

Urmston Grammar School

Newton Road
Urmston
Manchester
M41 5UG
email: office@urmstongrammar.org.uk
website: urmstongrammar.org.uk
Tel: 0161 748 2875
VAT Registration Number: 120 1656 61



6th September 2024

Year 13 Persistent Absentees

Dear Parent/Carer,

I am writing to inform you that after analysing Y12 attendance data, your child has been identified as somebody who needs support with attendance/punctuality.

At Urmston Grammar we take a supportive approach in encouraging students to attend school, as well as being punctual. In order to encourage a positive start, I have placed your child on attendance report for the next two weeks. Please could you encourage them to attend school each day, and arrive in school for an 8.30am start. They should also be on time for all lessons. If attendance/punctuality does not improve, we will request a meeting with yourselves to discuss next steps.

Studies have shown that there is a clear correlation between excellent attendance & academic attainment. I hope that in supporting your child to attend school we can ensure they achieve the best outcomes at the end of their educational journey.

You are more than welcome to contact me on jneale@urmstongrammar.org.uk should you have any further questions.

Kind regards,

A handwritten signature in black ink, appearing to read 'J Neale', written in a cursive style.

Mr J Neale
Assistant Head of Sixth Form - Head of Y13