

Absence Reporting Email:	office@nenegate.org		
Absence Reporting Tel Number:	01733 349438		
LA PN Code of Conduct Link:	School attendance Peterborough City Council		
Gates Open:	08:55	Gates Close:	09:15
		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:			09:15
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.			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)			12.30
Children who arrive during the PM registration period will be deemed late and coded 'L' after:			12.45
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.			13.00
Main Roles Responsible for Attendance Improvement:	Name:	Email Contact:	
Headteacher	Catherine Wilson	cwilson@nenegate.org	
Senior Attendance Champion (on SLT)	Catherine Wilson	cwilson@neneagte.org	
Attendance Officer	Emily Clarke	eclarke@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@nenegate.org	
Other Roles Responsible for Day-to-Day Attendance Improvement & Support:	Name:	Email Contact	
Family Partnership Officer	Val Martin	vmartin@nenegate.org	