ATTENDANCE

ASPIRE, GROW, SUCCEED

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

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 9:00am via Class Charts 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 no had contact.

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.

Sickness

We do not follow the 48 hour rule with regards to sickness.

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 fine.

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. 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/

https://www.nhs.uk/conditions/covid-19/covid-19-symptoms-and-what-to-do/

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 an Stage 2 after school detention (1 Hour).

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.

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** .....

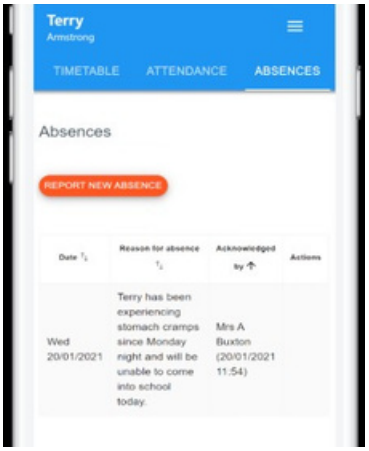
Week	Monday	Tuesday	Wednesday	Thursday	Friday
1	✗	✗	✓	✗	✗
2	✗	✓	✗	✗	✓
3	✓	✗	✓	✗	✓
4	✗	✓	✓	✓	✓
5	✓	✓	✓	✓	✓
6	✓	✓			

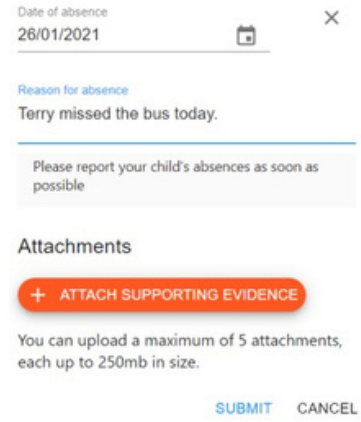
REPORTING VIA ClassCharts

Please use ClassCharts in the first instance to report any absences, including holidays or lateness.

Absences

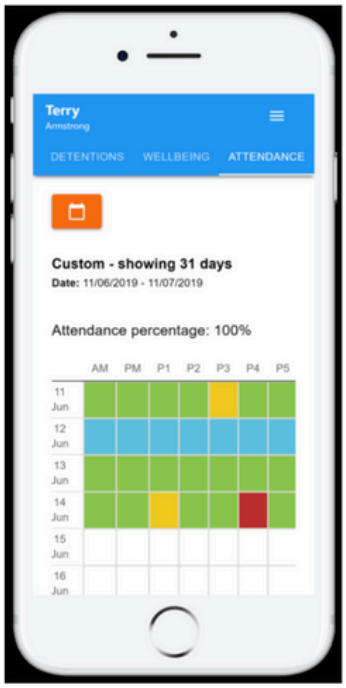
- Selecting this tab will display a list of absences that you have reported, once you have reported them. This includes when the absence took place, the reason for the absence and who acknowledged your absence report.
- To report an absence, click on the Report new absence button.
- Next, enter the details of the reported absence into the form provided.
- You can also include up to 5 filesin 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 pupil's absence report to their school. The absence can be edited and deleted until it has been acknowledged by a teacher.





Attendance

- Selecting this 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.



ATTENDANCE CONTACT INFORMATION

REPORTING VIA THE PHONE LINE:

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

REPORTING VIA EMAIL:

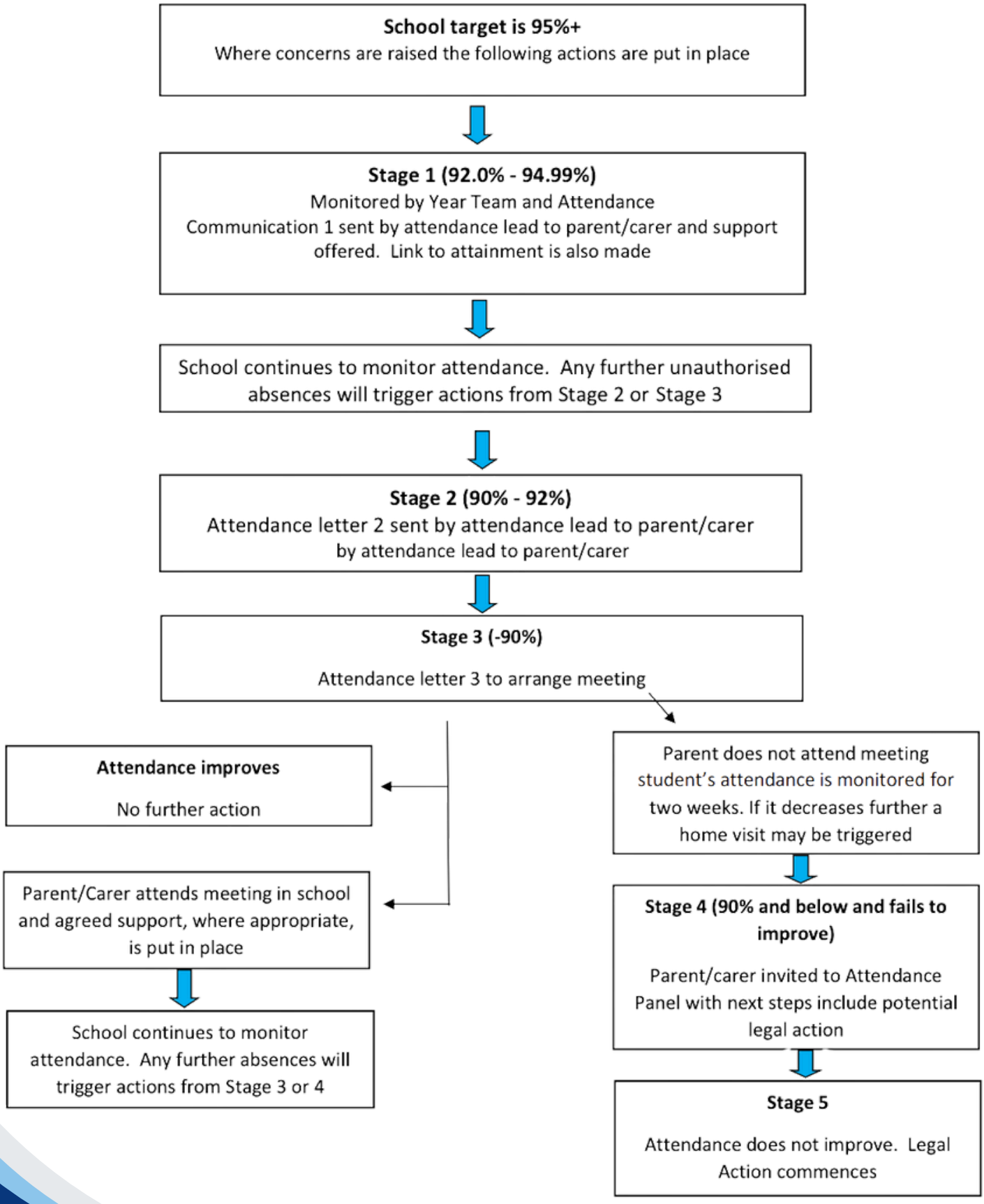
attendance@allertongrange.com

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.

ATTENDANCE PROCEDURES FLOW CHART

Parents/carers are legally responsible for making sure their child attends school regularly. We work with professionals and agencies to support good attendance and encourage positive habits in all pupils. The Attendance Team monitors attendance weekly, overseen by the Assistant Headteacher for Attendance.



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

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

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