



## Attendance Matters

### ATTENDANCE GUIDANCE – ATTENDANCE MATTERS, EVERY DAY

It is vital that all students have excellent attendance at Arthur Mellows Village College. Research shows that even a few days of absence can have a negative impact on students' performance as there is a strong correlation between attendance and achievement so 95% equates to dropping at least half a GCSE grade. 90% attendance equates to 19 days lost, ( at least 95 hours of lessons) and a drop of at least one whole GCSE grade. Here at Arthur Mellows Village College we are committed to working with students and parents/carers so each student can aspire to achieving a minimum attendance of 97%.

If your child's attendance ever falls below 97%, when your child comes in every day, it will quickly start to rise again. We do appreciate that there are a range of reasons why your child's attendance can fall below our school target, but it is important to positively encourage them to come into school and understand the strong links between positive attendance and positive attainment and progress. We wish to work with you and offer help and support, if needed, to help your child attend and achieve the best attendance percentage they can.

Arthur Mellows Village Collage values all students and believes they are entitled to an excellent education. Early intervention will be a priority. Arthur Mellows Village College define our key levels of attendance as:-



## Attendance Matters!

### How can parents/carers help?

Simple steps to support your child's attendance:

- Keep a consistent morning routine
- Prepare uniform and equipment the night before
- Arrange appointments outside school hours where possible
- Talk to your child about any worries
- Celebrate good attendance

**Small steps make a big difference.**

Please find below some guidance on attendance: -

## Attendance Expectations

### What are the parent's responsibilities for their child's attendance?

As a parent/carer, you are legally responsible for making sure your child gets a suitable full-time education. A classification of 'parent' in relation to a child includes any person who is not a parent, but who has parental responsibility for the child who has care of the child as set out in section 576 of the Education Act 1996. Any adult living at the residential address is considered as a carer of the child.

- Students start the school day with us at 8.35am, the school gates are open from 8.30am until 8.35am. If they arrive late then students will need to come to the student reception with lates being recorded from 8.40am. We will monitor all lates and sanctions may be incurred. We understand that sometimes students have various reasons for lateness. The following reasons are not classed as exceptional and will receive a sanction for repeated instances:
  - I got up and left late
  - My sibling/parent made me late
  - My alarm did not go off
  - Traffic
  - Crossing was down
  - The bus was late
  - Issues with uniform/coursework/PE Kit/equipment
  - Taking siblings to school
  - Sibling/parents had an appointment



If the student arrives later than 9am, the legal register may have closed and then they are awarded the legal unauthorised code of U. This then decreases the student's overall attendance.

**Being 10 minutes late every day equates to over 30 hours (approximately 6 days) of learning lost each year.** It is also important that students learn punctuality, as this is a life skill that is needed when they leave school.

### If my child needs to be absent from school, what do I need to do?

#### Absence due to illness

In the event of your child being absent from the school, please report the absence before 8.30am by emailing us on [absence@arthurmellows.org](mailto:absence@arthurmellows.org) Please state your child's name, form group and reason. Please note that an email stating "unwell" or "ill" will not be enough for us to authorise the absence. Contact the school each day your child is absent. If no contact is made, then the absence will be logged as unauthorised. It is recommended that medical documentation is obtained if absence goes over 3 days and this may trigger a home visit to enable to school to complete safe and well checks on students.

If no contact is made to the school to explain absence, a member of school staff will contact you to establish the reason.

To avoid disruption to your child's learning and attendance, medical and dental appointments should not be booked during the school day whenever reasonably possible. If this is not possible and you arrange any pre-planned medical appointments, please contact the school on [absence@arthurmellows.org](mailto:absence@arthurmellows.org) to advise us the details, so that we can record this accordingly. If the appointment is in Peterborough, then please collect them as close to the time of the appointment as possible and return them to school for the rest of the school day afterwards, a maximum half a day is authorised as a medical appointment. If the student is ill following the appointment, then please let us know the details via email so that we can record appropriately. If the appointment is outside of Peterborough, please let us know so that we can update our records and authorise accordingly.

Please find below helpful guidance to help with illnesses.

[Is my child too ill for school? - NHS](#)

## Leave of absence

It is not a parental right to take students on holiday during term-time, and the absence will not be authorised without an exceptional circumstance.

If a leave of absence is required, please complete the application for leave of absence which can be obtained from our website. We ask that you notify the school with as much notice as possible (we recommend 4 weeks' notice) If you believe the absence is exceptional, please provide full details and any documentative evidence to support the application. We will write to you to inform you whether your application has been authorised. If the reasons do not meet our exceptional criteria, please note that a penalty fine may be levied. The local authority will then contact you via postal correspondence which will include details of payment and due dates of the fine.

Please see the attachment "parental guidance on penalties" for further details of the amounts and court implications.

[LA Penalty Guidance for parents.pdf](#)

[Attendance Guidance.pdf](#)

## Attendance Emphasis

Tutors, Heads of Year, Senior Leaders, Pastoral and Attendance Team regularly hold attendance conversations with students so that they realise the importance of high levels of attendance. Please see the chart below which show how absences impact attendance. We appreciate your support in helping students maintain high attendance.

| Every school day counts- regular attendance is the most important factor to students reaching their full potential. |                        |                  |                                      |
|---------------------------------------------------------------------------------------------------------------------|------------------------|------------------|--------------------------------------|
| Attendance during the school Year                                                                                   | Equates to days absent | Which is approx. | Which means number of missed lessons |
| 97%                                                                                                                 | 5 days                 | 1 week           | 25 lessons                           |
| 94%                                                                                                                 | 10 days                | 2 weeks          | 50 lessons                           |
| 90%                                                                                                                 | 19 days                | 4 weeks          | 95 lessons                           |
| 85%                                                                                                                 | 29 days                | 6 weeks          | 145 lessons                          |
| 80%                                                                                                                 | 38 days                | 8 weeks          | 190 lessons                          |
| 75%                                                                                                                 | 48 days                | 10 weeks         | 240 lessons                          |
| 70%                                                                                                                 | 57 days                | 11.5 weeks       | 285 lessons                          |
| 65%                                                                                                                 | 67 days                | 13.5 weeks       | 335 lessons                          |

### **My child is struggling to attend because of an issue in school. Who can help us?**

If your child is struggling to attend because of something that is happening at school, we will work with you. The first step is to contact the pastoral team and the attendance team ([Office@arthurmellows.org](mailto:Office@arthurmellows.org)) to talk about why your child is missing school and what help the school can give. You should still do everything you can to help your child attend as much as possible whilst waiting for help and support to be put into place. We will discuss with you an action plan to support and may suggest support services.

### **My child is struggling to attend because of an issue at home or getting to school. Who can help us?**

Please contact the pastoral and attendance teams so that we can discuss your concerns and support where we are able.

### **Where can I get help if my child is too anxious to go to school?**

Attending school usually helps to protect your child's mental health, for a range of reasons including giving them a chance to be with friends and to benefit from learning. It also builds a routine for the child. Allowing them to stay at home for an extensive period can make it harder for the child to return to school and can increase the feelings of anxiety. Please discuss your child's issues with the school to see if we can provide support. If the issues continue, please visit your GP surgery to discuss or consider useful advice at [www.youngminds.org.uk](http://www.youngminds.org.uk)

### **What happens if my child's attendance falls below 90%?**

If the attendance drops below 90% (known as persistent absence) then the school may invite you to an attendance meeting to discuss support. During this meeting we may request medical documentation to enable us to continue to authorise the absence. If the attendance continues to decrease and no medical documentation is held then it may result in legal action for non-attendance.

Please contact school if you feel that the school can support the student to improve their attendance.

We feel that attendance is extremely important in ensuring that students maximise their learning time, it has a direct link to higher grades in GCSE's. Statistics show that Year 11 pupils with near perfect attendance have almost double the odds of achieving grade 5 in English and Maths GCSE compared to similar pupils attending 90-95% of the time. Missing just 10 days is associated with cutting the odds of achieving higher grades. Getting lower grades impacts on student's potential future earnings.

We recognise that some students may have long term medical conditions, serious health and mental health challenges, Special educational needs and disabilities and may encounter additional obstacles. For these students experiencing complex barriers to attendance, we offer support via our pastoral/ SEN areas of our school to help all students achieve to their own ability.

**We hope that you will continue to support Arthur Mellows Village College in ensuring that attendance matters to our students to ensure they make the most out of their education.**

**ATTEND TODAY, TO ACHIEVE TOMORROW**