

Absence Reporting Email:	attendance@sharnbrook.academy		
Absence Reporting Tel Number:	01234 782211		
LA PN Code of Conduct Link:			
Gates Open:	8.10	Gates Close:	8.30
		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)			8.30am
Children who arrive during the AM registration period will be deemed late and coded 'L' after:			8.30am
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.			9am
PM Official Register Opens/Is Taken at: (by law this cannot be left open for more than 30 mins & an absence must be recorded thereafter – most academies only have a short 10-15 mins PM register period due to children already being on site)			2pm
Children who arrive during the PM registration period will be deemed late and coded 'L' after:			2pm
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.			2.30pm
Main Roles Responsible for Attendance Improvement:	Name:	Email Contact:	
Headteacher	Carly Waterman	CWaterman@sharnbrook.academy	
Senior Attendance Champion (on SLT)	Karen Tunnicliff	KTunnicliff@sharnbrook.academy	
Attendance Officer	Daisy Buszka – Yr 7-11 Seema Manani – Sixth form	DBuszka@sharnbrook.academy SManani@sharnbrook.academy	
Attendance Admin	N/A		
Designated Safeguarding Lead (DSL)	Karen Tunnicliff Jayne Luya	KTunnicliff@sharnbrook.academy JLuya@sharnbrook.academy	
SENDCO	Elizabeth Nichols	ENichols@sharnbrook.academy	
Academy Councillor for Attendance	Su Barnard	SBarnard@sharnbrook.academy	
Other Roles Responsible for Day-to-Day Attendance Improvement & Support:	Name:	Email Contact	
SSA	Amy Brunetti	ABrunetti@sharnbrook.academy	
SSA	Linda Rance	LRance@sharnbrook.academy	
SSA	Heather Perry	HPerry@sharnbrook.academy	
SSA	Petra Orr	POrr@sharnbrook.academy	
SSA	Heather Kell	HKell@sharnbrook.academy	
Senior Tutor	Laura Thomas	LThomas@sharnbrook.academy	
Senior Tutor	Geoff Arnold	GArnold@sharnbrook.academy	
Senior Tutor	Rho Keen	RKeen@sharnbrook.academy	
Senior Tutor	Alan Lovesey	ALovsey@sharnbrook.academy	
Senior Tutor	Jess Bass	JBass@sharnbrook.academy	