



## School Attendance Arrangements



Our trust-wide Attendance Policy sets out how we encourage and support good attendance and our processes for managing attendance.

Key information to support the implementation of the policy in our school is as follows:

Start of the school day	8:30am
Close of morning register	9:00am
Start of the afternoon session	1:00pm
Close of afternoon register	1:30pm
Additional information for Alternative Provision	KS3 Arch and KS4 Gateway are our internal alternative provisions designed to support students with specific learning and well-being needs. These provisions operate on a modified timetable. The Arch provision school day is 8:30am to 2:00pm. The Gateway provision school day is 8:30am to 2:00pm. Despite this adjusted schedule, all aspects of the school's attendance policy remain fully applicable. Students attending KS3 Arch and KS4 Gateway are expected to adhere to the same high standards of attendance and punctuality as their peers in the main school. Regular attendance and timely arrival are essential to ensure students receive a consistent and structured education, allowing them to make meaningful academic and personal progress. Parents and carers must continue to follow the school's procedures for reporting absences, and any concerns regarding attendance will be addressed in line with the wider attendance policy.

Process for requesting leave of absence	
Name and contact details of school staff who pupils and parents should contact about attendance on a day to day basis	<b>School Attendance Team</b> on 01429 273041 or 07852221793 Mrs L Gough – sth-attendance@neatat.org.uk
Name and contact details of school staff who can be contacted for more detailed support on attendance	<b><u>Year 7 -</u></b> Miss S Sotheran - s.sotheran@neatat.org.uk <b><u>Year 8 -</u></b> Mrs A Gowler - a.gowler@neatat.org.uk <b><u>Year 9 -</u></b> Mr J Gibbon - Hayes - j.gibbonhayes@neatat.org.uk <b><u>Year 10 -</u></b> Mr L Stephenson - l.stephenson@neatat.org.uk <b><u>Year 11 -</u></b> Mr L Morgan - l.morgan@neatat.org.uk
Name and contact details of school's Attendance Champion	<b><u>Assistant Headteacher for Attendance -</u></b> Mr G McLintock - g.mclintock@neatat.org.uk <b><u>Attendance Officer -</u></b> Mrs L Gough - l.gough@neatat.org.uk

This information is published on the Attendance page of our school website.

Date: 15.12.25