

Allerton Grange School



**Talbot Avenue
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Headteacher: Mr M Roper**

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Allerton Grange School
 @Allerton_Grange

4 December 2023

Dear Parent or Carer

Attendance Matters

At Allerton Grange, our target is for all students to achieve 100% attendance and punctuality. The minimum expectation is for all students to have 97% attendance over the academic year.

We appreciate the efforts of parents, carers and families to ensure that students are attending school every day, and on time.

All parents and carers have a legal responsibility to ensure that their child/ren receive a suitable education for their age and aptitude. Research has shown that excellent attendance is key for ensuring positive outcomes for children and young people, and is vital to students being able to learn effectively and take an active part in school life.

As we approach the end of term, please keep in mind that every day at school is important. All students are expected to be in school until their finish time on Friday 22 December 2023.

Below is a reminder of what to do if your child is ill, is going to be late or has an appointment during the school day:

Illness

If your child is ill, you can check the NHS website to help you decide if they are too ill to attend school: <https://www.nhs.uk/live-well/is-my-child-too-ill-for-school/>

If your child is absent, a parent/carer must contact school using ClassCharts before 8.30 am on each day of absence.

Lateness

If your child is going to be late to school, they need to have a note from their parent or carer explaining the reason why they are late. On arrival, the student must sign in at the Attendance Office and then go straight to their lesson. Persistent lateness will result in detention and/or isolation.

Appointments during the school day

Where possible, please make appointments for your child outside of school hours. If your child has an appointment during school time, this should be recorded on ClassCharts and they must take a note



from their parent or carer to their Year Office to receive a green slip. At the time they need to leave school, the student must hand the slip into Main Reception, where they will receive a Police signing out slip. **Students should never leave school without permission.**

If you would like to talk to us about your child's attendance, or if you need support, please get in touch.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'MRP', written in a cursive style.

Mr M Roper
Headteacher