

Absence Reporting Emails:					
Archers House	svaArchershhouse@sawtryva.org				
Ermine House	svaErminehouse@sawtryva.org				
Norman House	svaNormanhouse@sawtryva.org				
Saints House	svaSaintshouse@sawtryva.org				
Oak House (6 th Form)	svaOakhouse@sawtryva.org				
Absence Reporting Tel Number:	01487 830701				
LA PN Code of Conduct Link:	https://www.cambslearntogether.co.uk/asset-library/7.1-penalty-notice-code-of-conduct-august-2024.pdf				
Gates Open:	8.00am	Gates Close:	8.30am	Must arrive in class or tutor grp:	8.30am
AM Official Register Opens/Is Taken at: (by law this cannot be left open for more than 30 mins & an absence must be recorded thereafter)					8.35am
Children who arrive during the AM registration period will be deemed late and coded 'L' after:					8.35am
AM Official Registers Close: Children who arrive after this time, will be recorded as unauthorised late (U code) or authorised absence (e.g. M code for medical) both of which affects % of attendance negatively. NB. U codes can contribute to potential legal action.					9.05am
PM Official Register Opens/Is Taken at: (by law this cannot be left open for more than 30 mins & an absence must be recorded)					12.20pm
Children who arrive during the PM registration period will be deemed late and coded 'L' after:					12.20pm
PM Official Registers Close: Children who arrive after this time, will be recorded as unauthorised late (U code) or authorised absence (e.g. M code for medical) both of which affects % of attendance negatively. NB. U codes can contribute to potential legal action.					12.50pm
Main Roles Responsible for Attendance Improvement:	Name:	Email Contact:			
Principal	Simon Parsons	SParsons@sawtryva.org			
Senior Attendance Champion	Ashley Yeomans	AYeomans@sawtryva.org			
Attendance Officer	Ffyona Frost	FFrost@sawtryva.org			
Designated Safeguarding Lead	Joanna Smith	JSmith1@sawtryva.org			
SENDSCO	Ana Janjevak	AJanjevak@sawtryva.org			
Academy Councillor for Attendance	TBC	office@sawtryva.org			
Other Roles Responsible for Day-to-Day Attendance Improvement & Support:	Name:	Email Contact			
<u>Archers</u> Senior Tutor Student Support Assistant	Olivia Thorpe Youell Lavena Ward	svaArchershhouse@sawtryva.org			
<u>Ermine</u> Senior Tutor Student Support Assistant	Kris Kefford Rachel Twine	svaErminehouse@sawtryva.org			
<u>Norman</u> Senior Tutor Student Support Assistant	Adam Hart Linda Browning	svaNormanhouse@sawtryva.org			
<u>Saints</u> Senior Tutor Student Support Assistant	Harry Edwards Jackie Davis	svaSaintshouse@sawtryva.org			
<u>Oak</u> Assistant Principal Student Support Assistant (Mon) Post 16 Support Officer (Tue-Fri)	Tom Hill Debbie Dixon Hayley Weightman	svaOakhouse@sawtryva.org			
<u>Strive</u> Assistant Principal Inclusion Supervisor	Ashley Yeomans Alexandra Brown	StriveHouse@sawtryva.org			