



**Arthur Mellows Village College**  
**Helpston Road**  
**Glington**  
**Peterborough**  
**PE6 7JX**

**E-mail: [office@arthurmellows.org](mailto:office@arthurmellows.org)**

# Attendance



## **Attendance counts at Arthur Mellows Village College**

At Arthur Mellows Village College we encourage our students to be aspirational individuals, this forms a part of our core values.

Good attendance and punctuality at school is key to attainment and therefore enables students to achieve at their highest possible level.

Students should be on school site no later than **8.35 am**, the school day starts at **8.40 am** and we expect all students to be in class at that time.

Most children should have attendance rates of **97%** or more. This is the equivalent of 6 days absent per year. BUT **100%** is achieved by many students every year.

As parents and carers we ask you to work with us to promote and reward good attendance and punctuality.

## Attendance

As the parent/carer you are responsible for ensuring that once your son/daughter is registered at a school, that they attend regularly and punctually.

Starting good habits early is much easier than trying to change poor attendance habits and battling to get out of the door on time. Be organised, have a plan, be consistent and involve your son/daughter.

There are **365 days** in the year  
and **190 days** in the school  
**year.**

If we take the days in school away from the days in the year, for **175 days** students are at home with their parents/carers.

If a student takes leave of absence during term time for 10 school days, attendance starts to fall to only 180 days in school.

If the student is then unwell for 5 or more days in a year, they start to be at home more than



# ABSENCE

School absence falls into two categories; **Authorised**, those for which school can give you permission for and **Unauthorised**, those which they will not.

**Examples of absences which the school is unlikely to authorise can include:**

- **Sickness of a parent, or other family member**
- **Inadequate clothing for school**
- **Child being used as a carer**
- **Problems with transport**
- **Non urgent medical attention**
- **School refusal or truancy**
- **Days off for birthdays, shopping trips, weddings**
- **Family holidays**

**If your son/daughter is absent from school, you must notify school every day until they return to school.**

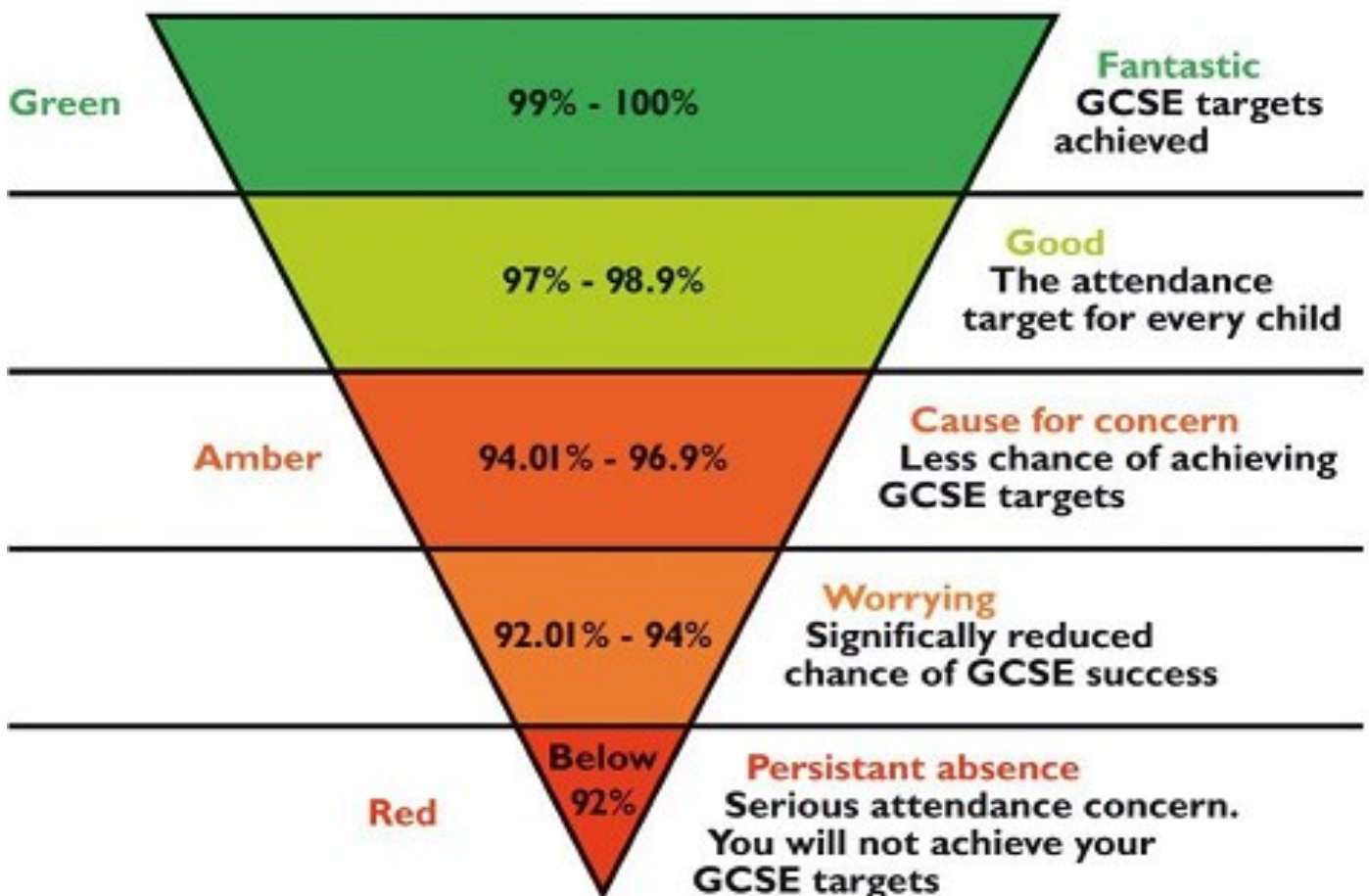
**The Schools Attendance Officer will decide whether to authorise the absence, depending on the reason given.**

## WHAT CAN YOU DO TO HELP

If you suspect your son/daughter may be missing school or is unhappy at school, please contact us as soon as possible so that we can work together to resolve any difficulties.

As a school we are here to support you, we understand the difficulties some parents can face and will work with you. Trust the experience of our staff and share any concerns you may have with them.

### **Attendance Triangle**





**By law, all children of compulsory school age (between 5 and 16) must get a suitable, full time education.**

**As a parent or carer, you are responsible for making sure this happens, either by registering your child at a school or by making other arrangements which provide a full time education.**

**If your child fails to attend regularly, even if they miss school without you knowing, the Local Authority (LA) may take legal action against you.**

**School is responsible by law for reporting poor attendance to the LA. As a parent/carer you are committing an offence if you fail to make sure that your son/daughter attends school regularly. You run the risk of being issued with a penalty notice or being taken to court.**

**The LA may decide to prosecute a parent.**

**If this happens:**

- Parents can be fined up to £2500 or imprisoned for failing to ensure their child attends school regularly**
- Magistrates can also impose a parenting order, which means the parent has to attend a counselling and guidance course/parenting course.**

