

Meridian Trust Attendance Policy

(Managing the attendance and absence of students)

This document is informed by:

Statutory Guidance:

The Education Act 1996 & amendments 2002 & 2011
 The School Attendance (Pupil Registration) (England) Regulations 2024
 The Education (School Day and School Year) (England) Regulations 1999
 The Education and Inspections Act 2006
 The Education (Penalty Notices) (England) (Amendment) Regulations 2007 & amendments 2012 & 2013
 The Children Act 1989 & 2004
 The Education and Skills Act 2008
 DfE Working Together to Improve School Attendance Statutory Guidance August 2024
 DfE Keeping Children Safe in Education (KCSIE) Statutory Guidance 2024
 DfE Children Missing Education Statutory Guidance September 2016
 DfE Supporting Pupils at school with Medical Conditions Statutory Guidance 2015
 DfE Working Together to Safeguard Children Statutory Guidance Dec 2023
 Alternative Provision Statutory guidance for local authorities January 2013

Non-Statutory Guidance (Best Practice):

Regional Local Authority Penalty Notice Protocols & Early Help Pathways.
 DfE Arranging education for children who cannot attend school because of health needs Guidance (Dec 2023)
 Meridian Trust Behaviour and Safeguarding Policies.
 Meridian Trust Supporting Pupils with Medical Conditions Policy
 Meridian Trust Supporting Children with Health Needs Who Cannot Attend School Policy (May 2024)
 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 (Sept 2024)
 DfE Providing Remote Education Guidance (Jan 2023)
 DfE Parental Responsibility Measures Guidance (Jan 2015)

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1) Introduction:

- a) This policy applies to all academies within Meridian Trust, and it aims to **support families** to have the highest attendance and punctuality possible by outlining expectations and responsibilities of all, and explaining the procedures related to attendance. Please note, individual academy details can be found in Annex D of the policy.
- b) We will follow the Department of Education (DfE) **Statutory Guidance** which includes accurately recording registers and sharing daily data with the DfE, along with using that data to identify where early support may be required to remove barriers to education by working in partnership with families and collaboratively other agencies, to achieve the best outcomes for children using a 'support first' approach.
- c) We recognise the importance of **every** child accessing their right to education and as research shows students who achieve their potential also have higher attendance levels, we want to work with families to achieve good outcomes for their child. Every moment matters!
- d) We also recognise that absence can interrupt and damage a child's learning and wellbeing, as well as disrupting teaching routines which may also affect the learning of others so we will ensure all staff (teaching & support) understand their role and set good examples by modelling behaviours expected of others e.g., communication, compassion and habits like good attendance, and punctuality.
- e) We understand that absence can be linked to several factors, including but not limited to, trauma, physical and mental health, socio-economic circumstances and learning needs, therefore we will work to provide an environment in which all our students feel safe, are eager to learn and look forward to coming to school every day.
- f) We believe this policy helps us **all** to keep students safe, healthy, and able to participate in their education and community, in turn supporting learning, achievement and transition to become successful adults.

2) Our Commitment & Responsibilities:

a) Trust and Academy Council/Governors:

- i. Recognise the importance of school attendance and **promote** it across the trust/school's ethos and policies.
- ii. Support academies to set **high expectations** for all students whilst ensuring adaptations are made for individual students by recognising that absence is a **symptom** and improving it is linked to the student's **overall welfare**.
- iii. Ensure that school leaders fulfil their expectations and **statutory duties**, ensuring there is a Senior Attendance Champion leading on attendance in each academy.
- iv. Regularly review and use attendance data to **identify** trends, compare to local and national data, discuss, and challenge academy level data and help improvement efforts where needed.
- v. Ensure all academy staff receive adequate **training** on attendance - 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.
- vi. Share **effective practice** on attendance management and improvement across the trust/schools.

b) Academy/School & Staff:

- i. Build strong **relationships** with families to enable barriers to education to be removed. We will do this by providing a welcoming and caring environment where **all** members of the academy community feel safe, listened to, and valued to prevent absence.
- ii. We will use clear and consistent communication to reinforce positive relationships and a sense of belonging to encourage good attendance and punctuality.
- iii. We will ensure families receive information, advice, praise, and support to achieve highest possible levels of attendance/punctuality and ensure parents/carers are aware of their legal responsibilities.
- iv. Share information and work **collaboratively** with staff, local authorities, and other local partners to address barriers to attendance and prevent students becoming persistently absent.
- v. Proactively manage and improve attendance across their school community, consistently promoting the benefits of good attendance as a **whole school culture**, with a commitment to supporting students' wellbeing as well as learning to be 'whole child' centered.
- vi. Have a clear attendance policy, setting **high expectations** for every student and communicate those expectations clearly and consistently to students and parents, reinforcing it is everyone's responsibility to identify trends in absence/punctuality and take part in supporting improvement.

- vii. Have a dedicated **senior leader** (Senior Attendance Champion) with overall responsibility of attendance (see Annex D).
- viii. Accurately take a morning and afternoon **register** so that students are accounted for and follow up action can be taken promptly for absences. Ensure that if a student has a Social Worker or Youth Offending Officer
- ix. Regularly and systematically **analyse** attendance data to **detect patterns** to identify students who require support or strategies (individually or as a group) to focus improvement efforts and offer support to prevent them from becoming persistently absent. We will do this by involving staff in identifying potential absence concerns, having a strong understanding of the **causes of absence** (particularly for persistent and severe absence) seeking out the root cause, bringing potential concerns to parents/carers attention and having a clear **strategy** in place that takes account of those causes to improve attendance for all.
- x. Take **early action** to locate students, explore absence by listening to understand its context and support improvement by removing barriers to education using a range of resources e.g., Conversations, Student Success Discussions, Student Support Plans, Early Help Assessments, Attendance Contracts, and making reasonable adjustments where needed, and if required, signpost families to more intensive support to improve attendance and/or access education.
- xi. 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. Availability of adjustments are varied and will be school, local area, and/or situation dependent. These may include 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 or lessons), counselling and/or mentoring services or referrals to external providers of support.
- xii. Enforce attendance where required **as a last resort** by referring to the LA for legal interventions, and where **safeguarding** concerns exist, intensify support through a referral to statutory children's social care services, especially where a child is severely absent (50% or less). formalising support as a last resort (e.g., family court orders) and/or legal interventions to secure a child's right to education. This includes the use of The National Framework for Penalty Notices as a deterrent to reduce absence during term time and following individual **Local Authority (LA) Code of Conduct** protocols and process to ensure these are considered fairly and consistently. LAs have the statutory duty to issue Penalty Notices and/or process legal action upon submission of appropriate evidence by said academy when required.

3) Parent/Carer/Family Responsibilities:

- a) **Definition of 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.*

- b) **Parents/carers:**

- i. Have a legal duty to ensure their child receives education, and where a child has been enrolled in a school, they **must** ensure the child has **regular attendance** – this means every day the school is open, except if a statutory reason for absence applies.
- ii. The above also applies where alternative/appropriate education is in place due to barriers to physically attending school and it applies to all children including Reception age and Post 16.
- iii. Play a vital role in ensuring and encouraging their child's attendance and work with the school to **discuss** barriers to attendance, as permitting absence from school without a good reason may result in legal action.
- iv. Must **notify the academy** on the first day or as soon as possible after when their child is unable to attend for exceptional reasons e.g., illness. This should be prior to the registers opening (see Annex C).
- v. Must request all planned absence in advance and only request leave of absence for **exceptional circumstances**.

- vi. Should book medical appointments **outside of the school day** wherever possible, and where this is not possible, they should limit the amount of time their child is absent from school on the day of that appointment e.g., working around the registration points to avoid absence being recorded.
- vii. Should ensure contact information held by the school is up to date and notify them of changes.
- viii. Should proactively **engage in support** offered to prevent their child from becoming or where they are persistently or severely absent, to avoid more formalised support being required.

c) **Children/Pupils/Students:**

- i. Should **aspire** to attend every day on time and ready to learn unless there are exceptional causes/reasons for absence.
- ii. It is expected they will ensure someone (parent or a member of staff) knows they are having difficulties or are worried about school so that conversations can take place to support them.

4) **Safeguarding and Local Authority Responsibilities:**

a) **Safeguarding** children & young people is **everyone's responsibility** and 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 is part of that duty.

- i. Persistent and Severe absence (see section 6) d) & e) of this policy for definition) 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**.
- ii. The above is reinforced by the *Keeping Children Safe in Education (KCSiE 2024 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.
- iii. 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.
- iv. When a child is absent and not contact has been received from the family or wider concerns exist, a **safe and well home visit** will be made as part of our safeguarding processes. These visits will be risk assessed and can take place any time between day 1 and 5 of absence. Where long term absence occurs, we will aim to visit fortnightly. Visits will be face to face at the family home but on occasions can be by virtual means where agreed.
- v. We will work with Children's Social Care if required to acquire intense support. All staff have access to a trained Designated Safeguarding Lead to support this process.

b) **Local Authorities (LA)** have a statutory duty to ensure all children in their area are accessing appropriate education.

- i. They will provide our academies with support, information, and guidance (processes and Code of Conduct for Legal Actions) by meeting with the Senior Attendance Champion regularly to support the reduction of persistent absence.
- ii. They will support academies to ensure reasonable adjustments are considered for student illness or disability and that consideration of penalty notices, prosecutions, or formalised support is consistent and fair.
- iii. They will process legal action in line with their statutory enforcement duties as required.

5) **The Law and National Framework for Penalty Notices and Legal Interventions:**

a) **The Law** relating to attendance:

- i. *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'

- ii. In accordance with *The School Attendance (Pupil Registration) (England) Regulations 2024*, we 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 11.—(1) Leave of absence from a school maintained by a local authority or a special school not maintained by a local authority may only be given by a person who the school's proprietor has authorised to do so (an "authorised person") if—
 - (a) an appropriate person has asked for the leave in advance; and
 - (b) the authorised person thinks that leave should be given because of the exceptional circumstances of the request.

- iii. In accordance with *Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024*, any **deletions** from roll will be made using the grounds for removal detailed in the statutory guidance. Specific information about removal from roll is detailed within this policy under procedures.

b) **The National Framework for Penalty Notices and Legal Interventions:**

- i. We have a duty to prevent absence, work together with parents/carers and offer support to **prevent prosecution** being necessary, however if the level of attendance continues to be unsatisfactory after barriers have been addressed/removed/resolved, we also have a duty to consider whether a Penalty Notice is appropriate, or if more intensive support is required by collating information of non-attendance and reporting to the LA to decide what action is taken.
- ii. All planned absence must be **requested in advance** and failing to do so will mean the absence will be recorded as **unauthorised** which can lead to legal action being taken.
- iii. If absence is due to **emergency** circumstances, it is expected that some form of communication to advise of unplanned absence and its circumstances is done at the earliest point e.g., if an emergency hospital visit is required when the academy is closed an email could be sent to advise of the situation.
- iv. Penalty Notices are not always an appropriate action. Guidance states that support must be considered first (with exception to unagreed Term Time Absence which doesn't require support) and the **full range of legal interventions** should be used rather than relying on penalty notices. These can include Attendance Contracts, prosecution in the Magistrates' Court under *Section 444(1) or (1a) of the Education Act 1996* for failing to ensure a child of compulsory school age regularly attends their education, or Parenting or Education Supervision Orders through the Family Court system as an alternative to prosecution.
- v. Where any absence **appears to require support**, we are obliged to explore the absence (we do this via emails, conversations, letters, Student Success Discussions and Student Support Plan Meetings) and offer support. Where initial support does not improve attendance, we have a duty to offer an **Attendance Contract** prior to considering a Penalty Notice. An Attendance Contract is a nurturing, supportive action to support families to remove barriers to education and attendance over a 3–6-month period. If an Attendance Contract is attempted but fails, a warning letter must be issued to the parents/carers to give a final opportunity to improve the attendance and re-engage with support.
- vi. Where a Penalty Notice is being considered, parents/carers must have been warned in writing; this is done by our annual attendance letter reminding you of our policy and procedures. However, for absence that does not require support i.e., a single period of 'holiday' absence, this warning will be part of the Principal/Headteacher's response following the absence being requested.
- vii. Where a Penalty Notice is being considered for absence that appears not to require support, maybe due to offers of support being declined, a **Notice to Improve** must be issued to the Parents/Carers to give a final opportunity improve their child's attendance and/or engage with support before a Penalty Notice is issued. A time frame of 3-6 weeks must be given which is decided on an individual case basis.
- viii. Penalty Notice fines are set by the Government; the school does not receive the fine. They are used under *Section 23 of the Anti-Social Behaviour Act 2003 in the use of Penalty Notices* as an **alternative to prosecution** where a parent has failed to ensure their child of compulsory school age regularly attends the school they are registered at (or at a place where alternative provision is being provided) or they have allowed their child to be present in a public place during the first 5 days of a fixed term suspension or permanent exclusion, giving the parent opportunity to discharge their liability by paying the penalty. They must be issued in line with *The Education (Penalty Notices) (England) Regulations 2007, amended 2024* and the academy's respective Local Authority's Local **Code of Conduct**.

- ix. All state funded schools **must** consider whether a Penalty Notice is appropriate in each **individual case** where a student reaches the **national threshold of absence**. The threshold is 10 sessions of unauthorised absence within a rolling period of 10 school weeks (each half day is 1 session e.g., AM and PM session = 2 sessions). The 10 sessions can be made up of any combination of unauthorised absence, examples of this are:
 - a. 4 sessions of 'holiday' taken in term time plus 6 sessions of arriving late after the register has closed (U codes) within a 10-week period.
 - b. 10 sessions within one week or spanning over the end/start of 2 weeks.
 - c. 6 sessions of 'holiday' in week 1 followed by 4 sessions of absence on subsequent weeks.
 - d. 4 sessions at the end of one half-term or term, followed by 6 sessions at the start of the next half-term or term. Terms can also be in different academic years.
 - e. 10 sessions taken as individual or consecutive days over a number of weeks but within a 10-week period.
 - x. When a student reaches the national threshold for absence, the school is expected to consider firstly if the student requires support and put this into place. If existing support is not working or has been declined, a Notice to Improve should be issued to all parent/carers.
 - xi. Only **2 Penalty Notices** can be issued to the same parent in respect of the same child within a 3-year rolling period (the 3-year period starts 19th August 2024). If there is need for further action following 2 Penalty Notices being issued, **alternative action** should be taken instead e.g., prosecution in the Magistrates' Court or other formalised legal intervention.
 - xii. Penalty Notices are currently (as @ Sept 2024) **£160 per child, per parent, if paid within 28 days of receipt of the notice but this is reduced to £80 per child, per parent, if paid within 21 days of receipt of 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. If the penalty is **not paid** in full by the end of the 28-day period, the Local Authority must either prosecute or withdraw the notice. 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.
 - xiii. Where a **2nd Penalty Notice** is issued to the same parent in respect of the same child the Penalty Notice will be charged at a **flat rate of £160 to be paid within 28 days** (no reduction for early payment will be allowed). Further offences will be dealt with as per b) xi., above.
- c) **Registration & Punctuality** – Under *Regulation 8 of the School Attendance (Pupil Registration) (England) Regulations 2024* all academies must keep accurate admission and attendance registers electronically and they must be kept for 6 years. A legal registration must also be taken twice during the academy day; morning session and afternoon session (both of which must not be open for longer than 30 minutes); this is for both compulsory and non-compulsory school age students.
- i. On admitting a pupil to their roll, in accordance with regulation 13(1) to (3) all schools **must** make a return to the LA within 5 days of the student starting when the start is outside of the normal admission round (e.g., Year-Rec, Year-7 etc.).
 - ii. Morning registration will normally take place during the first 30 minutes of the school day (this may be during a 'tutor time', class reading time or lesson time). There is a **legal requirement** for students to attend the official registration session unless alternative arrangements are made locally.
 - iii. Afternoon registration will take place following a substantial break from the morning register and must not be kept open for longer than 30-minutes. Times of registration for each academy are detailed in **Annex D** of this policy.
 - iv. *Regulation 10* of the above regulations stipulates that the contents of the attendance register must be kept in accordance with the coding detailed in the statutory guidance.
 - v. Any student arriving after the school day has started/register opening but before the register closes (see Annex D for times of your academy), will be deemed as 'late' and therefore will be coded as 'L' on the register. Poor punctuality will cause a conversation/discussion and may cause a consequence (e.g., time repayment) if reasons are persistently unacceptable.
 - vi. Any student arriving after the register has closed without an authorised reason will be marked as 'unauthorised late' and coded as 'U' on the register. A 'U code' is a statistical absence for the whole session due to missing the legal registration period and counts towards the National Framework Threshold of 10 unauthorised sessions which can be taken into account if any legal action is considered.

- vii. Where a student arrives late after the register has closed but for a specific authorised reason, their register will be marked using the statutory coding for authorised absence (e.g., an M for hospital appt, a C for Exceptional Circumstances, C2 if arriving for an agreed part time timetable).
 - viii. Where a student is attending a full-time alternative provision for education, they will be coded as being present at an education provision (coded B or K depending on who has arranged it), start time/registration time will be set by the provision and may be different to the academy registration times. If your child is directed to attend an alternative and more appropriate provision for them, the academy will ensure you are aware of registration times. If the provision provided is at a registered school this will be coded as D on the register (dual registration). If the student is part-time at the provision, registration sessions the pupil is not there for will be coded as C2 (part-time timetable).
 - ix. It is important all students 'sign in' when arriving outside of registration times for safeguarding and fire regulation purposes.
- d) **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 absent due to illness or unavoidable causes. 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. *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**, and if it has not been possible to confirm the family have moved, a letter to last known address (GDPR compliant).
 - ii. Reasonable enquiries 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 when locating a child or keeping them safe is required).
 - iii. All actions/enquiries will be recorded on the academies database to show completion.
 - iv. Where a child is absent and no contact has been made, and therefore CME is **suspected**, reasonable enquiries must be carried out within the **first 10 days** of a child being absent from education (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.
 - v. 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. Where the child is located and their address is **confirmed** within academy's area, the child will remain on roll and attendance procedures will be considered for non-attendance.
 - vi. Where the child is located outside of the academy's area, the child must be reported to the LA where they have moved to (the academy or their LA can do this, see the LA local agreement) after which, the academy will have the right to remove the child under **Ground G** of Regulation 9 of the *School Attendance (Pupil Registration) (England) Regulations 2024*.
 - vii. Where the child has not been located, they will be held on roll until their destination school has been confirmed or their **20th day** from the last day of attendance occurs. If their destination remains unknown prior to deletion, following LA confirmation to do so, the removal from roll will be done under **Ground I** of Regulation 9 of the above legislation. The child's details will be **logged** onto the national School to School (S2S) DfE Portal to enable another school or LA to 'claim' the child once located.
 - viii. Where leave of absence is stated as **'for the purpose of religious observance'** the academy will follow the statutory guidance which allows **an individual day**, that has been exclusively set aside **by a religious body**. We would normally expect this to be a day the parent would also be expected to be away from their employment. We will allow a maximum of three single day events within an academic year. If any additional days are required on each event, they must be requested via submitting a Term Time Exceptional Absence Request Form. Please note, evidence from the religious body may be required.
- e) **Elective Home Education (EHE)** is a parent's right to choose. This would involve withdrawing their child from school to educate them at home, taking full responsibility for education, including all costs associated with it. There are legal responsibilities that must be fulfilled regarding that education which is monitored by the LA. We are unable to encourage or discourage a decision to EHE and as an educational placement, we would hold the view that school is the best place for most children. However, we will ensure we give parents/carers the appropriate information to make an informed

decision if it is something they wish to explore, and also an opportunity to discuss the decision with the Principal/Headteacher prior to removing a student from roll.

- 6) **Types of Absence.** Every half-day = one session. One whole day = two sessions. Absence from school must be classified by the school as either AUTHORISED or UNAUTHORISED. This is why information about absence is sought from parents/carers.
- a) **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.
 - i. The above includes but is not limited to: parents/carers keeping children off school unnecessarily e.g., looking after other children, birthdays, shopping trips, truancy before or during the school day, unexplained absences, late arrival at school after registration has closed, holidays, cheaper holidays/flights, visiting family or friends, unagreed leave, family wedding of more than 1 day, or absence that has no exceptional cause evident, medical treatment overseas (unless it was an emergency treatment whilst abroad as part of a pre-authorised absence).
 - ii. **Unauthorised absence** can lead to the academy submitting evidence to their LA for financial penalties/sanctions using *The National Framework for Penalty Notices* and/or legal proceedings to be investigated/considered using the **Police and Criminal Evidence Act 1984 (PACE)**.
 - b) **Authorised** absence may be for illness, medical/dental appointments (which unavoidably fall within the school day), emergencies or other short exceptional cause/circumstance that is unavoidable and the Headteacher/Principal agrees the absence is necessary. It is the Headteacher/Principal who decides if an absence should be authorised as per the DfE Guidance. Where possible, parents' sharing supportive information with the school is beneficial to working together to ensure absence is recorded accurately and support can be put into place quickly where needed.
 - i. 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.
 - ii. A 'concern' may be where absences are **frequent**, or have a pattern, thus giving the academy reason to fulfil their **duty to explore** and subsequently support or challenge.
 - iii. 'Exceptional Circumstances' are not specified by the Government therefore Headteachers/Principals will decide based on the information and/or 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. See Section 7) d) of this policy for more information on requesting leave of absence.
 - c) **Persistent Absence (PA)** is where a student misses **10%** or more of their education within a specific period (e.g., whole academic year, term, or for a 10-week period) for any reason.
 - i. A student is a 'PA' if they meet the 10% threshold with either authorised or unauthorised absence. The difference will be in how the absence is treated in terms of action required e.g., both will be explored and supported but unauthorised absence can lead to legal action.
 - ii. Persistent Absence 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.
 - iii. Any student that is **at risk** of moving towards the PA level is monitored carefully and conversations will be held to discuss what interventions (mentoring, reasonable adjustment etc.) are needed to improve the situation.
 - d) **Severe Absence (SA)** is where a student misses **50%** or more of their education within a specific period (e.g., whole academic year, term, or 10-week period) for any reason.
 - i. Absence at 'SA' 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.
 - ii. Where **all** avenues of support fail and 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 to assess if intense support is required.

- e) **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 *Arranging education for children who cannot attend school because of health needs*, *Guidance Summary of responsibilities where a mental health issue is affecting attendance* 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*.
- i. Where a child's presentation indicates an additional or unmet need, an emerging medical need or is 'known' to have a **medical or SEND** barrier to attending school (with or without an official diagnosis), the above guidance supports academies to ensure that **access to education** is provided whilst the child is being supported, being assessed and/or awaiting treatment. Staff also have access to trust guidance on using *Reasonable Adjustments and Reduced Timetables for Exceptional Circumstances* to support their decision making for individual cases.
 - ii. **Supportive Information** can be helpful in demonstrating why absence is being authorised and therefore why attendance is not being enforced. It is always helpful for parents/carers to share whatever is freely available to reinforce reasons for absence.
 - iii. Medical Information will **only** be 'required' to authorise absences **IF** attendance concerns have reached an **Attendance Contract** meeting level, **or** if a student's attendance is within the legal arena i.e., a **Notice to Improve** or **Warning** Letter has been issued (Steps 3 & 4 of Annex B).
 - iv. Please note, any cost of providing information will be the responsibility of the parent/carer however, support to obtain it in the interests of 'working together to safeguard children' can be given by the academy, if required.
 - v. To cover safeguarding duties (see Section 4) a) iv. of this policy) regular contact will be made to ensure students have continued connection to the academy. This may involve telephone calls, video calls, home visits by staff or if appropriate, visits to the academy by student.

7) Procedures:

a) Day to Day Process:

- i. Once the registration has closed, if **contact** has been made by the family and a reason for absence is given, this will be recorded on the register with either an authorised or unauthorised absence code as appropriate.
- ii. If students are attending an alternative appropriate provision for education, the academy will have daily arrangements with the provision to pass on registration information if the student is absent. Parent/Carers are required to notify the provision of the absence in the first instance however, if absence is reported to the academy, this will be passed on.
- iii. All students who are marked absent and **no contact** has been received will be marked as N code (no reason given). If no reason has been established by day 5 of the absence, the register **must** be updated to an unauthorised absence (O code).
- iv. If **no contact** 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** by 9.30am. This may be by telephone, email, or text.
- v. If the absence highlights a **concern**, due to reason given, frequency or patten of absence, or no contact received, we will assess if another action is required e.g., a conversation, a home visit, an email, or letter to advise of the concern and offer support or a meeting may be arranged.
- vi. During or after an absence we will ensure **verbal** reasons for absence are **recorded** on the database, but it is helpful if parent/carers confirm the reason for the absence in a written format.
- vii. We will implement Steps 1 and 2 of our Trust Attendance Support Procedures to communicate and offer initial support using in school and early help pathways (except for Exceptional Leave of Absence cases where planned absence has been unrequested or not agreed). This will be done initially by having conversations, email communication, using Student Success Discussions, and awareness letters where needed; any letters used at this point will be to confirm information and raise awareness (Letters ALA Attendance Level, ALB At Risk of PA Authorised in our procedures).
- viii. At Step 2 of our process, if absence is all or part unauthorised, we will ensure that parents are aware their child is 'At Risk of Becoming a PA'. This will be done either by letter (Letter AL1

Risk of PA Unauthorised) or where required an invitation to attend a meeting to create a Student Support Plan (Letter AL2).

- ix. If concerns continue, we will offer Step 3 of our process, the option of engaging in an Attendance Contract (Letter AL3). Attendance Contracts are a voluntary, nurturing and supportive process of approx. 3-6 months (although can be longer). If there are concerns the contract is not working, we will make you aware using a concern letter (Letter AL4).
- x. If during Step 2 & 3 there has either been no engagement with communication or support offered, it has been established no support is required, or there appears to be no authorised reasons for absence, we will proceed to Step 4 and issue either a Warning Letter; following failure of Step 3 Attendance Contract (Letter LL1) or if Step 3 was not required or declined, a Notice to Improve Letter (Letter LL2). If improvement occurs, we will acknowledge that with an Improvement but Monitoring Letter (Letter LL3).
- xi. Where absence continues, a notification of legal action will be issued to confirm a referral to the LA is being done (Letter LL4). The LA would then consider next steps and confirm them in writing.

b) Data Tracking & Monitoring:

- i. Attendance data of all students will be monitored and tracked to identify patterns and overall levels of absence. This is to identify individuals or specific groups of students who may need additional support to attend school and inform strategic planning of incentives, interventions to change policies or practice to remove general barriers to accessing education.
- ii. Information will be distributed to Senior Leaders for strategic oversight. Information will also be distributed to the academy's learning and support teams e.g., SENDCo, Inclusion, Behaviour, Attendance, Safeguarding, Curriculum Leads/Pastoral Leaders/House Teams/Tutors/Class Teachers to raise awareness and so that discussions can take place to plan in-school support and conversations (academic or welfare) with students where appropriate (age allowing) to offer direct support and encouragement and with parents/carers to raise their awareness.
- iii. We will report data to the LA as required for admission and leavers from roll, all students who have 10 consecutive days O coded (unauthorised) absence, all students who have 10 sessions or more of G coded (unauthorised) absences that require legal action, and all students who have 15 consecutive days of I coded (illness) sessions recorded.

c) Promoting & Incentivising attendance we will promote the benefits of attending school positively within newsletters, letters, conversations, meetings and on noticeboards. We will provide information to families and students on the impact of attending regularly and progress. Rewards and incentives will be used to recognise effort in improving attendance, achieving specific goals in attendance and to encourage sustainable improvements. We will aim to ensure our strategies are achievable, inclusive, and supportive of intrinsic/internal motivation wherever possible, using extrinsic/external motivation carefully and in a targeted way e.g., we will not just focus on certificates, we will use a range of ways to be inclusive of all.

d) Requesting Exceptional Leave of Absence during term time

- i. Absence during term time is actively **discouraged**. Where planned absence is required, parents/carers must complete a **Term Time Exceptional Absence Request Form** (see Annex C) **in advance** of the absence taking place (we ask that this is at least three weeks prior wherever possible, to enable the request to be considered and responded to).
- ii. If absence is not requested in advance, the absence **will not** be subsequently authorised, unless information provided later demonstrates the absence has been coded incorrectly.
- iii. Parents must detail and demonstrate what is **exceptional** about the request, at the time of requesting the request, or if subsequently requested by the academy. (Please refer to paragraph 6 a) & b) for information on exceptional circumstances)
- iv. The Principal/Headteacher (or other designated/authorised senior leader) of the academy will determine whether the request for leave meets "exceptional circumstances" criteria. Parents/Carers may be required to attend a meeting to discuss the request in more detail with the Principal/Headteacher (or other designated/authorised person).
- v. When an absence request (or part of a request) is authorised, it will be recorded as **authorised** using a 'C Code' denoting 'Leave of Absence for Exceptional Circumstances' and dates that have been requested must be adhered to.
- vi. When an absence request is refused, or part of it, absences that are **unauthorised** will be recorded using a 'G Code' denoting 'Holiday Not Granted by the School'. Parents/carers will be notified, and it will be dealt with in line with the academy's LA Penalty Notice Code of Conduct and the Anti-Social Behaviour Act as per para 5 b) of this policy.

- vii. If the absence is below the national threshold of 10 unauthorised sessions, meaning legal action for that single period of absence cannot be taken, absence prior to the requested period will be taken into account, and a period of 30 days monitoring will be put in place, meaning should further unauthorised absence occur, legal action would be considered.
- viii. Where repeated single period absence events occur that are below the national threshold of 10 unauthorised sessions, the LA have the powers to issue legal action even if the absence does not meet the threshold on each occasion.

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 to secure access to education and successful outcomes for all students.

Attendance Policy Supporting Documents:

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



Attendance Roadmap

In line with the DfE Statutory Guidance (in force from 19th August 2024) we offer a supportive attendance process based on a relational, needs-led, stepped approach. Our academies will offer a welcoming ethos with high expectations for all. We will assess data to identify absence trends & use preventative discussion/meetings with families to listen, understand & support to remove barriers. Where needed, we will formalise support to nurture improvement with Attendance Contracts & as a last resort we will consider intensifying support &/or enforce legal sanctions.



Did you know, arriving after the register has closed (30 mins from school starting) = an absence?

STEP 1 – Identify, Assess & Prevent

Our daily actions & processes aim to promote relationship building with children & families to prevent absence. This involves monitoring data trends & absence patterns to inform our conversations with you (& your child where age allows) as we have a duty to explore all absence (unauthorised or authorised), but especially where absence is at risk of reaching the new National Threshold (**10 unauthorised sessions (10 half days/5 days) within a 10 week rolling period**). Other daily actions involve promoting attendance positively, using praise & incentives, swift absence follow up, email &/or letter communication to raise your awareness of emerging concerns, processing requested or unrequested 'Term Time Exceptional Absence' & doing Home Visits to meet our safeguarding duties as required.



STEP 2 – Early Absence Support

We move to this step if concerns continue. To prevent further absence occurring, discussions & meetings will be offered to identify if early support or reasonable adjustments are needed. This will be done using **Student Success Discussions** (student &/or parent) & **Student Support Plan Meetings**. An Early Help Assessment (EHA) & Team Around the Family (TAF) Meeting Process may be required for support to be obtained.

Please talk to us about how we can support you &/or your child at any time.



Did you know, 90% attendance = approx. 95 missed lessons/hours of learning?

STEP 3 – Formalised Support

Where absence continues & initial support needs to be increased an **Attendance Contract (AC)** may be offered to formalise support. This is a 3-6 month nurturing plan of improvement to prevent further escalation. Achievable & individual targets will be set & reviewed regularly. Medical &/or other supportive information will be actively sought at this point to work collaboratively. An AC can run alongside other meetings/processes.



Did you know, 90% attendance = 4 weeks of absence over a year?

STEP 4 – Warnings – Concerns Remain

Where STEP 2 or STEP 3 support has not been required, been unsuccessful &/or declined, a **'Formal Warning'** (if AC has failed) or a **'Notice to Improve'** Warning Letter will be issued reinforcing the need for immediate improvement. An alternative Family Court Order e.g., an ESO, will also be considered.



Did you know, good attendance increases academic success?



STEP 5 – Legal Action – No Improvement

Legal action (Penalty Notice or Prosecution) MAY be requested from the Local Authority (LA) if **Unauthorised Term Time Absence** is taken, or if overall absence continues to occur & reaches or exceeds the **National Threshold** for absence, despite STEPS 1-4 being attempted. Statutory Guidance States a Referral to Children's Social Care for children with 'Severe Absence' (less than 50%) should be considered to obtain 'Intense Support'.

PENALTY NOTICES & LEGAL ACTION

1st Offence (after 19th August 2024) of Term Time Leave &/or Irregular Attendance (10 sessions of Unauthorised Absence or more) = Fine of £160 per parent, per child if paid within 28 days. If paid within 21 days fine is reduced to £80 per parent, per child.

2nd Offence within 3 years (from 19th August 2024) = Fine of £160 per parent, per child payable within 28 days, no reduction available. **Failure to pay the above results in the case going to Magistrates' Court.**

3rd Offence within 3 years (from 19th August 2024) NO PENALTY NOTICE considered. The case will be presented to **Magistrates' Court** under s444(1) or (1a) of the Education Act. If found guilty, a fine of up to £2500 per parent, per child can be issued. Convictions for s444(1a) offences will show on DBS record.

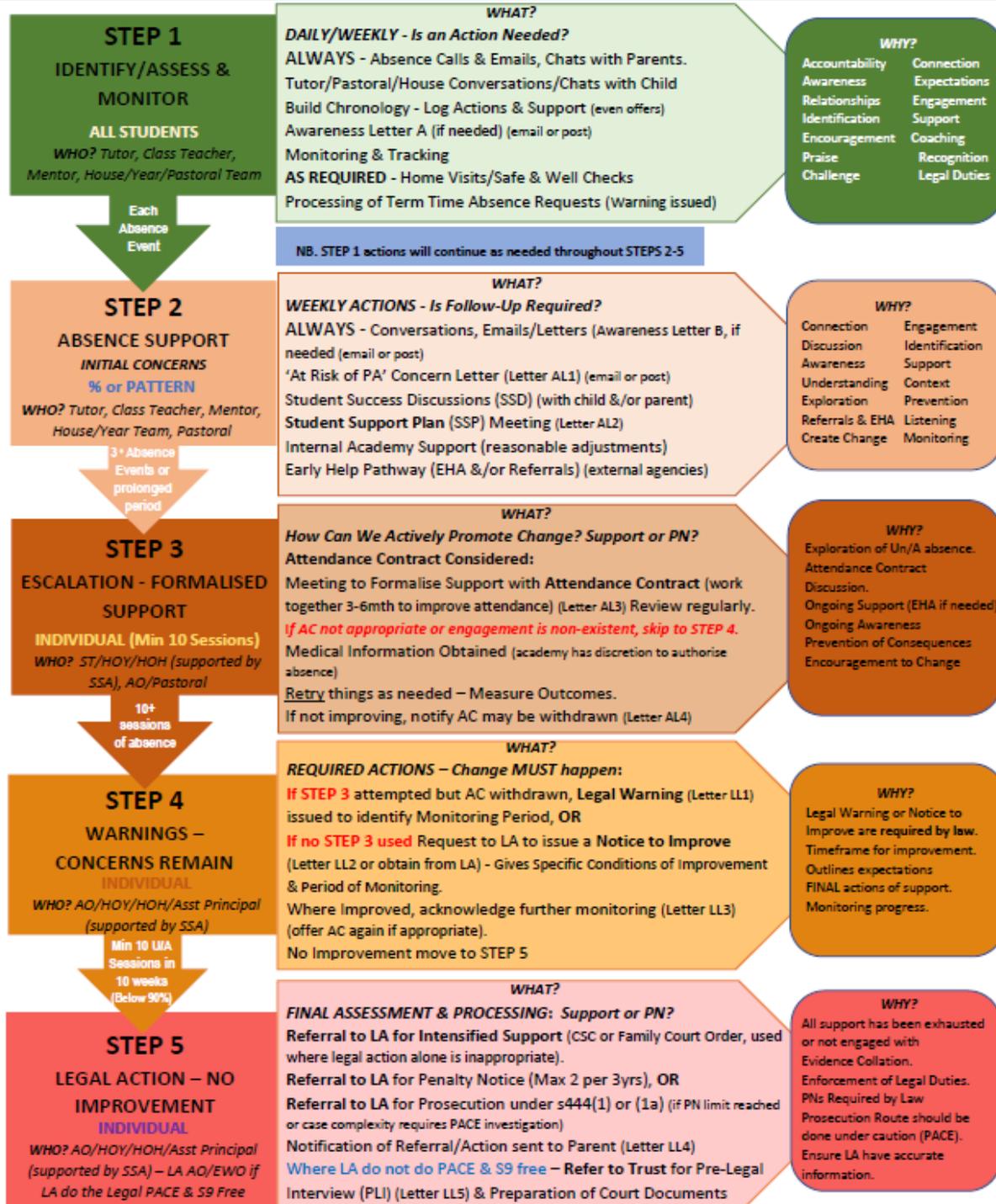
Annex B - Attendance Welfare Procedures Summary

SUMMARY OF ATTENDANCE SUPPORT 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 'stepped' process to identify concerns & take action to prevent escalation.

Attendance % is used as a **guide**, there needs to be a specific **TRIGGER** to justify an action e.g., the frequency or reasons etc. Each **ACTION** should be done ASAP after the trigger then, **MONITOR** & decide next action **weekly/fortnightly**.



Annex C – Term Time Absence Request Form

 Meridian Trust	TERM TIME ABSENCE (TTA) FOR EXCEPTIONAL CIRCUMSTANCES REQUEST FORM & PRE-REQUEST INFORMATION
---------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------

Student's Name: One form per student				Date of Birth:	
Class/House/Tutor Group:				Year Group:	
<small>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 by living with them.</small>					
Adult Applying for Leave of Absence & therefore 'allowing' the absence:		First Name:			Surname:
Going away with Student? Yes / No	Do you live with Student? Yes / No	1 st Line of Address & Postcode			Contact No:
Email Address:				Written Language:	
Other Adult with PR (as per description above):		First Name:			Surname:
Going away with Student? Yes / No	Do you live with Student? Yes / No	1 st Line of Address & Postcode			Contact No:
Email Address:				Written Language:	
Other Adult with PR (as per description above):		First Name:			Surname:
Going away with Student? Yes / No	Do you live with Student? Yes / No	1 st Line of Address & Postcode			Contact No:
Email Address:				Written Language:	
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:	
Date 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. You may also attach a longer explanation if you wish. Please attach any <u>evidence or supportive information</u> that demonstrates why the absence is exceptional, especially why the absence cannot be taken during a school holiday period during the year. NB. Types of evidence can include, booking details, flight documents, booking cancellation details to show absence could not be avoided, invitations, certificates, appointment letters etc.			

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. Statutory DfE Guidance states absence **MUST** be requested in advance to be authorised. We ask for 3 weeks' notice for admin and discussion wherever possible. Decisions will be notified in writing via post and email. You may be asked to supply further information or attend a meeting to discuss your request.

IMPORTANT: If a single period of absence is **not requested in advance** and it is suspected that it is due to unauthorised reasons e.g., holiday or recreation, leisure 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 (PN) (fine) being requested/issued.

1. Term time absence is strongly discouraged as stated in the trust's **Attendance Policy** followed by all Meridian Trust Academies which is available on the trust or academy's website. Parents/Carers have a **legal duty** to ensure that their compulsory school age child receive suitable full-time education through regular attendance at school or otherwise (s.7 of the 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 for **exceptional circumstances** (The School Attendance (Pupil Registration) (England) Regulations 2024). Students should aspire to achieve a minimum of 96% attendance and once a child has reached the **national threshold of 10 unauthorised sessions of absence in a rolling 10-week period**, schools have a statutory duty to consider if a PN is appropriate or if support is required. The current PN payment rates are **£160 per parent, per child**; reduced to £80 if paid within 21 days. If a **2nd offence** occurs within a rolling 3-yr period a PN is issued at a flat rate of **£160 per parent, per child** with no reduction. If a **3rd offence** occurs within a rolling 3-yr period, it is dealt with via **prosecution** in the Magistrates Court. The earliest starting point for a rolling 3-yr period is 19th August 2024. Failure to pay a PN may result in court proceedings.

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 (half days) requested. If the absence is below the above national threshold, a period of 30 days monitoring will be put in place, which may subsequently cause legal action to be considered. **NB.** Previous prosecution for absence or if repeated unauthorised leave that is under the national threshold is taken a PN may not be issued, and a prosecution may be done instead; 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 the above actions 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 were/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 legal action may be taken. I/We also understand that if this is a repeated request for leave under the 'National Threshold' (annually or multiple), the LA may choose to prosecute under s444(1)/(1a) of the Education Act 1996. **All adults living with & taking the child away from school must sign below:**

Name(s):	Signature(s):	Date:
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To be completed by the academy/school:

Request Received:	In advance of travel/absence?	Yes / No	Number of school days:	Current Attendance:	
Last year's attendance (if relevant e.g., Autumn)	Conversation or Meeting required to discuss reasons/gain more info?	Yes / No	Date additional evidence to be received by: (if appropriate)		
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/C) & Reason noted on Student MIS Record:	Yes / No	Return Date Diarised: (to consider next action e.g., PN, Monitor etc.)	Yes / No

Annex D - 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	head@barhillprimary.org	
Charlotte Linden	Senior Attendance Champion (SLT)	Yes	as above	
N/A	Attendance Officer	N/A	N/A	
Alison Burling	Attendance Administrator	No	office@barhillprimary.org	
Charlotte Linden	Designated Safeguarding Lead (DSL)	Yes	head@barhillprimary.org	
Anna Jones	Academy Councillor	No	AJones1@cmatrust.net	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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	1.10pm	1.15pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-penalty-notice-code-of-conduct-august-2024.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	head@bluecoatprimary.org	
Andrew Whiteway	Senior Attendance Champion (SLT)	Yes	AWhiteway@bluecoatprimary.org	
N/A	Attendance Officer	No	N/A	
Terri Partridge (as from 1/9/23)	Attendance Admin	No	office@bluecoatprimary.org	
Emma Houlton & Leila Nightingale	Designated Safeguarding Lead (DSL)	Yes	office@bluecoatprimary.org	
Chris Barrett	Academy Councillor	No	cbarrett@cmatrust.net	
Registration Times				

AM Official Registers Open at	AM Registration Period Lateness (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	9.00am	1.00pm	1.10pm
Local Authority Penalty Notice Code of Conduct Link:				
Penalty notices - code of conduct – Introduction - Lincolnshire County Council				
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	
Benita Sherrington	Head of School	Yes	head@downhamfeoffees.org	
Benita Sherrington	Senior Attendance Champion (SLT)	Yes	head@downhamfeoffees.org	
N/A	Attendance Officer	N/A	N/A	
Debbie Reed	Attendance Administrator	No	office@downhamfeoffees.org	
Benita Sherrington	Designated Safeguarding Lead (DSL)	Yes	head@downhamfeoffees.org	
Mark Hollington	Academy Councillor	No	mhollington@cmatrust.net	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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	9.25am	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-august-2024.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	head@greatouse.academy	
Mr Chis Payne	Senior Attendance Champion (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	ARhys-Tyler@cmatrust.net	
Registration Times				

AM Official Registers Open at	AM Registration Period Lateness (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	1:10pm KS1	1:20pm KS1
			1:30pm KS2	1:40pm KS2

Local Authority Penalty Notice Code of Conduct Link:
Non-school Attendance Local 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:	Harrold Primary School		Contact No.	01234 720346
Name	Title	DSL Trained	Email Contact	
Callum Brown	Headteacher	Yes	head@harrold.academy	
Callum Brown	Senior Attendance Champion (SLT)	Yes	as above	
Cheryl Carpenter	Attendance Officer	No	office@harrold.academy	
Callum Brown	Designated Safeguarding Lead (DSL)	Yes	head@harrold.academy	
Katrina Gani	Academy Councillor	No	KGani@harrold.academy	

Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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:
Non-school Attendance Local 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:	Hatton Park Primary School		Contact No.	01954 273315
Name	Title	DSL Trained	Email Contact	
John Canavan	Headteacher	Yes	head@hattonpark.org	
John Canavan	Senior Attendance Champion (SLT)	Yes	as above	
Claire Gunningham Bex Drake	Attendance Officer	No	office@hattonpark.org	

John Canavan	Designated Safeguarding Lead (DSL)	Yes	head@hattonpark.org	
Debbie Lienau	Academy Councillor	No	dlienau@hattonpark.org	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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-august-2024.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	Senior Attendance Champion (SLT)	Yes	as above	
Shona Inman (interim)	Attendance Officer	No	office@brookprimary.co.uk	
Richard Bakker	Designated Safeguarding Lead (DSL)	Yes	Head@brookprimary.co.uk	
Ben Perks	Academy Councillor	No	Bperks@gov.meridiantrust.co.uk	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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-august-2024.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
Name	Title	DSL Trained	Email Contact	
Jonathan Newman	Headteacher	Yes	head@parkprimary.co.uk	
Lisa Moule	Senior Attendance Champion (SLT)	Yes	lmoule@parkprimary.co.uk	
Sarah Balmforth	Attendance Officer	No	office@parkprimary.co.uk	
Jonathan Newman	Designated Safeguarding Lead (DSL)	Yes	head@parkprimary.co.uk	

Lynne Burrows	Academy Councillor	No	lburrows@parkprimary.co.uk	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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	8:55am KS1 9.05am KS2	9.15am KS1/KS2	1.00pm KS1 1.15pm KS2	1.05pm KS1 1.20pm KS2
8:55 EYFS	9:05am	9.20am	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-august-2024.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	head@lanternprimary.org	
Anthony Aguda	Senior Attendance Champion (SLT)	Yes	head@lanternprimary.org	
N/A	Attendance Officer	N/A	N/A	
Sian Scott	Attendance Administrator	No	office@lanternprimary.org	
Anthony Aguda	Designated Safeguarding Lead (DSL)	Yes	head@lanternprimary.org	
Becky Frewin	Academy Councillor	No	BFrewin@Meridiantrust.co.uk	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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	9.20am	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-august-2024.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	head@oakleyprimary.academy	
Callum Brown	Senior Attendance Champion (SLT)	Yes	as above	

N/A	Attendance Officer	N/A	N/A	
Callum Brown	Designated Safeguarding Lead (DSL)	Yes	head@oakleyprimary.academy	
Kevin Barton	Academy Councillor / Trustee	No	Kbarton@gov.meridiantrust.co.uk	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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:				
Non-school Attendance Local 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:	Sawtry Junior Academy		Contact No.	01487 830204
Name	Title	DSL Trained	Email Contact	
Sarah Flack	Headteacher	Yes	head@sawtryjunior.org	
Sarah Flack	Senior Attendance Champion (SLT)	Yes	head@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	head@sawtryjunior.org	
James Brown	Academy Councillor	No	jbrown@meridiantrust.co.uk	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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-august-2024.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				

School:	Somersham Primary School		Contact No.	01487 840412
Name	Title	DSL Trained	Email Contact	
Jonathan Clarke	Headteacher	Yes	head@somershamprimary.co.uk	
Jonathan Clarke	Senior Attendance Champion (SLT)	Yes	as above	
N/A	Attendance Officer	N/A	N/A	

Tracy Miller	Attendance Administrator	No	office@somershamprimary.co.uk	
Jonathan Clarke	Designated Safeguarding Lead (DSL)	Yes	head@somershamprimary.co.uk	
Sophie Everest	Academy Councillor	No	severest@somershamprimary.co.uk	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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	head@trumpingtonpark.org	
Charlotte Yarrow	Senior Attendance Champion (SLT)	Yes	Cyarrow@trumpingtonpark.org	
N/A	Attendance Officer	N/A	N/A	
Mandy Sharp	Attendance Administrator	No	office@trumpingtonpark.org	
Mel Shute	Designated Safeguarding Lead (DSL)	Yes	head@trumpingtonpark.org	
Barbara Ashwood	Academy Councillor	No	bashwood@trumpingtonpark.org	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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-august-2024.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	Head@westtownprimary.org	
Sarah Baxter	Senior Attendance Champion (SLT)	Yes	SBaxter@westtownprimary.org	
Kiri Drage	Attendance Officer	Yes	office@westtownprimary.org	

Hannah Quinn & Carolyn Aldis	Designated Safeguarding Lead (DSL)	Yes	Head@westtownprimary.org caldis@westtownprimary.org	
Rosemary Gill	Academy Councillor	No	rgill@cmatrust.net	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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	1.00pm	1.10pm
Local Authority Penalty Notice Code of Conduct Link: https://www.peterborough.gov.uk/asset-library/peterborough-city-council-code-of-conduct-for-issuing-fixed-penalties-regarding-school-attendance.pdf				
Trust Attendance Policy Link: Policies - Meridian Trust				
Trust Parent Attendance Support Information https://www.meridiantrust.co.uk/key-information/attendance/				

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	Senior Attendance Champion (SLT)	Yes	RMustill@elycollege.co.uk	
Claire Lucas	Attendance Officer	Yes	CLucas@elycollege.co.uk	
Theresa Quarmby	Attendance Officer	No	Tquarmby@elycollege.co.uk	
Rachael Mustill	(DSL) Designated Safeguarding Lead	Yes	Rmustill@elycollege.co.uk	
Dom Fullman	Academy Councillor	Yes	DFullman@cmatrust.net	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Year/Crew	Email Contact	Tel Number
Gemma Bays Jonathan Newsome	Senior Tutor (ST)	Etheldreda	Gbays@elycollege.co.uk jnewsome@elycollege.co.uk	01353 652873
Sarah Butcher	Student Support Advisor (SSA)	Etheldreda	Etheldredahouse@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
Emma Templeman	Student Support Advisor (SSA)	Turing	Turinghouse@elycollege.co.uk	01353 652876
Jamie Waters	Senior Tutor (ST)	Scott	jwaters@elycollege.co.uk	01353 652875
Dawn Sigrist	Student Support Advisor (SSA)	Scott	Scotthouse@elycollege.co.uk	01353 652875
David Fricker	Senior Tutor (ST)	Seacole	dfricke@elycollege.co.uk	01353 652817
Ali Walker	Student Support Advisor (SSA)	Seacole	Seacolehouse@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 Lateness (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	12.20pm	12.40pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-penalty-notice-code-of-conduct-august-2024.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	No	lmawby@gputc.org	
Karen Hancock	Senior Attendance Champion (SLT)	Yes	CDillon@gputc.org	
Angela Harbour	Attendance Officer. DDSL	Yes	AHarbour@gputc.org	
Karen Hancock	(DSL) Designated Safeguarding Lead	Yes	khancock@gputc.org	
Rob Grover	Academy Councillor	Yes	RGrover@neneparkacademy.org	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Year/Crew	Email Contact	
Samatha Sullivan	Student Support Officer (SSO)	KS3	ssullivan@gputc.org	
Emily Raines	Student Support Officer (SSO)	KS4	eraines@gputc.org	
Rhoda Sayer	Student Support Officer (SSO)	KS5	rsayer@gputc.org	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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.peterborough.gov.uk/asset-library/peterborough-city-council-code-of-conduct-for-issuing-fixed-penalties-regarding-school-attendance.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	
Jodie Attreed	Senior Attendance Champion (SLT)	Yes	JAttreed@lincroft.academy	
Nikkei Reeve	Attendance Administrator	No	NReeve@lincroft.academy	
Jodie Attreed	(DSL) Designated Safeguarding Lead	Yes Yes	JAttreed@lincroft.academy	
Monika Byrne	Deputy DSL	Yes	mbyrne@lincroft.academy	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Year/Crew	Email Contact	Tel Number
Paul Davis	Assistant Principal	Sunstone	pdavis@lincroft.academy	
Chris Drake	Assistant Principal	Topaz	cdrake@lincroft.academy	
Leanne Drake	Assistant Principal	Emerald	ldrake@lincroft.academy	
Chris Drake	Assistant Principal	Amethyst	cdrake@lincroft.academy	
Kate Webb	Senior Tutor (ST)	Topaz	kwebb@lincroft.academy	
Robbie Alder	Senior Tutor (ST)	Emerald	ralder@lincroft.academy	
Amber Oswick	Senior Tutor (ST)	Sunstone	aoswick@lincroft.academy	
Amy Theed	Senior Tutor (ST)	Amethyst	atheed@lincroft.academy	
Joanne Stears	Student Support Advisor (SSA)	Amethyst	Stears@lincroft.academy	
Sally Davis	Student Support Advisor (SSA)	Emerald	SDavis@lincroft.academy	
Deborah Lloyd	Student Support Advisor (SSA)	Sunstone	DLloyd@lincroft.academy	
Kerry Chalmers	Student Support Advisor (SSA)	Topaz	KChalmers@lincroft.academy	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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	11.55am	12.25pm
Local Authority Penalty Notice Code of Conduct Link:				
Non-school Attendance Local 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:	Nene Park Academy		Contact No.	01733 368300
Name	Title	DSL Trained	Email Contact	
Robin Grover	Principal	Yes	RGrover@neneparkacademy.org	
Dr Mark Pearson	Senior Attendance Champion (SLT)	Yes	mpearson@neneparkacademy.org	

Rachel Ilgunas	Attendance Officer	No	rilgunas@neneparkacademy.org	
Iva Taylor	Attendance Administrator	No	itaylor@neneparkacademy.org	
Kelly Fardon	(DSL) Designated Safeguarding Lead	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 368330
Kerry Flatters	Safeguarding Officer	Safeguarding	kflatters@neneparkacademy.org	01733 368375
Katrina MacDougall	Assistant Principal	Lennon	kmacdougall@neneparkacademy.org	01733 368317
James Hooper	Senior Tutor	Lennon	jhooper@neneparkacademy.org	01733 368353
Karen Salisbury	Student Support Advisor	Lennon	ksalisbury@neneparkacademy.org	01733 368366
Emma Weston	Assistant Principal	Rowling	eweston@neneparkacademy.org	01733 368310
Luke Hipwell	Assistant Principal	Nightingale	lhypwell@neneparkacademy.org	01733 368306
Jonathan Ogden	Senior Tutor	Rowling	jogden@neneparkacademy.org	01733 368332
Frances Young	Student Support Advisor	Rowling	fyoung@neneparkacademy.org	01733 368333
Mark Pearson	Assistant Principal	Brunel	mpearson@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	Winston	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
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
Emily Bvunzawabaya	Senior Tutor	King	ebvunzawabaya@neneparkacademy.org	01733 368378
Sue Shakespeare	Student Support Advisor	King	sshakespeare@neneparkacademy.org	01733 368338
Michelle Petersen	Vice Principal		mpetersen@neneparkacademy.org	01733 368307
Sara Foster	Vice Principal		sfoster@neneparkacademy.org	01733 368373
Dr Matthew Thorne	Head of Sixth Form	Post 16	mthorne@neneparkacademy.org	01733 368371
Bonnie Davis	Student Support Advisor	Post 16	bdavis@neneparkacademy.org	01733 368319
Registration Times				

AM Official Registers Open at	AM Registration Period Lateness (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
SOCA – 8.35am for 8.55am start	8.55am	9.05am	1.45pm	2.00pm

Local Authority Penalty Notice Code of Conduct Link:

<https://www.peterborough.gov.uk/asset-library/peterborough-city-council-code-of-conduct-for-issuing-fixed-penalties-regarding-school-attendance.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
Name	Title	DSL Trained	Email Contact	
Jane Driver	Principal	Yes	Jdriver@northcambridgeacademy.org	
Georgina Curtis	Senior Attendance Champion (SLT)	Yes	gcurtis@northcambridgeacademy.org	
Thérèse Ashdjian	Attendance Officer	No	TAshdjian@northcambridgeacademy.org	
Holly Dowler	(DSL) Designated Safeguarding Lead	Yes	HDowler@northcambridgeacademy.org	
Andy Daly (until a new one is appointed)	Academy Councillor	No		

Staff Responsible for Daily Attendance Reporting

Name	Title	House/Year/Crew	Email Contact	Tel Number
TBC	Student Support Advisor	Ali		01223 491508
Abigail Powell	Student Support Advisor	Franklin	APowell@northcambridgeacademy.org	
Toni Miller	Student Support Advisor	Hawking	TMiller@northcambridgeacademy.org	01223 491521
Chelsea Bailey	Student Support Advisor	Mandela	CBailey@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 Lateness (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	12.20pm	12.50pm

Local Authority Penalty Notice Code of Conduct Link:

<https://www.cambslearntogether.co.uk/asset-library/7.1-penalty-notice-code-of-conduct-august-2024.pdf>

Trust Attendance Policy Link:

[Policies - Meridian Trust](#)

Trust Parent Attendance Support Information

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

School:	Northstowe Learning Community		Contact No.	01223 343800
Name	Title	DSL Trained	Email Contact	
Dr Claire Mills	Acting Principal	Yes	cmills@northstowe.education	
Simon Russell	Senior Attendance Champion Secondary (SLT)	Yes	srussell@northstowe.education	
Nina Burton	Senior Attendance Champion Primary (SLT)	Yes	Nburton@northstowe.education	
Sue Walton	Attendance Officer	Yes	swalton@northstowe.education	
Simon Russell	(DSL) Designated Safeguarding Lead	Yes	srussell@northstowe.education	
Sarah Middleton	Academy Councillor	No	smiddleton@cmatrust.net	

Staff Responsible for Daily Attendance Reporting

Name	Title	House/Year/Crew	Email Contact	
Caroline Cook	Student Support Advisor & Attendance	Attenborough	CCook@northstowe.education	
Debbie Pitt	Student Support Advisor	Dyson		
Claire Wadd	Student Support Advisor	Glennie	cwadd@northstowe.education	
Ann Steventon	Student Support Advisor	Parks	Asteventon@northstowe.education	
Hannah Matthews	Senior Tutor	Attenborough	hmatthews@northstowe.education	
Hope Noble	Senior Tutor	Dyson	hnooble@northstowe.education	
Anthony Williams	Senior Tutor	Glennie		
Charlotte Joyce	Senior Tutor	Parks	cjoyce@northstowe.education	
Ben Stone	SENCO (KS3)	N/A	bstone@northstowe.education	
Elaine Atkin	SENCO (KS4)	N/A	eatkin@northstowe.education	

Registration Times

AM Official Registers Open at	AM Registration Period Lateness (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
Primary 8.30am	8.45am	9.00am	12.50pm	1.10pm

Local Authority Penalty Notice Code of Conduct Link:

<https://www.cambslearntogether.co.uk/asset-library/7.1-penalty-notice-code-of-conduct-august-2024.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
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Name	Title	DSL Trained	Email Contact
Simon Parsons	Principal	Yes	SParsons@Sawtryva.org
Ashley Yeomans	Senior Attendance Champion (SLT)	Yes	AYeomans@sawtryva.org
Ffiona Frost	Attendance Officer (3 days per week)	Yes	FFrost@Sawtryva.org
Neil Wilson	(DSL) Designated Safeguarding Lead	Yes	NWilson@sawtryva.org
Mr P Harker	Academy Councillor	No	MTaylor@sawtryva.org

Staff Responsible for Daily Attendance Reporting

Name	Title	House/Year/Crew	Email Contact
Cora Davies	PP Champion	All Houses	CDavies@sawtryva.org
Joanne Harvey	Deputy Safeguarding Lead	All Houses	JHarvey@Sawtrva.org
Adam Hart	Senior Tutor (ST)	Norman	SVANormanhouse@sawtryva.org
Linda Browning	Student Support Advisor (SSA)	Norman	SVANormanhouse@sawtryva.org
Olivia Youell	Senior Tutor (ST)	Archers	SVAArchershouse@sawtryva.org
Debora Dixon (3 days) / Ffiona Frost (2 days)	Student Support Advisor (SSA)	Archers	SVAArchershouse@sawtryva.org
Harry Edwards	Senior Tutor (ST)	Saints	SVASaintshouse@sawtryva.org
Jackie Davies	Student Support Advisor (SSA)	Saints	SVASaintshouse@sawtryva.org
Adam Mace	Senior Tutor (ST)	Ermine	SVAErminehouse@sawtryva.org
Rachel Twine	Student Support Advisor (SSA)	Ermine	SVAErminehouse@sawtryva.org
Ana Janjevak	SENCO	Willow	AJanjevak@Sawtryva.org
Alexandra Brown	HLTA / Inclusion Supervisor	Alt Prov & Willow	Strivehouse@sawtryva.org

AM Official Registers Open at	AM Registration Period Lateness (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	9.05am	9.05am	12.20pm	12.50pm
Strive AP 8.35am	9.05am	9.05am	12.20pm	12.50pm

Local Authority Penalty Notice Code of Conduct Link:

<https://www.cambslearntogether.co.uk/asset-library/7.1-penalty-notice-code-of-conduct-august-2024.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

Wesley Greenwood	Senior Attendance Champion (SLT)	Yes	Wgreenwood@sharnbrook.academy
Daisy Buszka	Attendance Officer	No	dbuszka@sharnbrook.academy
Seema Manani	Sixth Form Attendance Officer	No	smanani@sharnbrook.academy
Wesley Greenwood	(DSL) Designated Safeguarding Lead	Yes	wgreenwood@Sharnbrook.Academy
Rob Robson	Academy Councillor	Yes	rrobson@cmatrust.net

Staff Responsible for Daily Attendance Reporting

Name	Title	House/Year/Crew	Email Contact
Geoff Arnold	Senior Tutor (ST)	Pegasus	garnold@sharnbrook.academy
Rho Keen	Senior Tutor (ST)	Ursa	rkeen@sharnbrook.academy
Anna Townley	Senior Tutor (ST)	Phoenix	atownley@sharnbrook.academy
Alan Lovesey	Senior Tutor (ST)	Delphinus	Alovesey@sharnbrook.academy
Laura Thomas	Senior Tutor (ST)	Cygnus	LThomas@sharnbrook.academy
Heather Kell	Student support assistant	Cygnus	hkell@sharnbrook.academy
Petra Orr	Student support assistant	Delphinus	porr@sharnbrook.academy
Amy Brunetti	Student support assistant	Ursa	abrunetti@sharnbrook.academy
Jen Pursell	Student support assistant	Phoenix	jpusell@sharnbrook.academy
Linda Rance	Student support assistant	Pegasus	lrance@sharnbrook.academy

Registration Times

AM Official Registers Open at	AM Registration Period Lateness (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:

[Non-school Attendance Local 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:	Stamford Welland Academy		Contact No.	01780 761000
Name	Title	DSL Trained	Email Contact	
Victoria Lloyd	Principal	Yes	VLloyd@stamfordwellandacademy.org	
Tom Weller	Senior Attendance Champion (SLT)	Yes	TWeller@stamfordwellandacademy.org	
N/A	Attendance Officer	N/A	N/A	
Tom Weller	(DSL) Designated Safeguarding Lead	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
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Steve Roberts	Senior Tutor (ST)	Newton	sroberts@stamfordwellandacademy.org	
Danielle McCulloch	Student Support Advisor (SSA)	Newton	DMcCulloch@stamfordwellandacademy.org	
Michelle Wisdom	Senior Tutor (ST)	Davinci	mwisdom@stamfordwellandacademy.org	
Lisa Witney (nee Dotchin)	Student Support Advisor (SSA)	Davinci	LDotchin@stamfordwellandacademy.org	
Zoe Ballard	Senior Tutor (ST)	Austen	zballard@stamfordwellandacademy.org	
Karen Mason	Student Support Advisor (SSA)	Austen	KMason@stamfordwellandacademy.org	
Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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	9.10am	1.00pm	1.30pm
Local Authority Penalty Notice Code of Conduct Link:				
Penalty notices - code of conduct – Introduction - Lincolnshire County Council				
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	
Lisa Ling	Senior Attendance Champion (SLT)	Yes	LLing@meridiantrust.co.uk	
Tracey Clancy	SSA with Attendance Oversight		tclancy@stratton.school	
Sam Farmer	(DSL) Designated Safeguarding Lead	Yes	sfarmer@stratton.school	
Terri Taylor	Academy Councillor	No	TTaylor@cmatrust.net	
Staff Responsible for Daily Attendance Reporting				
Name	Title	House/Year/Crew	Email Contact	
Sophie Gitsham	Senior Tutor (ST)	Franklin	Sgitsham@stratton.school	
Richard Crisford	Senior Tutor (ST)	Adlam	rcrisford@stratton.school	
Suzanne Hunstone	Senior Tutor (ST)	Chandler	shunstone@stratton.school	
Joe York	Senior Tutor (ST)	Turing	jyork@stratton.school	
Amy Amies	Senior Tutor (ST)	King	aamies@stratton.school	
Grace Campbell	Student Support Advisor (SSA)	Turing	gcampbell@stratton.school	
Tracy Clancy	Student Support Advisor (SSA)	Chandler	tclancy@stratton.school	
Claire Leeks	Student Support Advisor (SSA)	Adlam		
Carol Feeney	Student Support Advisor (SSA)	Franklin	cfeeney@stratton.school	
Lisa Layton	Post 16 Student Support Advisor (SSA)	6th Form	llayton@stratton.school	

Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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	9.10am	12.35pm	12.50pm
Local Authority Penalty Notice Code of Conduct Link:				
centralbedfordshirecouncil 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:	Swavesey Village College		Contact No.	01954 230366
Name	Title	DSL Trained	Email Contact	
Jim Stavrou	Principal	Yes	jstavrou@swaveseyvc.co.uk	
Chloe Thompson	Senior Attendance Champion (SLT)	Yes	cthompson@swaveseyvc.co.uk	
Jemma Ryan	Attendance Officer	No	Jryan@Swaveseyvc.co.uk	
Hannah Turner	(DSL) Designated Safeguarding Lead	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/Year/Crew	Email Contact	Tel Number
Paula Blake	Student Support Advisor (SSA)	Brunel	brunel@swaveseyvc.co.uk	01954 234481
Joanne Schofield	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
Jayne Fleet	Student Support Advisor (SSA)	Wilberforce	Wilberforce@swaveseyvc.co.uk	01954 234485
Ollie Alexander	Senior Tutor (ST)	Brunel	oalexander@swaveseyvc.co.uk	
Rob Ruddy	Senior Tutor (ST)	Cavendish	RRuddy@swaveseyvc.co.uk	
Shamsa Khokhar	Senior Tutor (ST)	Newton	SKhokhar@swaveseyvc.co.uk	
Andrew Reynolds	Senior Tutor (ST)	Orwell	AReynolds2@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 Lateness (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	12.20pm	12.35pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-penalty-notice-code-of-conduct-august-2024.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	
Kerry-Ann York	Senior Attendance Champion (SLT)	Yes	kyork@theferrers.org	
Patricia (Trish) McCrossan	Attendance Officer	Yes	pmccrossan@theferrers.org	
Noreen Donofrio Tracy Potter	Attendance Administrators	No	NDonofrio@theferrers.org TPotter@theferrers.org	
Kerry-Ann York	(DSL) Designated Safeguarding Lead	Yes	KYork@theferrers.org	
Sarah Sears	Academy Councillor	No	ssears@meridiantrust.co.uk	

Staff Responsible for Daily Attendance Reporting

Name	Title	House/Year/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	
Karla Pinney	Senior Tutor (ST)	Turing	kpinner@theferrers.org	
Matt Jackson	Senior Tutor (ST)	Brunel	mjackson@theferrers.org	
Ben Drouet	Senior Tutor (ST)	Woolf	bdrouet@theferrers.org	
Claire Fleming	Senior Tutor (ST)	Franklin	cflaming@theferrers.org	

Registration Times

AM Official Registers Open at	AM Registration Period Lateness (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	9.10am	12.15pm	12.30pm
Local Authority Penalty Notice Code of Conduct Link:				

Code of Conduct for administering Penalty Notices (School non-attendance) West Northamptonshire Council
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	
Hallam Cutmore	Senior Attendance Champion (SLT)	Yes	Hcutmore@weldonva.org	
Carolanne Folan	Attendance Officer		Cfolan@weldonva.org	
N/A	Attendance Administrators	N/A	N/A	
Matt Norris	(DSL) Designated Safeguarding Lead	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		Hcutmore@weldonva.org	
Carolanne Folan	Student Support Advisor (SSA)		Cfolan@weldonva.org	
Claire Cundy	Student Support Advisor (SSA)		Ccundy@weldonva.org	
Gary McDonagh	Senior Tutor (ST)		GMcdonagh@weldonva.org	

Registration Times

AM Official Registers Open at	AM Registration Period Lateness (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	9:05am	1:45pm	2:00pm

Local Authority Penalty Notice Code of Conduct Link:

Code of Conduct for administering Penalty Notices (School non-attendance) West Northamptonshire Council
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	head@martinbacon.academy	
Sarah Louise	Senior Attendance Champion (SLT)	Yes	as above	
Terri Patching	Attendance Officer	N/A	office@martinbacon.academy	
Sarah Wells	Family Support Worker & (DSL) Designated Safeguarding Lead	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 Lateness (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-august-2024.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	Head@theharbour.academy	
Lise Sugden	Senior Attendance Champion (SLT)	Yes	as above	
Jane Norton	Attendance Officer	No	office@theharbour.academy	
Georgie Priddle	(DSL) Designated Safeguarding Lead	Yes	gpriddle@theharbour.academy	
Prue Rayner	Academy Councillor	No	office@theharbour.academy	

Registration Times				
AM Official Registers Open at	AM Registration Period Lateness (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	9.10am	9.15am	1.15pm	1.30pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.cambslearntogether.co.uk/asset-library/7.1-penalty-notice-code-of-conduct-august-2024.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	Head Teacher	Yes	Cwilson@nenegate.org	
Catherine Wilson	Senior Attendance Champion (SLT)	Yes	As above	
Sangeeta Ravalia	Attendance Officer	No	Sravalia@nenegate.org	
Catherine Wilson	(DSL) Designated Safeguarding Lead	Yes	As above	
Val Martin	Community Engagement Officer	Yes	Vmartin@nenegate.org	
Mark Woods	Academy Councillor	Yes	Mwoods@cmatrust.net	
Registration Times				

AM Official Registers Open at	AM Registration Period Lateness (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	9.15am	9.30am	1.00pm	1.15pm
Local Authority Penalty Notice Code of Conduct Link:				
https://www.peterborough.gov.uk/asset-library/peterborough-city-council-code-of-conduct-for-issuing-fixed-penalties-regarding-school-attendance.pdf				
Trust Attendance Policy Link:				
Policies - Meridian Trust				
Trust Parent Attendance Support Information				
https://www.meridiantrust.co.uk/key-information/attendance/				