

Meridian Trust Attendance Policy

(Managing the attendance and absence of students)

This document is informed by:

Statutory Guidance/Legislation: (highlighted in green are newly updated from last year)

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 & 2024

The Children Act 1989, 2004 & 2014

The Education and Skills Act 2008

DfE Working Together to Improve School Attendance (Aug 2024)

DfE Keeping Children Safe in Education (KCSIE) (Sept 2024)

DfE Children Missing Education Statutory Guidance (Aug 2024)

DfE Supporting Pupils at school with Medical Conditions (Aug 2015)

DfE Working Together to Safeguard Children (Dec 2023)

Arranging Alternative Provision – A Guide for local authorities and Schools (Feb 2025)

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

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 (Aug 2024)

DfE Parental Responsibility Measures Guidance (Jan 2025)

Mental Health and Behaviour in Schools (Nov 2018)

Document Control

Version Number:	2
Applicable To:	All Academies
Committee:	Valuing Students
Approved By CEO:	Approved by C&S Chair 1/10/24
Formally approved by	Curriculum & Standards Committee
Review Cycle:	Annually
Date of Next Review:	July 2026

Revisions

Version	Page/ Para	Description of Change	Approved

2	throughout	Ref to KCSIE 2024 updated to 2025	
2	5. 2 b iv)	Additional clarification of identifiers to support parents and schools to know who they could identify as needing support.	
2	6. 4 iv)	Addition of home visit information with 'keeping in touch' practices.	
2	7. 5 b v) & xii)	Sentence adjustment to clarify process of PNs & additional info re withdrawal criteria.	
2	8. 5 b vi)	Clarification that LAs can issue PNs for less than 10 sessions and can choose to not use PNs if other legal more appropriate.	
2	9. 5 c vii)	Update of coding clarification	
2	10. 5 e	Update of off roll for EHE clarification required	
2	12. 7 a xi & xii	Update of legal warning information	
2	Annex B	Update of Visual showing Steps 1-5	
2	Annex D	Update of school contact information & addition of a template for schools to use and put on their own attendance web page – this was to reduce the size of this policy but also keep information more local.	

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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 may require support or strategies (individually e.g., young carers, medical/health needs, additional learning needs, social or family needs etc., or as a group e.g., specific year/class group, pupil premium cohort, gender groups etc.) 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 D).

- 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 2025 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 no 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 illness is reported and/or long-term absence occurs, we will aim to do **'keeping in touch'** home visits regularly (at a minimum 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 in Section 7 - 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 does not 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 and offer support. We do this via emails, conversations, letters, Student Success Discussions and Student Support Plan Meetings. 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 will be issued to the parents/carers to warn the Attendance Contract may cease as an opportunity to improve the attendance and re-engage with support. If this fails to improve attendance or engagement, a **Notice to Improve** warning letter must be sent as per para vii. below.
- 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 period 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 (any 3-year period after 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. Please note: Local Authorities can choose to not use Penalty Notices if they feel another form of legal intervention would be more appropriate and they can also issue a Penalty Notice for less than 10 sessions of absence if they have stipulated this in their local Penalty Notice Protocol.
 - 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 was issued outside the local code of conduct, therefore it ought not to have been issued; it has been issued to the wrong person; it contains material errors; or no legal proceedings initiated after non-payment.
 - 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 included in any future legal action.
 - 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). Please note, these codes affect a child's attendance % negatively but they would not be included in any future legal action.
 - 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 may 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/de-registering 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. Although EHE guidance states parents do not have to tell the school in writing of their intention to EHE their child, to allow the academy to remove the child from roll, we must have the intention in writing. If this does not happen, the child would need to remain on roll and potential legal action could be considered.
- 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 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 initially be done 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).
 - 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 (AC) are a voluntary, nurturing and supportive process of approx. 3-6 months (although it 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. This involves issuing official warning letters:
 - a. If Step 3 was not required or declined, a Notice to Improve Letter (Letter LL2) will be issued.
 - b. If a Step 3 Attendance Contract was in place, an AC Termination Letter (LL1) will be issued as well as a Notice to Improve Letter (Letter LL2).
 - xi. Following the warning letters being issued, if improvement occurs, we will acknowledge that with an Improvement but Monitoring Letter (Letter LL3) but 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 or accumulative (some authorities require just the consecutive to be reported) 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.

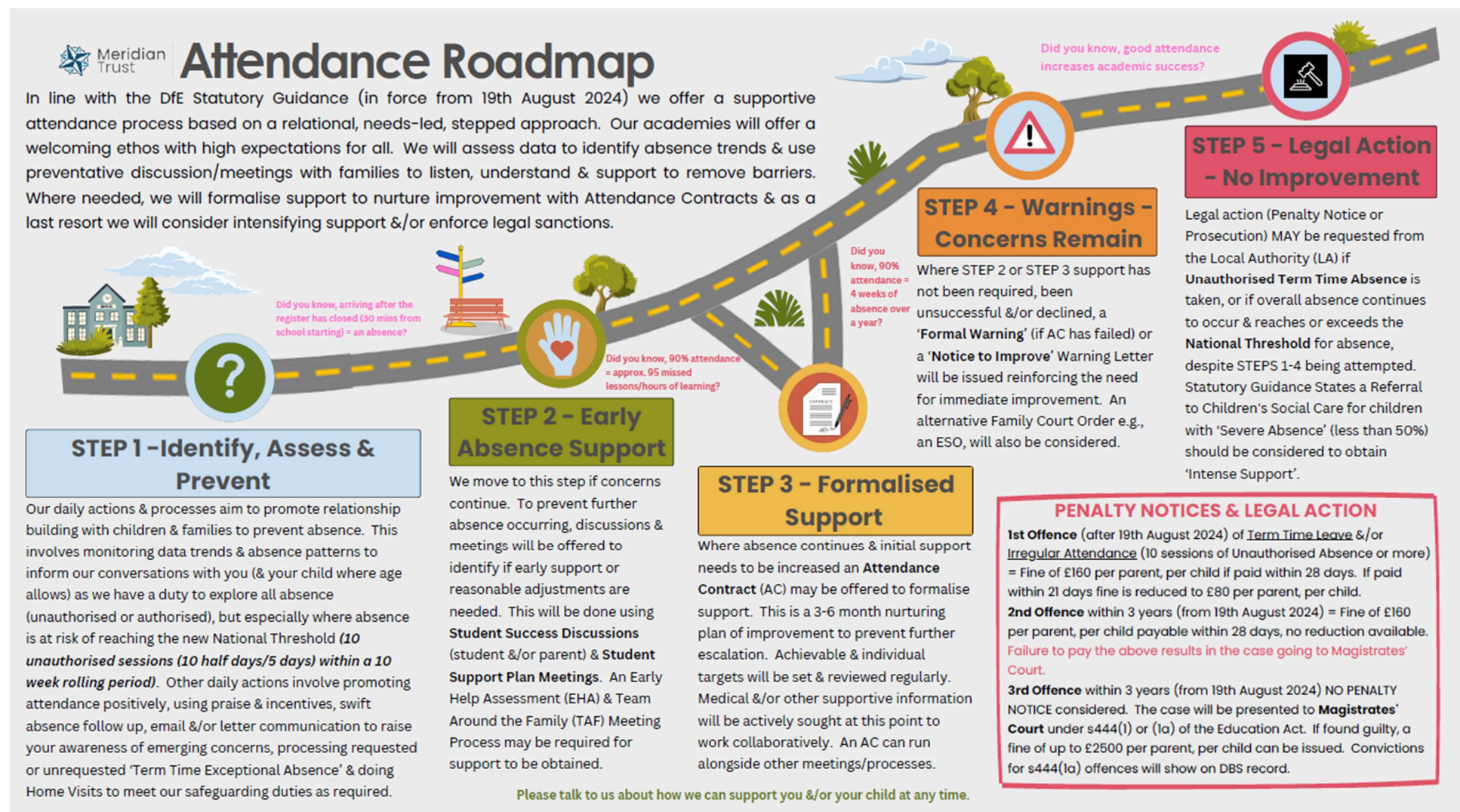
By following this policy, Meridian Trust academies/schools will be working in partnership with parents/carers, students and other agencies to promote maximum attendance as a priority to secure access to education and successful outcomes for all students.

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.

Annex A – Attendance Roadmap

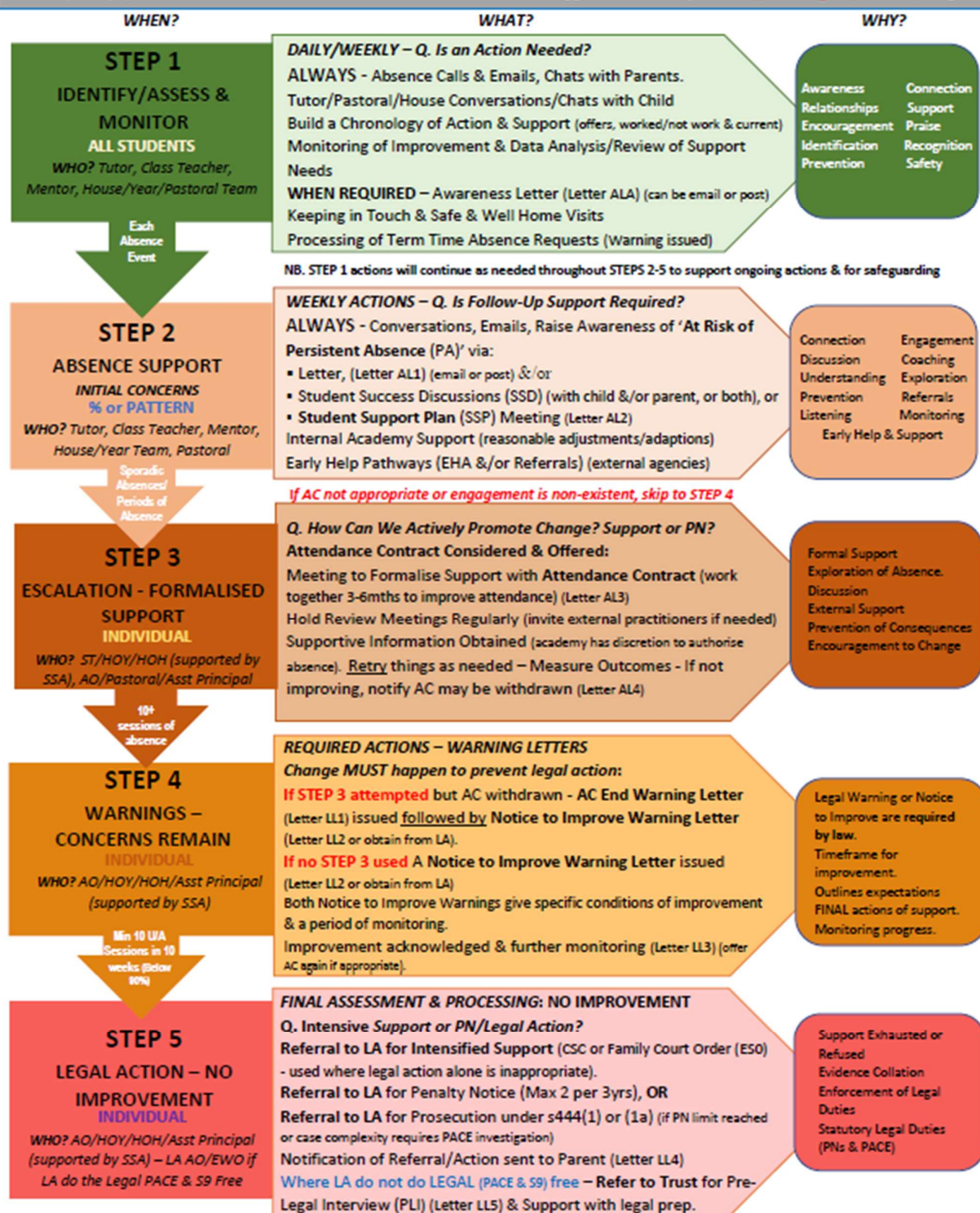


ATTENDANCE SUPPORT PROCCES (STEPS 1-5)




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 early action to prevent escalation.

Attendance % is used as a guide to identify an action may be required. A specific trigger will justify an action e.g., the frequency, pattern or reasons. Actions are done ASAP after the trigger followed by **weekly/fortnightly** monitoring.



Annex C – Term Time Absence Request Form

		TERM TIME ABSENCE (TTA) FOR EXCEPTIONAL CIRCUMSTANCES REQUEST FORM & PRE-REQUEST INFORMATION	
Student's Name: <small>One form per student</small>		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? <small>Yes / No</small>	Do you live with Student? <small>Yes / No</small>	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? <small>Yes / No</small>	Do you live with Student? <small>Yes / No</small>	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? <small>Yes / No</small>	Do you live with Student? <small>Yes / No</small>	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 <u>what is exceptional</u> about the circumstance. You may also attach a longer explanation if you wish. Please <u>attach</u> 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 - Academy Attendance Contact Information

Trust Attendance Staff:

Name	Title	Email Contact
Sharon Templeman	Trust Attendance Welfare Leader & Designated Safeguarding Lead Trained	stempleman@meridiantrust.co.uk
Andy Daly	Executive Principal	adaly@meridiantrust.co.uk
Trust Attendance Policy can be found here:		Policies - Meridian Trust
Attendance Support Information can be found here:		https://www.meridiantrust.co.uk/key-information/attendance/

Trust Local Authority Areas:

Local Authority	LA Penalty Notice Code of Conduct Link: (This is the local protocol schools within the area are required to follow alongside the DfE Statutory Guidance)
Bedford Borough Council (BBC)	Non-school Attendance Local Penalty Notice Code of Conduct
Cambridgeshire County Council (CCC)	https://www.cambslearnstogether.co.uk/asset-library/7.1-penalty-notice-code-of-conduct-august-2024.pdf
Central Bedfordshire Council (CBC)	centralbedfordshirecouncil.sharepoint.com/:b:/s/Communications/EYGbG6oPA7NEtxN4JYfCtnkBFLP3wFS_Eortipw9WLHAcEg
Lincolnshire County Council (LCC)	Penalty notices - code of conduct – Procedure for issuing penalty notices - Lincolnshire County Council
Peterborough City Council (PCC)	https://www.peterborough.gov.uk/asset-library/peterborough-city-council-code-of-conduct-for-issuing-fixed-penalties-regarding-school-attendance1.pdf
North Northamptonshire County Council (NNCC)	Penalty notices for non-school attendance North Northamptonshire Council

Trust Academies:

Please see below a list of academies in Meridian Trust, all of which follow the trust wide attendance policy.

PRIMARY:

Academy Name:	Main Number:	Main Email:	Headteacher/Principal	Senior Attendance Champion	LA Area (see above PN Code)
Bar Hill	01954 273305	office@barhillprimary.org	Charlotte Linden	Charlotte Linden	CCC
Crosshall Infant	01480 475980	info@crosshallinfant.co.uk	Rebecca Sawford	Rebecca Sawford	CCC
Crosshall Junior	01480 475972	office@crosshalljunior.co.uk	Liam Murphy & Dan Ainscrow	Liam Murphy & Dan Ainscrow	CCC
Downham Feoffees	01353 699325	office@downhamfeoffees.org	Benita Sheringham	Benita Sheringham	CCC
Great Ouse	01234 907890	office@greatouse.academy	Chris Payne	Chris Payne	BBC
Harrold	01234 720346	office@harrold.academy	Callum Brown	Callum Brown	BBC
Hatton Park	01954 273315	office@hattonpark.org	John Canavan	Duane Brooks	CCC
Histon & Impington Brook	01223 712192	office@brookprimary.co.uk	Richard Bakker	Shona Inman	CCC
Histon & Impington Park	01223 568826	office@parkprimary.co.uk	Jonathan Newman	Lisa Moule	CCC
The Bluecoat School	01780 764202	office@bluecoatprimary.org	Emma Houlton	Leila Nightingale	LCC
The Lantern Community	01353 664174	office@lanternprimary.org	Tom Ritson	Tom Ritson	CCC
Northstowe Primary (part of Northstowe Learning Community)	01223 343800 (option 1)	Primary@northstowe.education	Claire Mills	Nina Burton	CCC

Oakley	01234 822104	administration@oakleyprimary.academy	Callum Brown	Callum Brown	BBC
Sawtry Junior	01487 830204	office@sawtryjunior.org	Jonathan Callender	Jonathan Callender	CCC
Somersham	01487 840412	office@somershamprimary.co.uk	Jonathan Clarke	Jonathan Clarke	CCC
Trumpington Park	01223 491660	office@trumpingtonpark.org	Mel Shute	Charlotte Yarrow/Jo Crisford	CCC
West Town	01733 852400	office@westtownprimary.org	Hannah Quinn	Sarah Baxter	PCC

SECONDARY:

Academy Name:	Main Number:	Main Email:	Headteacher/Principal	Senior Attendance Champion	LA Area (see above PN Code)
Ely College & Bishop Laney Sixth Form	01353 667763	office@elycollege.co.uk	Simon Warburton	Rachel Mustill	CCC
Greater Peterborough UTC	01733 715950	office@gputc.org	Lee Mawby	Karen Hancock	PCC
Lincroft Academy	01234 822147	administration@lincroft.academy	Emma Appadoo	Jodie Attreed	BBC
Nene Park Academy	01733 368300	enquiries@neneparkacademy.org	Robin Grover	Dr Mark Pearson	PCC
North Cambridge Academy	01223 491500	reception@northcambridgeacademy.org	Jane Driver	Georgina Curtis	CCC
Northstowe Learning Community	01223 343800	Office@northstowesc.org	Claire Mills	Carl Deighton	CCC
Sawtry Village Academy	01487 830701	Office@sawtryva.org	Simon Parsons	Ashley Yeomans	CCC
Sharnbrook Academy	01234 782211	information@sharnbrook.academy	Carly Waterman	Karen Tunnicliff	BBC
Stamford Welland Academy	01780 761000	enquiries@stamfordwellandacademy.org	Vicky Lloyd	Tom Weller	LCC
Stratton School	01767 220000	Office@stratton.school	Sam Farmer	Jenny Langdon	CBC
Swavesey Village College	01954 230366	enquiries@swaveseyvc.co.uk	Jim Stavrou	Chloe Thompson	CCC
The Ferrers School	01933 313411	mail@theferrers.org	Clare Raku	Wesley Greenwood	NNC C
Weldon Village Academy	01536 853100	enquiries@weldonva.org	Matt Norris	Hallam Cutmore	NNC C

SPECIAL:

Academy Name:	Main Number:	Main Email:	Headteacher/Principal	Senior Attendance Champion	LA Area (see above PN Code)
Martin Bacon	01954 273305	office@martinbacon.academy	Sarah Louise	Sarah Louise	CCC
NeneGate	01733 349438	office@nenegate.org	Catherine Wilson	Catherine Wilson	PCC
The Harbour	01353 740229	office@theharbour.academy	Lise Sugden	Lise Sugden	CCC

Please see the academy's own website attendance page for specific information listed below:

Absence Reporting Email:					
Absence Reporting Tel Number:					
LA PN Code of Conduct Link:					
Gates Open:		Gates Close:		Must arrive in class or tutor grp:	
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)					
Children who arrive during the AM registration period will be deemed late and coded 'L' after:					
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.					
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)					
Children who arrive during the PM registration period will be deemed late and coded 'L' after:					
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.					
Main Roles Responsible for Attendance Improvement:	Name:		Email Contact:		
Headteacher					
Senior Attendance Champion (on SLT)					
Attendance Officer					
Attendance Admin					
Designated Safeguarding Lead (DSL)					
SENDSCO					
Academy Councillor for Attendance					
Other Roles Responsible for Day-to-Day Attendance Improvement & Support:	Name:		Email Contact		
E.g. Asst Principal, Senior Tutor, Student Support Advisor etc					