:		Date:	

To be completed by the academy/school:

Date Received by School:		Request received in advance of travel? (3 weeks' where poss)	Yes / No	Number of school days requested:	
Current Attendance:		Last year's attendance (if relevant e.g., Autumn)		Conversation or Meeting required to discuss reasons/gain more info?	Yes / No
Specific Reason for Decision:				Decision:	AGREED / REFUSED
Date decision letter posted to each parent/carer:				Date Email Copy Sent: (if sent)	
Principal/Headteacher Signature:				Date:	
Leave Taken:	Yes / No	Absence (G/H/C) & Reason noted on Student MIS Record:	Yes / No	Return Date Diarised: (to consider next action e.g., PN, Monitor etc.)	Yes / No

Annex C - Individual Academy Contacts & Information in Respect of Attendance.

Trust Attendance Staff

Name	Title	Designated Safeguarding Lead Trained (DSL)	Email Contact
Sharon Templeman	Trust Attendance Welfare Leader	Yes	stempleman@meridiantrust.co.uk
Sarah Wilson	Executive Principal	Yes	swilson@meridiantrust.co.uk

Primary Attendance Staff

School:	Bar Hill Primary School		Contact No.	01954 273305
Name	Title	DSL Trained	Email Contact	
Charlotte Linden	Headteacher	Yes	CLinden@barhillprimary.org	
Charlotte Linden	Attendance Lead (SLT)	Yes	as above	
N/A	Attendance Officer	N/A	N/A	
Alison Burling	Attendance Administrator	No	ABurling@barhillprimary.org	
Charlotte Linden	Designated Safeguarding Lead (DSL)	Yes	CLinden@barhillprimary.org	
Anna Jones	Academy Councillor	No	AJones1@cmatrust.net	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8:40am	8:50am	9:10am	1.00pm	1.15pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Bluecoat Primary School		Contact No.	01780 764202
Name	Title	DSL Trained	Email Contact	
Emma Houlton	Headteacher	Yes	EHoulton@bluecoatprimary.org	
Rebecca Cruise	Attendance Lead (SLT)	Yes	RCruise@bluecoatprimary.org	
N/A	Attendance Officer	No	N/A	
Terri Partridge (as from 1/9/23)	Attendance Admin	No	TPartridge@bluecoatprimary.org	
Emma Houlton & Leila Nightingale	Designated Safeguarding Lead (DSL)	Yes	EHoulton@bluecoatprimary.org LNightingale@bluecoatprimary.org	
Chris Barrett	Academy Councillor	No	cbarrett@cmatrust.net	

Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8:40am	8:50am	9am	1.00pm	1.10pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.lincolnshire.gov.uk/downloads/file/2602/fixed-penalty-notice-code-of-conduct				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Downham Feoffees Primary Academy		Contact No.	01353 699325
Name	Title	DSL Trained	Email Contact	
Susan Jaques	Headteacher	Yes	SJaques@downhamfeoffees.org	
Susan Jaques	Attendance Lead (SLT)	Yes	as above	
N/A	Attendance Officer	N/A	N/A	
Debbie Reed	Attendance Administrator	No	office@downhamfeoffees.org	
Susan Jaques	Designated Safeguarding Lead (DSL)	Yes	SJaques@downhamfeoffees.org	
Mark Hollington	Academy Councillor	No	mhollington@cmatrust.net	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8:55am	9:00am	9:30am	1.00pm	1.05pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Great Ouse Primary Academy		Contact No.	01234 907890
Name	Title	DSL Trained	Email Contact	
Mr Chis Payne	Headteacher	Yes	Cpayne@greatouse.academy	
Mr Chis Payne	Attendance Lead (SLT)	Yes	as above	
Miss Vicki Francis	Attendance Officer	Yes	Vfrancis@greatouse.academy	
Both of above staff members	Designated Safeguarding Lead (DSL)	Yes	as above	

Mrs Ashni Tyler	Academy Councillor	No	ashni.tyler@yahoo.com	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8:40am	8:50am	9:20am	1:10pm KS1	1:20pm KS1
			1:30pm KS2	1:40pm KS2
Local Authority Penalty Notice Code of Conduct Link:				
https://www.bedford.gov.uk/schools-education-and-childcare/education-welfare-service/school-attendance-and-the-law/penalty-notices/				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Harrold Primary School		Contact No.	01234 720346
Name	Title	DSL Trained	Email Contact	
Debonair Brown	Headteacher	Yes	dbrown@harrold.academy	
Debonair Brown	Attendance Lead (SLT)	Yes	as above	
Kim Loi	Attendance Officer	No	Kloi@harrold.academy	
Debonair Brown	Designated Safeguarding Lead (DSL)	Yes	dbrown@harrold.academy	
Katrina Gani	Academy Councillor	No	KGani@harrold.academy	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.40am	8:50am	9am	1:10pm KS1	1:15pm KS1
			1:20pm KS2	1:25pm KS2
Local Authority Penalty Notice Code of Conduct Link:				
https://www.bedford.gov.uk/schools-education-and-childcare/education-welfare-service/school-attendance-and-the-law/penalty-notices/				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Hatton Park Primary School		Contact No.	01954 273315
Name	Title	DSL Trained	Email Contact	

John Canavan	Headteacher	Yes	icanavan@hattonpark.org	
John Canavan	Attendance Lead (SLT)	Yes	as above	
Claire Gunningham Bex Drake	Attendance Officer	No	office@hattonpark.org	
John Canavan	Designated Safeguarding Lead (DSL)	Yes	icanavan@hattonpark.org	
Debbie Lienau	Academy Councillor	No	dlienau@hattonpark.org	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
9:00am	9.05am	9.15am	1:25pm	1.30pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Histon and Impington Brook Primary School		Contact No.	01223 712192
Name	Title	DSL Trained	Email Contact	
Richard Bakker	Headteacher	Yes	Head@brookprimary.co.uk	
Shona Inman	Attendance Lead (SLT)	Yes	as above	
Sarah Hart	Attendance Officer	No	office@brookprimary.co.uk	
Jonathan Newman	Designated Safeguarding Lead (DSL)	Yes	Head@brookprimary.co.uk	
TBC	Academy Councillor	No	TBC	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8:45am	8:50am	9:15am	1:10pm	1:15pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Histon and Impington Park Primary School	Contact No.	01223 568826
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Name	Title	DSL Trained	Email Contact	
Jonathan Newman	Headteacher	Yes	jnewman@parkprimary.co.uk	
Lisa Moule	Attendance Lead (SLT)	Yes	lmoule@parkprimary.co.uk	
Sarah Balmforth	Attendance Officer	No	sbalmforth@parkprimary.co.uk	
Jonathan Newman	Designated Safeguarding Lead (DSL)	Yes	jnewman@parkprimary.co.uk	
Lynne Burrows	Academy Councillor	No	lburrows@parkprimary.co.uk	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.45am KS1/KS2	9.00am EYFS/KS1	9.30am EYFS/KS1	1.00pm EYFS/KS1	1.05pm EYFS/KS
8.50am EYFS	8.55am KS2	9.25am KS2	1.15pm KS2	1.20pm KS2
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Lantern Community Primary School		Contact No.	01353 664174
Name	Title	DSL Trained	Email Contact	
Anthony Aguda	Headteacher	Yes	aaguda@lanternprimary.org	
Benita Sherrington	Attendance Lead (SLT)	Yes	BSherrington@lanternprimary.org	
N/A	Attendance Officer	N/A	N/A	
Sian Scott	Attendance Administrator	No	sscott@lanternprimary.org	
Anthony Aguda	Designated Safeguarding Lead (DSL)	Yes	aaguda@lanternprimary.org	
Becky Frewin	Academy Councillor	No	BFrewin@Meridiantrust.co.uk	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.50am	9.00am	9.30am	1pm	1.30pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Oakley Primary Academy		Contact No.	01234 822104
Name	Title	DSL Trained	Email Contact	
Callum Brown	Headteacher	Yes	Cbrown@oakleyprimary.academy	
Callum Brown	Attendance Lead (SLT)	Yes	as above	
N/A	Attendance Officer	N/A	N/A	
Callum Brown	Designated Safeguarding Lead (DSL)	Yes	Cbrown@oakleyprimary.academy	
Leo Jones	Academy Councillor	No	LJones@meridiantrust.co.uk	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.50am	9.05am	9.15am	12.45pm	12.50pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.bedford.gov.uk/schools-education-and-childcare/education-welfare-service/school-attendance-and-the-law/penalty-notices/				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Sawtry Junior Academy		Contact No.	01487 830204
Name	Title	DSL Trained	Email Contact	
Sarah Flack	Headteacher	Yes	SFlack@sawtryjunior.org	
Rebecca Dear	Attendance Lead (SLT)	Yes	rdear@sawtryjunior.org	
N/A	Attendance Officer	N/A	N/A	
Hazel Matthews	Attendance Administrator	No	office@sawtryjunior.org	
Sarah Flack	Designated Safeguarding Lead (DSL)	Yes	SFlack@sawtryjunior.org	
James Brown	Academy Councillor	No	jbrown@meridiantrust.co.uk	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.45am	8.50am	9.00am	1.00pm	1.10pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				

School:	Somersham Primary School		Contact No.	01487 840412
Name	Title	DSL Trained	Email Contact	
Jonathan Clarke	Headteacher	Yes	jclarke@somershamprimary.co.uk	
Jonathan Clarke	Attendance Lead (SLT)	Yes	as above	
N/A	Attendance Officer	N/A	N/A	
Tracy Miller	Attendance Administrator	No	tmiller@somershamprimary.co.uk	
Jonathan Clarke	Designated Safeguarding Lead (DSL)	Yes	jclarke@somershamprimary.co.uk	
Sophie Everest	Academy Councillor	No	severest@somershamprimary.co.uk	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.40am	8.50am	9.05am	1.15pm	1.20pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Trumpington Park Primary School		Contact No.	01223 491660
Name	Title	DSL Trained	Email Contact	
Mel Shute	Headteacher	Yes	mshute@trumpingtonpark.org	
Charlotte Yarrow	Attendance Lead (SLT)	Yes	Cyarrow@trumpingtonpark.org	
N/A	Attendance Officer	N/A	N/A	
Karina Kwok	Attendance Administrator	No	office@trumpingtonpark.org	
Mel Shute	Designated Safeguarding Lead (DSL)	Yes	mshute@trumpingtonpark.org	
Barbara Ashwood	Academy Councillor	No	bashwood@trumpingtonpark.org	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8:45am	8.55am	9:15am	1:15pm	1:25pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				

Policies - Meridian Trust
Trust Parent Attendance Support Information
https://www.meridiantrust.co.uk/key-information/attendance/

School:	West Town Primary Academy		Contact No.	01733 852400
Name	Title	DSL Trained	Email Contact	
Hannah Quinn	Headteacher	Yes	HQuinn@westtownprimary.org	
Sarah Baxter	Attendance Lead (SLT)	Yes	SBaxter@westtownprimary.org	
Kiri Drage	Attendance Officer	Yes	office@westtownprimary.org	
Hannah Quinn & Carolyn Aldis	Designated Safeguarding Lead (DSL)	Yes	HQuinn@westtownprimary.org caldis@westtownprimary.org	
Rosemary Gill	Academy Councillor	No	rgill@cmatrust.net	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.40am	8.45am	9.00am	1.00am	1.05am
Local Authority Penalty Notice Code of Conduct Link:				
https://www.peterborough.gov.uk/asset-library/penalty-notice-code-of-conduct-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

Secondary Attendance Staff

Secondary Attendance Staff

School:	Ely College Academy		Contact No.	01353 667763
Name	Title	DSL Trained	Email Contact	
Simon Warburton	Principal	No	SWarburton@elycollege.co.uk	
Rachael Mustill	Attendance Lead (SLT)	Yes	RMustill@elycollege.co.uk	
Claire Lucas	Attendance Officer	Yes	CLucas@elycollege.co.uk	
Michelle Pacey	Attendance Administrator	No	mpacey@elycollege.co.uk	
Lynn Riches	Designated Safeguarding Lead (DSL)	Yes	lriches@elycollege.co.uk	
Dom Fullman	Academy Councillor	Yes	DFullman@cmatrust.net	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Yea r/Crew	Email Contact	Tel Number
Jonathan Newsome	Senior Tutor (ST)	Etheldreda	jnewsome@elycollege.co.uk	01353 652873
Sarah Butcher	Student Support Advisor (SSA)	Etheldreda	sbutcher@elycollege.co.uk	01353 652873
Lynn Anderson	Senior Tutor (ST)	Franklin	landerson@elycollege.co.uk	01353 652874

Caroline Price	Student Support Advisor (SSA)	Franklin	CPrice@elycollege.co.uk	01353 652874
Kieran Burke	Senior Tutor (ST)	Turing	kburke@elycollege.co.uk	01353 652876
Louise Sheridan	Student Support Advisor (SSA)	Turing	LSheridan@elycollege.co.uk	01353 652876
Jamie Waters	Senior Tutor (ST)	Scott	jwaters@elycollege.co.uk	01353 652875
Theresa Quarmby	Student Support Advisor (SSA)	Scott	tquarmby@elycollege.co.uk	01353 652875
David Fricker	Senior Tutor (ST)	Seacole	dfricker@elycollege.co.uk	01353 652817
Ali Walker	Student Support Advisor (SSA)	Seacole	awalker@elycollege.co.uk	01353 652817
Stuart Patman	Post-16 Achievement Lead	BLSF	spatman@elycollege.co.uk	01353 652877
Belinda Lennon	Post-16 Administrator	BLSF	blennon@elycollege.co.uk	01353 652877
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.30am	9.00am	9.10am	2.00pm	2.30pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Greater Peterborough University Technical College (GPUTC)		Contact No.	01733 715950
Name	Title	DSL Trained	Email Contact	
Lee Mawby	Principal	Yes	lmawby@gputc.org	
Claire Dillon	Attendance Lead (SLT)	No	CDillon@gputc.org	
Michelle Bush-Batty	Attendance Officer	Yes	MBush-Batty@GPUTC.org	
Karen Hancock	Designated Safeguarding Lead (DSL)	Yes	khancock@gputc.org	
Rob Grover	Academy Councillor	Yes	RGrover@neneparkacademy.org	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Yea r/Crew	Email Contact	Tel Number
Rhoda Sayer	Student Support Officer (SSO)	KS3	rsayer@gputc.org	01733 715950
Emily Raines	Student Support Officer (SSO)	KS4	eraines@gputc.org	01733 715950

Vacancy	Student Support Officer (SSO)	KS5		01733 715950
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
9.00am	9.10am	9.30am	1.30pm	1.45pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Lincroft Academy		Contact No.	01234 822147
Name	Title	DSL Trained	Email Contact	
Emma Appadoo	Principal	Yes	EAppadoo@lincroft.academy	
Julie Chong	Attendance Lead (SLT)	Yes	JChong@meridiantrust.co.uk	
Nikkei Reeve	Attendance Administrator	No	NReeve@lincroft.academy	
Hannah Stoodley	Designated Safeguarding Lead (DSL)	Yes	HStoodley@lincroft.academy	
Monika Byrne	Deputy DSL		mbyrne@lincroft.academy	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Yea r/Crew	Email Contact	Tel Number
Paul Davis	Assistant Principal	Sunstone	pdavis@lincroft.academy	01234 822147
Chris Drake	Assistant Principal	Topaz	cdrake@lincroft.academy	01234 822147
Jamie Key	Assistant Principal	Emerald	jkey@lincroft.academy	01234 822147
Chris Drake	Assistant Principal	Amethyst	cdrake@lincroft.academy	01234 822147
Kate Webb	Senior Tutor (ST)	Topaz	kwebb@lincroft.academy	01234 822147
Robbie Alder	Senior Tutor (ST)	Emerald	ralder@lincroft.academy	01234 822147
Shona Magill	Senior Tutor (ST)	Sunstone	smagill@lincroft.academy	01234 822147
Amy Theed	Senior Tutor (ST)	Amethyst	atheed@lincroft.academy	01234 822147
Leanne Drake	LAC, Pupil Premium	Year 11	ldrake@lincroft.academy	01234 822147

Jacqui Cole	Student Support Advisor (SSA)	Emerald	AmethystSSA@lincroft.academy; JCole@lincroft.academy	01234 822147
Deborah Lloyd	Student Support Advisor (SSA)	Sunstone	EmeraldSSA@lincroft.academy; DLloyd@lincroft.academy	01234 822147
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.45am	9.00am	9.15am	12.00pm	12.35pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.bedford.gov.uk/schools-education-and-childcare/education-welfare-service/school-attendance-and-the-law/penalty-notice/				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Nene Park Academy		Contact No.	01733 368300
Name	Title	DSL Trained	Email Contact	
Robin Grover	Principal	Yes	RGrover@neneparkacademy.org	
Dr Mark Pearson	Attendance Lead (SLT)	Yes	mpearson@neneparkacademy.org	
Rachel Ilgunas	Attendance Officer	No	rilgunas@neneparkacademy.org	
Iva Taylor	Attendance Administrator	No	itaylor@neneparkacademy.org	
Kelly Fardon	Designated Safeguarding Lead (DSL)	Yes	kfardon@neneparkacademy.org	
Eddie Woods	Academy Councillor	No	Ewoods@meridiantrust.co.uk	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Year/Crew	Email Contact	Tel Number
Katie Peters	EHA Safeguarding Officer	EHA Safeguarding	kpeters@neneparkacademy.org	01733 368357
Vacancy	Safeguarding Officer	Safeguarding		
Katrina MacDougall	Assistant Principal	Lennon	kmacdougall@neneparkacademy.org	01733 368317
Paul Treliving	Senior Tutor	Lennon	ptreliving@neneparkacademy.org	01733 368353
Karen Salisbury	Student Support Advisor	Lennon	ksalisbury@neneparkacademy.org	01733 368366
Luke Hipwell	Assistant Principal	Rowling	lhipwell@neneparkacademy.org	01733 368373

Jonathan Ogden	Senior Tutor	Rowling	jogden@neneparkacademy.org	01733 368332
Frances Young	Student Support Advisor	Rowling	fyoung@neneparkacademy.org	
Michelle Petersen	Vice Principal	Brunel	mpetersen@neneparkacademy.org	01733 368307
Natasha Gleeson	Senior Tutor	Brunel	ngleeson@neneparkacademy.org	01733 368354
Wendy Swainson	Student Support Advisor	Brunel	wswainson@neneparkacademy.org	01733 368377
Zoe Tregear	Assistant Principal	Nightingale	ztregear@neneparkacademy.org	01733 368329
Neil Palmer	Senior Tutor	Nightingale	npalmer@neneparkacademy.org	01733 368372
Nicola Cloutman	Student Support Advisor	Nightingale	ncloutman@neneparkacademy.org	01733 368363
Dr Mark Pearson	Assistant Principal	Winston	mpearson@neneparkacademy.org	01733 368327
Carmen Mitchell	Senior Tutor	Winston	cmitchell@neneparkacademy.org	01733 368389
Gareth Dybiec	Student Support Advisor	Winston	gdybiec@neneparkacademy.org	01733 368313
Ritchie Slack	Assistant Principal	King	rslack@neneparkacademy.org	01733 368318
Claire Thomas	Senior Tutor	King	cthomas@neneparkacademy.org	01733 368331
Bethany Dawson (MAT leave in Sep 23)	Student Support Advisor	King	bdawson@neneparkacademy.org	01733 368338
Sara Foster	Vice Principal		sfoster@neneparkacademy.org	01733 368395
Dr Matthew Thorne	Head of Sixth Form	Post 16	mthorne@neneparkacademy.org	01733 368339
Deana Jordan	Student Support Advisor	Post 16	djordan@neneparkacademy.org	01733 368319

Registration Times

AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.35am	8.35am	9.05am	1.45pm	2.00pm

Local Authority Penalty Notice Code of Conduct Link:

<https://www.peterborough.gov.uk/asset-library/penalty-notice-code-of-conduct-2021.pdf>

Trust Attendance Policy Link:

[Policies - Meridian Trust](#)

Trust Parent Attendance Support Information

<https://www.meridiantrust.co.uk/key-information/attendance/>

School:	North Cambridge Academy	Contact No.	01223 491500
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Name	Title	DSL Trained	Email Contact
Jane Driver	Principal	Yes	Jdriver@northcambridgeacademy.org
Laureen Hodge	Attendance Lead (SLT)	Yes	lhodge@northcambridgeacademy.org
Thérèse Ashdjian	Attendance Officer	No	TAshdjian@northcambridgeacademy.org
Jan Collings	Designated Safeguarding Lead (DSL)	Yes	JCollings@northcambridgeacademy.org
TBC	Academy Councillor	No	TBC

Staff Responsible for Daily Attendance Reporting

Name	Title	House/Year/Crew	Email Contact	Tel Number
Mark Rasmussen	Student Support Advisor	Ali	MRasmussen@northcambridgeacademy.org	01223 491508
Hayley Locke	Student Support Advisor	Franklin	HLocke@northcambridgeacademy.org	
Toni Miller	Student Support Advisor	Hawking	TMiller@northcambridgeacademy.org	01223 491521
Karen Wilkins	Student Support Advisor	Mandela	KWilkins@northcambridgeacademy.org	01223 491507
SSAs-North Cambridge	Collective Email for SSAs		SSA-NorthCambridge@northcambridgeacademy.org	

Registration Times

AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.45am	8.45am	9.15am	12:25 Yrs 8/10 12:55 Yrs 7/9/11	12:55 Yrs 8/10 13:25 Yrs 7/9/11

Local Authority Penalty Notice Code of Conduct Link:

<https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf>

Trust Attendance Policy Link:

[Policies - Meridian Trust](#)

Trust Parent Attendance Support Information

<https://www.meridiantrust.co.uk/key-information/attendance/>

School:	Northstowe Secondary College		Contact No.	01223 343800
Name	Title	DSL Trained	Email Contact	
Carole Moss	Principal	Yes	CMoss@northstowesc.org	
Simon Russell	Attendance Lead (SLT)	Yes	SRussell@Northstowesc.org	
Sue Walton	Attendance Officer	Yes	swalton@northstowesc.org	
Simon Russell	Designated Safeguarding Lead (DSL)	Yes	SRussell@Northstowesc.org	

Mary Abeyasekera	Academy Councillor	No	MAbeyasekera@merdiantrust.co.uk	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Yea r/Crew	Email Contact	Tel Number
Caroline Cook	Student Support Advisor & Attendance	Attenborou gh	CCook@northstowesc.org	01223 343806
Clare Wadd	Student Support Advisor	Dyson	Cwadd@northstowesc.org	01223 343728
Ann Steventon	Student Support Advisor	Glennie	Asteventon@northstowesc.org	01223 343736
Hannah Matthews	Senior Tutor	Attenborou gh	HMatthews@Northstowesc.org	01223 343800
Hope Noble	Senior Tutor	Dyson	hnoable@northstowesc.org	01223 343800
Charlotte Joyce	Senior Tutor	Glennie	cjoyce@northstowesc.org	
Ben Stone	SENCO	N/A	bstone@northstowesc.org	01223 343800
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8:45am	8.55am	9.00am	12.35pm	12.50am
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Sawtry Village Academy		Contact No.	01487 830701
Name	Title	DSL Trained	Email Contact	
Simon Parsons	Principal	Yes	SParsons@Sawtryva.org	
Ashley Yeomans	Attendance Lead (SLT)	Yes	ayeomans@sawtryva.org	
Ffiona Frost	Attendance Officer (3 days per week)	Yes	FFrost@Sawtryva.org	
Neil Wilson	Designated Safeguarding Lead (DSL)	Yes	nwilson@sawtryva.org	
Mr P Harker	Academy Councillor	No	MTaylor@sawtryva.org	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Yea r/Crew	Email Contact	Tel Number
Cora Davies	PP Champion	All Houses	Cd Davies@sawtryva.org	01487 830701
Joanne Harvey	Deputy Safeguarding Lead	All Houses	Jharvey@Sawtrva.org	01487 830701

Adam Hart	Senior Tutor (ST)	Norman	AHart@Sawtryva.org	01487 830701
Linda Browning	Student Support Advisor (SSA)	Norman	Lbrowning@sawtryva.org	01487 830701
Kris Kefford	Senior Tutor (ST)	Archers	Kkefford@sawtryva.org	01487 830701
Debora Dixon (3 days) / Ffyona Frost (2 days)	Student Support Advisor (SSA)	Archers	DDixon@Sawtryva.org ; FFrost@Sawtryva.org	01487 830701
Harry Edwards	Senior Tutor (ST)	Saints	HEdwards@Sawtryva.org	01487 830701
Jackie Davies	Student Support Advisor (SSA)	Saints	Jdavies@sawtryva.org	01487 830701
Adam Mace	Senior Tutor (ST)	Ermine	AMace@Sawtryva.org	01487 830701
Rachel Twine	Student Support Advisor (SSA)	Ermine	Rtwine@sawtryva.org	01487 830701
Ana Janjevak	SENCO	Willow	AJanjevak@Sawtryva.org	01487 830701
Alexandra Brown	HLTA / Inclusion Supervisor	Alt Prov & Willow	abrown@sawtryva.org	01487 830701
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.45am	9.00am	9.15am	2.00pm	2.30pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Sharnbrook Academy		Contact No.	01234 782211
Name	Title	DSL Trained	Email Contact	
Clare Raku	Principal	Yes	craku@sharnbrook.academy	
Clare Keating-Roberts	Vice Principal & Attendance Lead	Yes	CKeating-Roberts@Sharnbrook.Academy	
Daisy Buszka	Attendance Officer	No	dbuszka@sharnbrook.academy	
Seema Manani	Sixth Form Attendance Officer	No	smanani@sharnbrook.academy	
Clare Keating-Roberts	Designated Safeguarding Lead (DSL)	Yes	CKeating-Roberts@Sharnbrook.Academy	
Debonair Brown	Academy Councillor	Yes	dbrown@harrold.academy	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Yea r/Crew	Email Contact	Tel Number

Wes Greenwood	Assistant Principal – Senior Link	Phoenix	wgreenwood@sharnbrook.academy	01234 782211
Doug Wise	Assistant Principal - Senior Link	Delphinus	DWise@sharnbrook.academy	01234 782211
Laura Watt	Assistant Principal - Senior Link	Pegasus	LWatt@sharnbrook.academy	01234 782211
Geoff Arnold	Senior Tutor (ST)	Pegasus	garnold@sharnbrook.academy	01234 782211
Ro Keen	Senior Tutor (ST)	Ursa	rkeen@sharnbrook.academy	01234 782211
Anna Townley	Senior Tutor (ST)	Phoenix	atownley@sharnbrook.academy	01234 782211
Stuart McDonald	Senior Tutor (ST)	Delphinus	smacdonald@sharnbrook.academy	01234 782211
Laura Thomas	Senior Tutor (ST)	Cygnus	LThomas@sharnbrook.academy	01234 782211
Heather Kell	Student support assistant	Cygnus	hkell@sharnbrook.academy	01234 782211
Petra Orr	Student support assistant	Delphinus	porr@sharnbrook.academy	01234 782211
Amy Brunetti	Student support assistant	Ursa	abrunetti@sharnbrook.academy	01234 782211
Jen Persell	Student support assistant	Phoenix	jpersell@sharnbrook.academy	01234 782211
Linda Rance	Student support assistant	Pegasus	lrance@sharnbrook.academy	01234 782211

Registration Times

AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.30am	8.50am	9.00am	2.00pm	2.30pm

Local Authority Penalty Notice Code of Conduct Link:

<https://www.bedford.gov.uk/schools-education-and-childcare/education-welfare-service/school-attendance-and-the-law/penalty-notices/>

Trust Attendance Policy Link:

[Policies - Meridian Trust](#)

Trust Parent Attendance Support Information

<https://www.meridiantrust.co.uk/key-information/attendance/>

School:	Stamford Welland Academy		Contact No.	01780 761000
Name	Title	DSL Trained	Email Contact	
Victoria Lloyd	Principal	Yes	VLloyd@stamfordwellandacademy.org	
Tom Weller	Attendance Lead (SLT)	Yes	TWeller@stamfordwellandacademy.org	
N/A	Attendance Officer	N/A	N/A	
Tom Weller	Designated Safeguarding Lead (DSL)	Yes	TWeller@stamfordwellandacademy.org	

Alison Morgan	Academy Councillor	No	amorgan@rutland.gov.uk	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Year/Crew	Email Contact	Tel Number
Steve Roberts	Senior Tutor (ST)	Newton	sroberts@stamfordwellandacademy.org	01780761000
Danielle McCulloch	Student Support Advisor (SSA)	Newton	DMcCulloch@stamfordwellandacademy.org	01780761000
Michelle Wisdom	Senior Tutor (ST)	Davinci	mwisdom@stamfordwellandacademy.org	01780761000
Lisa Witney (nee Dotchin)	Student Support Advisor (SSA)	Davinci	LDotchin@stamfordwellandacademy.org	01780761000
Zoe Ballard	Senior Tutor (ST)	Austen	zballard@stamfordwellandacademy.org	01780761000
Karen Mason	Student Support Advisor (SSA)	Austen	KMason@stamfordwellandacademy.org	01780761000
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.40am	9.00am	9.15am	1.00pm	1.30pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.lincolnshire.gov.uk/downloads/file/2602/fixed-penalty-notice-code-of-conduct				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Stratton Upper School		Contact No.	01767 220000
Name	Title	DSL Trained	Email Contact	
Sam Farmer	Principal	Yes	sfarmer@stratton.school	
Rob Clarke	Attendance Lead (SLT)	Yes	rclarke@stratton.school	
Tracey Clancy	SSA with Attendance Oversight		tclancy@stratton.school	
Sam Farmer	Designated Safeguarding Lead (DSL)	Yes	sfarmer@stratton.school	
Terri Taylor	Academy Councillor	No	TTaylor@cmatrust.net	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Yea r/Crew	Email Contact	Tel Number
Sophie Gitsham	Senior Tutor (ST)	Franklin	Sgitsham@straatton.school	01767 220000
Richard Crisford	Senior Tutor (ST)	Adlam	rcrisford@stratton.school	01767 220000

Suzanne Hunstone	Senior Tutor (ST)	Chaundler	shunstone@stratton.school	01767 220000
Joe York	Senior Tutor (ST)	Turing	hyork@stratton.school	01767 220000
Amy Amies	Senior Tutor (ST)	King	aamies@stratton.school	01767 220000
Grace Campbell	Student Support Advisor (SSA)	Turing	gcampbell@stratton.school	01767 220000
Tracy Clancy	Student Support Advisor (SSA)	Chaundler	tclancy@stratton.school	01767 220000
Claire Leeks	Student Support Advisor (SSA)	Adlam		01767 220000
Carol Feeney	Student Support Advisor (SSA)	Franklin	cfeeney@stratton.school	01767 220000
Lisa Layton	Post 16 Student Support Advisor (SSA)	6th Form	llayton@stratton.school	01767 220000
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.45am	9.00am	9.10am	12.35pm	12.50pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.centralbedfordshire.gov.uk/migrated_images/fpn-code-of-conduct-july-17_tcm3-24552.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Swavesey Village College		Contact No.	01954 230366
Name	Title	DSL Trained	Email Contact	
Jim Stavrou	Principal	Yes	jstavrou@swaveseyvc.co.uk	
Stuart Nunn	Attendance Lead (SLT)	Yes	SNunn@swaveseyvc.co.uk	
Chris Warmington	Attendance Officer	No	CWarmington@swaveseyvc.co.uk	
Hannah Turner	Designated Safeguarding Lead (DSL)	Yes	hturner@swaveseyvc.co.uk	
Joint Responsibility	Academy Councillor	No	lbush@cmatrust.net dhackshaw@cmatrust.net	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Yea r/Crew	Email Contact	Tel Number
Paula Blake	Student Support Advisor (SSA)	Brunel	brunel@swaveseyvc.co.uk	01954 234481
Elaine Renouf	Student Support Advisor (SSA)	Cavendish	Cavendish@swaveseyvc.co.uk	01954 234482
Katherine Mills	Student Support Advisor (SSA)	Newton	Newton@swaveseyvc.co.uk	01954 234483

Claire Newman	Student Support Advisor (SSA)	Orwell	Orwell@swaveseyvc.co.uk	01954 234484
Ali Williamson	Student Support Advisor (SSA)	Pendleton	Pendleton@swaveseyvc.co.uk	01954 234486
Vanessa Kirk	Student Support Advisor (SSA)	Wilberforce	Wilberforce@swaveseyvc.co.uk	01954 234485
Andrew Reynolds	Senior Tutor (ST)	Brunel	AReynolds2@swaveseyvc.co.uk	01954 234485
Rob Ruddy	Senior Tutor (ST)	Cavendish	RRuddy@swaveseyvc.co.uk	
Shamsa Khokhar	Senior Tutor (ST)	Newton	SKhokhar@swaveseyvc.co.uk	
Anthony Williams	Senior Tutor (ST)	Orwell	AWilliams@swaveseyvc.co.uk	
Cameron Anderson	Senior Tutor (ST)	Pendleton	CAnderson@swaveseyvc.co.uk	
Joy Huggins	Senior Tutor (ST)	Wilberforce	JHuggins@swaveseyvc.co.uk	
Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.45am	8.50am	9.15am	14.10pm	14.15pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	The Ferrers School		Contact No.	01933 313411
Name	Title	DSL Trained	Email Contact	
Angela Smith	Principal	Yes	ASmith@theferrers.org	
Rhodri Lewis	Attendance Lead (SLT)	Yes	RLewis@theferrers.org	
Melissa (Bee) Matthews	Attendance Officer	Yes	mmatthews@theferrers.org	
Noreen Donofrio Tracy Potter	Attendance Administrators	No	NDonofrio@theferrers.org TPotter@theferrers.org	
Kerry-Ann York	Designated Safeguarding Lead (DSL)	Yes	KYork@theferrers.org	
Sarah Sears	Academy Councillor	No	ssears@meridiantrust.co.uk	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Yea r/Crew	Email Contact	Tel Number
Nicola Armitage	Student Support Advisor (SSA)	Turing	narmitage@theferrers.org	01933 354912
Emma O'Dell	Student Support Advisor (SSA)	Brunel	eodell@theferrers.org	01933 354910

Chloe Littler	Student Support Advisor (SSA)	Franklin	Clittler@theferrers.org	01933 354911
Patricia McCrosson	Student Support Advisor (SSA)	Woolf	pmccrosson@theferrers.org	01933 354913
Ali Orage	Deputy DSL and SPOC for LAC		Aorage@theferrers.org	01933 313411
Karla Pinney	Senior Tutor (ST)	Turing	kpinner@theferrers.org	01933 313411
Matt Jackson	Senior Tutor (ST)	Brunel	mjackson@theferrers.org	01933 313411
Ben Drouet	Senior Tutor (ST)	Woolf	bdrouet@theferrers.org	01933 313411
Claire Fleming	Senior Tutor (ST)	Franklin	cfleming@theferrers.org	01933 313411

Registration Times

AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.40am	8.55am	9.15am	12.15pm	12.30pm

Local Authority Penalty Notice Code of Conduct Link:

<https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/Pages/penalty-notice-for-non-school-attendance.aspx>

Trust Attendance Policy Link:

[Policies - Meridian Trust](#)

Trust Parent Attendance Support Information

<https://www.meridiantrust.co.uk/key-information/attendance/>

School:	Weldon Academy		Contact No.	01536 853100
Name	Title	DSL Trained	Email Contact	
Matt Norris	Principal	Yes	MNorris@weldonva.org	
Matt Norris	Attendance Lead (SLT)	Yes	As above	
Carolanne Folan	Attendance Officer		Cfolan@weldonva.org	
N/A	Attendance Administrators	N/A	N/A	
Matt Norris	Designated Safeguarding Lead (DSL)	Yes	MNorris@weldonva.org	
Adrian Morris	Academy Councillor	No	Amorris@weldonva.org	

Staff Responsible for Daily Attendance Reporting

Name	Title	House/Year/Crew	Email Contact	Tel Number
Hallam Cutmore	Deputy DSL	n/a	Hcutmore@weldonva.org	01536 853100
Carolanne Folan	Student Support Advisor (SSA)		Cfolan@weldonva.org	01536 853100
Kate Fennell	Senior Tutor (ST)		Kfennell@weldonva.org	01536 853100

Registration Times

AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8:35am	9:00am	9:15am	1:45pm	2:00pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/Pages/penalty-notice-for-non-school-attendance.aspx				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

Special Schools Attendance Staff

School:	Martin Bacon Academy		Contact No.	01223 340800	
Name	Title	DSL Trained	Email Contact		
Sarah Louise	Principal	Yes	slouise@martinbacon.academy		
Sarah Louise	Attendance Lead (SLT)	Yes	as above		
Teri Patching	Attendance Officer	N/A	tpatching@martinbacon.academy		
Sarah Wells	Family Support Worker & Designated Safeguarding Lead (DSL)	Yes	SWells@Martinbacon.academy		
Prue Rayner	Designated Safeguarding Lead (DSL)	No	prayner@meridiantrust.co.uk		
Registration Times					
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at	
8.50am	9.00am	9.15am	1.00pm	1.15pm	
Local Authority Penalty Notice Code of Conduct Link:					
https://www.cambslearntogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf					
Trust Attendance Policy Link:					
Policies - Meridian Trust					
Trust Parent Attendance Support Information					
https://www.meridiantrust.co.uk/key-information/attendance/					

School:	The Harbour School		Contact No.	01353 740229
Name	Title	DSL Trained	Email Contact	
Lise Sugden	Principal	Yes	LSugden@theharbour.academy	
Lise Sugden	Attendance Lead (SLT)	Yes	as above	
Jayne Wilding	Attendance Officer	No	office@theharbour.academy	
Georgie Priddle	Designated Safeguarding Lead (DSL)	Yes	gpriddle@theharbour.academy	
Prue Rayner	Academy Councillor	No	office@theharbour.academy	

Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.45am	9.15am	10.00am	1.15pm	1.30pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearnstogether.co.uk/asset-library/7.1-Penalty-Notice-Code-of-Conduct-September-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	NeneGate School		Contact No.	01733 349438
Name	Title	DSL Trained	Email Contact	
Catherine Wilson	Principal	Yes	Cwilson@nenegate.org	
Catherine Wilson	Attendance Lead (SLT)	Yes	As above	
Sangeeta Ravalia	Attendance Officer	No	Sravalia@nenegate.org	
Catherine Wilson	Designated Safeguarding Lead (DSL)	Yes	As above	
Val Martin	Community Engagement Officer	Yes	Vmartin@nenegate.org	
Mark Woods	Academy Councillor	Yes	mwoods@meridiantrust.co.uk	

Registration Times				
AM Official Registers Open at	AM Registration Period Closes (after which students are coded 'L' Late before Registers Officially Closes)	AM Official Registers Close (after which children are coded 'U' U/A Late)	PM Official Registers are recorded at	PM Official Registers Close at
8.45am	9.15am	10.00am	1.00pm	1.15pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.peterborough.gov.uk/asset-library/penalty-notice-code-of-conduct-2021.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				