



# ARTHUR MELLOWS VILLAGE COLLEGE



# Sixth Form ATTENDANCE Guidance

## **REGISTRATION**

Students should be in College for 8.45 am daily, after this time students will be marked late.

All Sixth Form students are expected to attend their Form Group registration each day and Assembly on Thursday.

## **ABSENCE**

If you are going to be absent from College for reasons other than sickness then we require you to fill out a Leave of Absence form which can be obtained from Student Reception.

Unfortunately, in accordance with the College's absence policy **no holiday** will be authorised for Sixth Form students.

## **UNIVERSITY VISITS**

Please can Parents/Carers send a note in advance, to the Form Tutor, stating the date and place of the visit. We will authorise up to a maximum of 3 days, most Universities hold Open Days on weekends and we would expect your son/daughter to choose those where possible.

## **REPORTING A STUDENT ABSENCE**

In the first instance Parents/Carers should contact the College via the **Student Absence email:**

[absence@arthurmellows.org](mailto:absence@arthurmellows.org) and leave an appropriate message including the following information:

- Student name
- Tutor Group
- Name of caller
- Relationship of caller to student
- Reason for absence.

Please phone as early as possible each day on the morning of the student's absence.

It is very important for Sixth Form students to aim to have a high attendance level. The College will be asked to provide this information for future employers and Universities.

**Sixth Form outcomes are negatively affected by poor attendance levels.**

## **ORTHODONTIST/DENTAL/MEDICAL APPOINTMENTS**

We would prefer all medical appointments to be arranged outside of College hours, however, if this is not possible we require all students to follow the protocol below:

If a student arrives late or needs to leave the College early we require the Parent/Carer to write a signed note, which must then be countersigned by their Form Tutor. Before the student is allowed to leave the site he/she must show this note, plus signatures, to Student Reception.

## **IF A STUDENT FEELS UNWELL AT COLLEGE OR NEEDS TO LEAVE EARLY**

If a student feels unwell at College and needs to leave early, they can either visit the First Aid room or they will be required to get permission from Mrs Jones, Mrs Griggs or Ms Kavanagh before signing out at Student Reception.