

Absence Reporting Email:	office@nenegate.org				
Absence Reporting Tel Number:	01733 349438				
LA PN Code of Conduct Link:	https://www.peterborough.gov.uk/asset-library/penalty-notice-code-of-conduct-2021.pdf				
Gates Open:	9.00am	Gates Close:	9.15am	Must arrive in class or tutor grp:	9.05am
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)					9.00
Children who arrive during the AM registration period will be deemed late and coded 'L' after:					9.15
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.					9.30
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:					13.15
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.					13.30
Main Roles Responsible for Attendance Improvement:	Name:		Email Contact:		
Headteacher	Catherine Wilson		cwilson@nenegate.org		
Senior Attendance Champion (on SLT)	Catherine Wilson		cwilson@nenegate.org		
Attendance Officer	Sangeeta Ravalia		sravalia@nenegate.org		
Attendance Admin	Sangeeta Ravalia		sravalia@nenegate.org		
Designated Safeguarding Lead (DSL)	Catherine Wilson		cwilson@nenegate.org		
SENDSCO	Emma McMenemy		emcmenemy@nenegate.org		
Academy Councillor for Attendance	Hannah Quinn		hquinn@westtownprimary.org		
Other Roles Responsible for Day-to-Day Attendance Improvement & Support:	Name:		Email Contact		
Operational Safeguarding Lead	Emily Clarke		eclarke@nenegate.org		
Family Partnership Officer	Val Martin		vmartin@nenegate.org		