

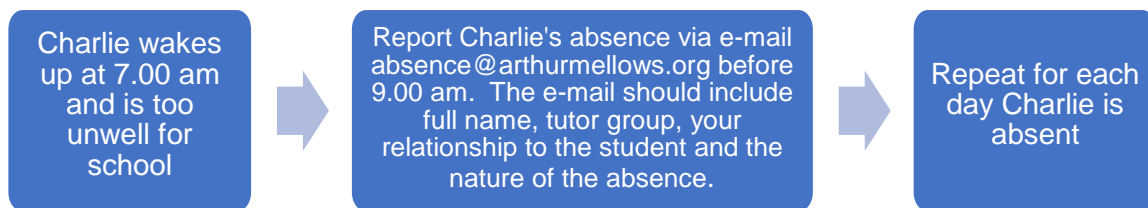
ARTHUR MELLOWS VILLAGE COLLEGE

PROCEDURE FOR REPORTING ABSENCES, APPOINTMENTS AND INJURIES

ABSENCES

All absences should be reported via e-mail on absence@arthurmellows.org so that the absence can be recorded in a timely way. We do not have a dedicated absence phone line and the general office e-mail **should not** be used for reporting absences. Failure to report in the correct way will result in your child receiving an unauthorised absence mark for the day. Unfortunately, due to the amount of absence e-mails we receive, we are unable to acknowledge these. Please e-mail office@arthurmellows.org should you have non-absence related queries which require a response.

All absences must be reported by the time our morning register closes at 9.00 am.



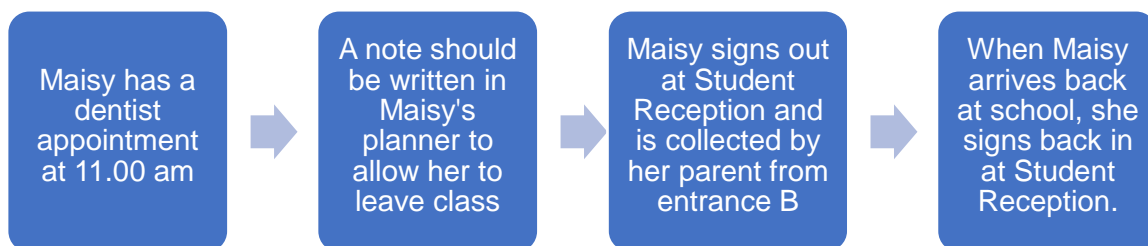
APPOINTMENTS

Leaving school during the day

A note should be written into the Student Planner or Diary by the parent / carer that the student can show to their teacher at the time of leaving in order to exit the class. They will then be excused to go to Student Reception where they can sign out, before exiting the building at Main Reception. **There is no need for parents to send a separate email to the College in advance.**

Appointments first thing in the morning

Appointments for students who are not going to be present at morning registration (8.40 am) should be reported via absence@arthurmellows.org and then students will be directed to sign in at Student Reception if they arrive later in the day.



INJURIES

If your child has sustained an injury which means they are unable to participate in PE, please could we ask that you write a note in your child's Student Planner / Diary for them to show their PE teachers at the time. This will excuse them from the activities for as long as you require this to happen. The Student Planner is also a useful tool to communicate with your child's class teachers if there is any information you need them to know.

