

Please cut and paste a completed version of the form below to place on your attendance page on your own website to remain compliant with the attendance statutory guidance.

Absence Reporting Email:		office@lanternprimary.org			
Absence Reporting Tel Number:		01353 664174			
LA PN Code of Conduct Link:		https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/education-your-rights-and-responsibilities/non-attendance-and-the-law			
Gates Open:	8:45	Gates Close:	09:00	Must arrive in class or tutor grp:	09:00
AM Official Register Opens/Is Taken at: (by law this cannot be left open for more than 30 mins & an absence must be recorded thereafter)					09:00
Children who arrive during the AM registration period will be deemed late and coded 'L' after:					09:00
AM Official Registers Close: Children who arrive after this time, will be recorded as unauthorised late (U code) or authorised absence (e.g. M code for medical) both of which affects % of attendance negatively. NB. U codes can contribute to potential legal action.					09:30
PM Official Register Opens/Is Taken at: (by law this cannot be left open for more than 30 mins & an absence must be recorded thereafter – most academies only have a short 10-15 mins PM register period due to children already being on site)					13:00
Children who arrive during the PM registration period will be deemed late and coded 'L' after:					13:00
PM Official Registers Close: Children who arrive after this time, will be recorded as unauthorised late (U code) or authorised absence (e.g. M code for medical) both of which affects % of attendance negatively. NB. U codes can contribute to potential legal action.					13:10
Main Roles Responsible for Attendance Improvement:		Name:		Email Contact:	
Headteacher		Mr Axten-Higgs		office@lanternprimary.org	
Senior Attendance Champion (on SLT)		Mr Thomas Ritson		office@lanternprimary.org	
Attendance Admin		Mrs Scott		office@lanternprimary.org	
Designated Safeguarding Lead (DSL)		Mr Axten-Higgs		office@lanternprimary.org	
SENDCO		Mrs Clarke		office@lanternprimary.org	
Academy Councillor for Attendance		To obtain this please email chair@lanternprimary.org		chair@lanternprimary.org	