

## KEY INFORMATION – ATTENDANCE

Absence Reporting Email:		Please contact your House Team (see details in section at the bottom of this form) or email <a href="mailto:Attendance@neneparkacademy.org">Attendance@neneparkacademy.org</a>	
Absence Reporting Tel Number RECEIVES TEXT MESSAGES ONLY:		<b>07860 050051 (TEXT ONLY)</b> Please include student full name, House, Year and reason for absence)  Or call the Main school number 01733 368300 and follow the options available	
LA PN Code of Conduct Link:		<a href="#">Peterborough City Council Code of Conduct for issuing Fixed Penalties regarding School Attendance</a>	
Gates Open:	<a href="#">08:15 AM</a>	Gates Close:	<a href="#">08:30 AM</a>
Must arrive in class or tutor grp:			<a href="#">08:35 AM</a>
<b>AM Official Register Opens/Is Taken at:</b> <i>(by law this cannot be left open for more than 30 mins &amp; an absence must be recorded thereafter)</i>			<a href="#">08:35 AM</a>
Children who arrive during the AM registration period will be deemed late and coded 'L' after:			<a href="#">08:35 AM</a>
<b>AM Official Registers Close:</b> Children who arrive after this time, will be recorded as <b>unauthorised late</b> (U code) or <b>authorised absence</b> (e.g. M code for medical) both of which affects % of attendance negatively. NB. U codes can contribute to potential legal action.			<a href="#">09:05AM</a>
<b>PM Official Register Opens/Is Taken at:</b> <i>(by law this cannot be left open for more than 30 mins &amp; 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)</i>			<a href="#">13:45 PM</a>
Children who arrive during the PM registration period will be deemed late and coded 'L' after:			<a href="#">13:45 PM</a>
<b>PM Official Registers Close:</b> Children who arrive after this time, will be recorded as <b>unauthorised late</b> (U code) or <b>authorised absence</b> (e.g. M code for medical) both of which affects % of attendance negatively. NB. U codes can contribute to potential legal action.			<a href="#">14:15 PM</a>
<b>Main Roles Responsible for Attendance Improvement:</b>	<b>Name:</b>	<b>Email Contact:</b>	
Headteacher	Rob Grover	<a href="mailto:RGrover@neneparkacademy.org">RGrover@neneparkacademy.org</a>	
Senior Attendance Champion (on SLT)	Zoe Tregear	<a href="mailto:ZTregear@neneparkacademy.org">ZTregear@neneparkacademy.org</a>	
Attendance Officer	Rachel Ilgunas	<a href="mailto:RIlgunas@neneparkacademy.org">RIlgunas@neneparkacademy.org</a> or <a href="mailto:Attendance@neneparkacademy.org">Attendance@neneparkacademy.org</a>	
Attendance Admin	Iva Taylor	<a href="mailto:ITaylor@neneparkacademy.org">ITaylor@neneparkacademy.org</a> or <a href="mailto:Attendance@neneparkacademy.org">Attendance@neneparkacademy.org</a>	
Designated Safeguarding Lead (DSL)	Kelly Fardon	<a href="mailto:KFardon@neneparkacademy.org">KFardon@neneparkacademy.org</a>	
SENDSCO	Ellen Simpson	<a href="mailto:ESimpson@neneparkacademy.org">ESimpson@neneparkacademy.org</a>	
Academy Councillor for Attendance	Mark Pearson	<a href="mailto:MPearson@meridiantrust.co.uk">MPearson@meridiantrust.co.uk</a>	
<b>Other Roles Responsible for Day-to-Day Attendance Improvement &amp; Support:</b>	<b>Name:</b>	<b>Email Contact</b>	
<b>Brunel House:</b> Assistant Principal Senior Tutor Student Support Advisor	Ceri Allman Natasha Gleeson Sue Webb	<a href="mailto:CAllman@neneparkacademy.org">CAllman@neneparkacademy.org</a> <a href="mailto:NGleeson@neneparkacademy.org">NGleeson@neneparkacademy.org</a> <a href="mailto:SWebb@neneparkacademy.org">SWebb@neneparkacademy.org</a>	
<b>King House:</b> Assistant Principal Senior Tutor Student Support Advisor	Ritchie Slack Emily Bvunzawabaya Sue Shakespeare	<a href="mailto:RSlack@neneparkacademy.org">RSlack@neneparkacademy.org</a> <a href="mailto:EBvunzawabaya@neneparkacademy.org">EBvunzawabaya@neneparkacademy.org</a> <a href="mailto:SShakespears@neneparkacademy.org">SShakespears@neneparkacademy.org</a>	
<b>Lennon House:</b> Assistant Principal Senior Tutor Student Support Advisor	Katrina MacDougall James Hooper Karen Salisbury	<a href="mailto:KMacdougall@neneparkacademy.org">KMacdougall@neneparkacademy.org</a> <a href="mailto:JHooper@neneparkacademy.org">JHooper@neneparkacademy.org</a> <a href="mailto:KSalisbury@neneparkacademy.org">KSalisbury@neneparkacademy.org</a>	
<b>Nightingale House:</b> Assistant Principal	Luke Hipwell Neil Palmer	<a href="mailto:LHipwell@neneparkacademy.org">LHipwell@neneparkacademy.org</a> <a href="mailto:NPalmer@neneparkacademy.org">NPalmer@neneparkacademy.org</a>	

Senior Tutor Student Support Advisor	Nicola Cloutman	<a href="mailto:NCloutman@neneparkacademy.org">NCloutman@neneparkacademy.org</a>
<b>Rowling House:</b> Assistant Principal Senior Tutor Student Support Advisor	Emma Weston Jonathan Ogden Fran Young	<a href="mailto:EWeston@neneparkacademy.org">EWeston@neneparkacademy.org</a> <a href="mailto:JOgden@neneparkacademy.org">JOgden@neneparkacademy.org</a> <a href="mailto:FYoung@neneparkacademy.org">FYoung@neneparkacademy.org</a>
<b>Winston House:</b> Assistant Principal Senior Tutor Student Support Advisor	Zoe Tregear Carmen Mitchell Gareth Dybiec	<a href="mailto:ZTregear@neneparkacademy.org">ZTregear@neneparkacademy.org</a> <a href="mailto:CMitchell@neneparkacademy.org">CMitchell@neneparkacademy.org</a> <a href="mailto:GDybiec@neneparkacademy.org">GDybiec@neneparkacademy.org</a>
<b>6<sup>th</sup> Form:</b> Head of 6 <sup>th</sup> Form 6 <sup>th</sup> Form Senior Tutor Student Support Advisor	Matthew Thorne Chloe Howell Bonnie Davis	<a href="mailto:MThorne@neneparkacademy.org">MThorne@neneparkacademy.org</a> <a href="mailto:CHowell@neneparkacademy.org">CHowell@neneparkacademy.org</a> <a href="mailto:BDavis@neneparkacademy.org">BDavis@neneparkacademy.org</a>