ATTENDANCE

ASPIRE, GROW, SUCCEED

At Allerton Grange, we want every student to succeed.
This starts with being in school, on time, every day!

Thank you for taking the time to read and follow this guidance.

By following this you create consistency and support your child's attendance, help them to stay engaged, and achieve their best.

We really appreciate all that you do to support your child's attendance.

ABSENCES

Our target is 95% attendance for all students.
Falling below this can affect learning, progress, and wellbeing.

If your child is absent, you must inform the school **before 8:45am** via Class Charts, leaving a voicemail or by emailing **attendance@allertongrange.com**

Only the school can decide if an absence is authorised or unauthorised, even if explained by a parent/carer.

Advance notice is appreciated for any known absences, including Religious Observances.

If we do not hear from you with a reason for your child's absence, you will receive a text to inform you that they have not attended registration, and a further letter will be sent if we have had no contact from you.

Two separate days each academic year can be taken for Religious Observance.

REASONS YOUR CHILD SHOULD NOT BE ABSENT FROM SCHOOL

Feeling 'a bit tired' or 'under the weather'

Mild tiredness, colds, sore throats or low energy are not reasons to miss school.
We can support your child during the day if needed.

Minor Headaches, Stomach Aches, or Period Pain

These can often be managed in school with rest, water, or sanitary products available from staff.
Let us know if your child needs support.

Birthdays or Family Events

These are not authorised absences.
Celebrations should take place outside of school hours.

A Holiday During Term Time

Holidays will be recorded as unauthorised absences.
This may result in a penalty notice.

A Day Off When Others Are On a School Trip

School continues as normal. There is an expectation to attend school when not going on a trip.

A Day Off After a School Trip

School trips do not count as a reason to miss school the next day.

Absences due to tiredness after a trip will not be authorised unless medical evidence is provided.

Looking After Siblings or Family Members

Caring responsibilities are not a valid reason to miss school.
Please contact us if your family needs support.

No Uniform or PE Kit

We can help provide temporary uniform or kit if needed from our central uniform store.
This is never a reason to stay home.

Running Late

Avoid traffic and potential bus delays by leaving before 8:00am
Students should still come to school even if they are late.
It is better than missing a whole day.

If in doubt, contact the Attendance Team
or use the NHS website -
https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/

LATENESS

All students must be in school and in form by 8:25am.

Students arriving after 8:30am, without a valid reason, will receive a 10-minute same-day lunchtime detention.

Missing this detention results in a Stage 2 after-school detention (1 Hour) on a Monday.

If your child is going to be late please let us know in advance where possible; this can be reported via Class Charts, by emailing **attendance@allertongrange.com** or providing a dated and signed note in your child's planner.

Only the school can decide if your child's lateness is authorised or unauthorised, even if explained by a parent/carer.

All late arrivals are recorded.
Parents will be notified via text if a valid reason is not provided.

SUPPORT FOR MULTIPLE LATES TO SCHOOL

If your child is **late more than three times** within a half term, they will be placed on a **two-week monitoring** period.

If there is **no improvement** during this time, a **mandatory meeting** will be arranged with the **Attendance Manager** and a member of your child's **Key Stage Team** to discuss the concerns and agree appropriate next steps.

REASONS YOUR CHILD WILL RECEIVE A DETENTION IF LATE TO SCHOOL*

***This list is not exhaustive and other reasons may also result in a detention for lateness.**

Overslept
Parent or Child.

Alarm didn't go off
Please ensure alarms are set and working.

Phone didn't charge
Please ensure phones are charging before bed.

Traffic delays
Regular traffic should be planned for when setting off,
please leave before 8:00am.
Anything after will be unauthorised unless there is a valid reason.
Please bear in mind the roads around AGS are busy at drop off.

Stuck behind a bin lorry
Weekly collections are expected, please plan ahead.

No petrol or flat battery
Vehicle preparation is a parental responsibility.

Bus was late
Unauthorised when no other students were affected.

Bus took a break
These buses take the same break every day, please plan ahead.

REASONS YOUR CHILD WILL RECEIVE A DETENTION IF LATE TO SCHOOL

Weather Conditions

Hot, cold, rain, wind or frost do not excuse lateness.

Snow or Ice

Please allow extra time during winter months; plan ahead.

Defrosting the car

Expected in colder weather; plan ahead.

Dropping off siblings

Family routines must allow for punctual arrival.
If support is required for arrival times, please put this in writing.

Illness without a note

Class Charts or Planner confirmation is required.

Medical appointment without proof

Class Charts or Planner confirmation is required along with evidence of the medical appointment.

Didn't want to attend a certain lesson

Lesson avoidance is not an acceptable reason.
Please ask for support if needed.

Didn't sleep so allowed to sleep in

Lack of sleep does not authorise lateness.
Please ask for support if needed.

REASONS YOUR CHILD WILL RECEIVE A DETENTION IF LATE TO SCHOOL

Lost/forgotten shoes, tie, bag, homework, equipment
Organisation is part of daily expectations.

Didn't have a key to lock the door
Organisation is part of daily expectations.

Uniform not dry / Couldn't find uniform / Had to iron uniform
Uniform preparation should be done the night before.
We have a central uniform cupboard in which students can borrow uniform if needed.

Child refused to get out of bed
Behavioural issues do not override attendance policy.
Please ask for support if needed.

Parent running late for work
Adult schedules cannot impact punctuality.

Forgot it was a school day
Term dates are published well in advance.

EXAMPLE ROUTINE AND REWARD SYSTEM

NIGHT BEFORE

9.00 Organise bag and clothes for the morning

9.30 Calming activity

10.00 Go to bed, set morning alarm, phone down, lights out

MORNING ROUTINE

7.00 Alarm goes off – full volume!

Morning affirmations and positive thoughts for the day ahead, you have got this!

You are strong! You are capable! You are clever!

You are ready for the challenges of the day!

7.10 Shower

7.20 Clean teeth

7.25 Get dressed

7.35 Breakfast

7.50 Shoes on, collect bag, coat on

7.55 Leave house

8.20 Arrive at school

8.25 Sat in form

REWARD: to be decided .....

Parent ..... **Student** .....

Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	✗	✗	✓	✗	✗
2	✗	✓	✗	✗	✓
3	✓	✗	✓	✗	✓
4	✗	✓	✓	✓	✓
5	✓	✓	✓	✓	✓
6	✓	✓			

REPORTING VIA ClassCharts

Please use ClassCharts as the first point of contact to report any absence or lateness.

If your absence is due to Exceptional Circumstances, please follow the process below:

- Exceptional Circumstances requests should be submitted up to 2 weeks in advance.
- Please email your request to the Headteacher at **attendance@allertongrange.com**.
- Exceptional Circumstances may include holidays, sporting events or other out-of-school activities.
- Appropriate supporting evidence should be provided with your request. This includes written evidence from the sports club for a sporting event.

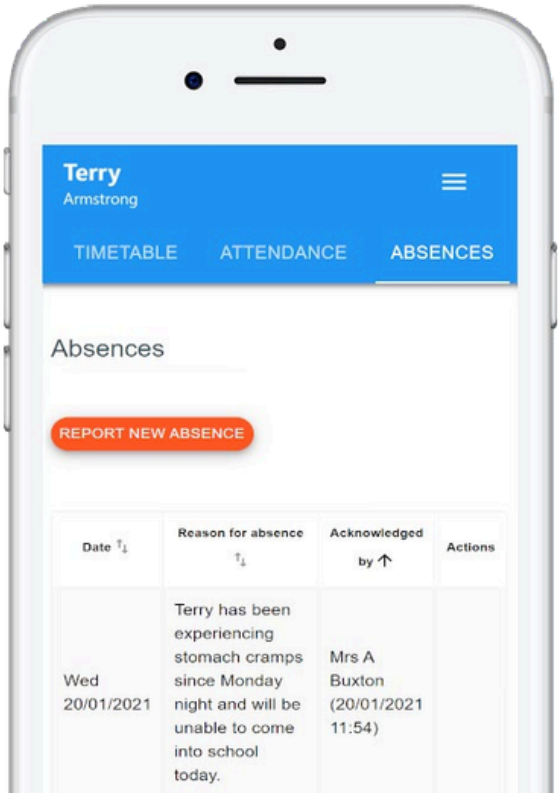
Please note that submitting an Exceptional Circumstances request does not automatically mean the absence will be authorised.

Each request will be considered individually.

REPORTING VIA ClassCharts

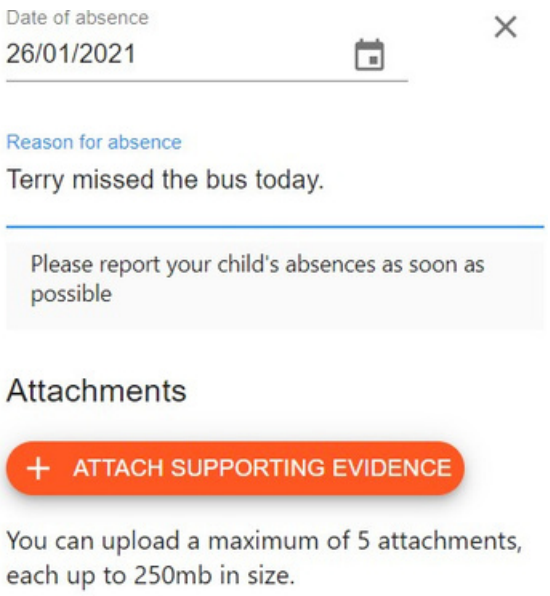
ABSENCES

- Selecting this tab will display a list of **absences that you have reported,** once you have reported them. This includes **when** the absence took place, the **reason** for the absence and who **acknowledged** the absence report.



- To report an absence. Click on the **Report new absence** button.

- Next, enter the details of the reported absence into the **form** provided. **Ensure that you enter the correct date/s for the absence.**



- You can include up to 5 **files** in your absence report as **supporting evidence.** To do this, click on the **attach supporting evidence** button and select the files of your choice.

- Click on the **submit** button to send your child's absence report to the school.

- The absence can be **edited** and **deleted** until it has been **acknowledged** by a member of Attendance.

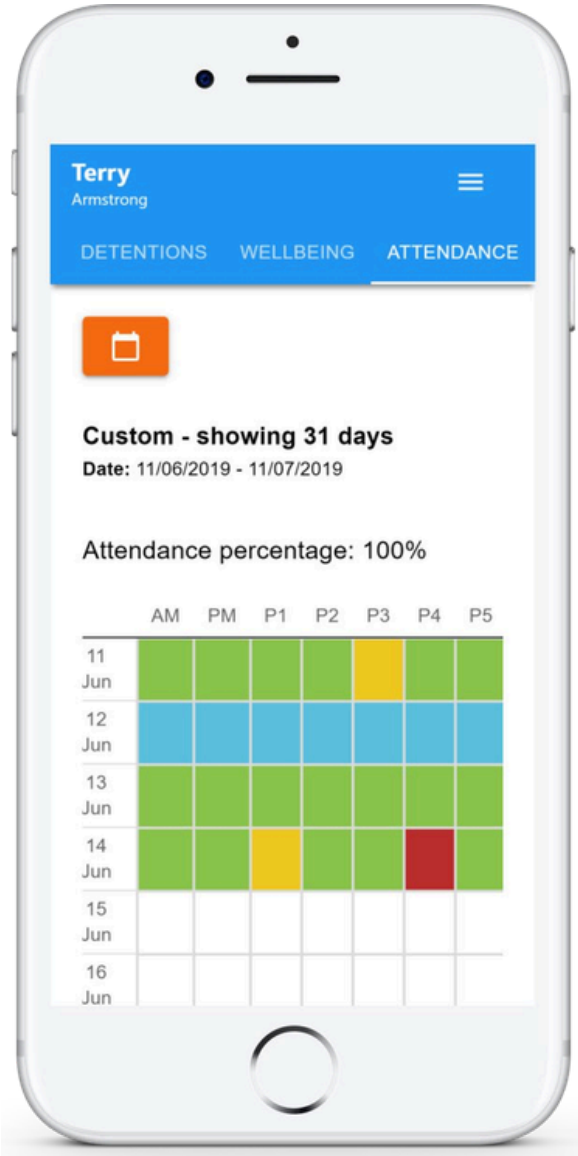
REPORTING VIA ClassCharts

ATTENDANCE

- Selecting the Attendance tab will present you with a table of your child's **attendance** data for the past **31 days.**

- To change the displayed timeframe of attendance records, click on the **Date** button and select the date range of your choice.

- Attendance records fall under four categories: **Present, Late**, **Authorised absence** and **Unauthorised absence**.



PRESENT
Your child attended the lesson.

LATE
Your child was late to the lesson.

AUTHORISED ABSENCE
Your child did not attend the lesson, but had a valid reason for doing so.

UNAUTHORISED ABSENCE
Your child did not attend the lesson and did not have a valid reason to do so.

Any queries about your child's attendance data, please contact the Attendance Team.

ATTENDANCE CONTACT INFORMATION

REPORTING VIA THE PHONE LINE:

0113 393 0304
Please press '1' and leave a voicemail
Please clearly state the Child's Name, Form and reason for absence.

REPORTING VIA EMAIL:

attendance@allertongrange.com

ATTENDANCE AND PUNCTUALITY

Attendance %	Number of Days Absent	Potential Risk
97% - 100%	**0 - 6**	**You will reach your Full Potential**
95% - 96.9%	**7 - 9**	**Risk of Underachievement**
93% - 94.9%	**10 - 13**	**Serious Risk of Underachievement**
90% - 92.9%	**14 - 19**	**Severe Risk of Underachievement** Research suggest that 17 days absence over a school year causes the loss of one GCSE grade.
Less than 90%	**20 +**	**Extreme Risk of Underachievement** **Risk of Court Action** 90% attendance is equivalent to missing four weeks. 90% attendance is equivalent to missing one half-day every week. Continued 90% attendance over five years in school is the equivalent to missing one half of a school year.

Stage 3 (-90%)

Attendance letter 3 to arrange meeting

Attendance improves

No further action

Parent/Carer attends meeting in school and agreed support, where appropriate, is put in place

School continues to monitor attendance. Any further absences will trigger actions from Stage 3 or 4

Parent does not attend meeting student's attendance is monitored for two weeks. If it decreases further a home visit may be triggered

Stage 4 (90% and below and fails to improve)

Parent/carer invited to Attendance Panel with next steps include potential legal action

Stage 5

Attendance does not improve. Legal Action commences

Stage 3 (-90%)

Attendance letter 3 to arrange meeting

Attendance improves

No further action

Parent/Carer attends meeting in school and agreed support, where appropriate, is put in place

School continues to monitor attendance. Any further absences will trigger actions from Stage 3 or 4

Parent does not attend meeting student's attendance is monitored for two weeks. If it decreases further a home visit may be triggered

Stage 4 (90% and below and fails to improve)

Parent/carer invited to Attendance Panel with next steps include potential legal action

Stage 5

Attendance does not improve. Legal Action commences

ATTENDANCE

ASPIRE, GROW, SUCCEED

We know that things are not always straightforward, and there may be times when getting to school is difficult.

If anything is affecting your child's attendance, please let the Attendance Team know.

We will always do our best to support you and your child.