

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



25 January 2024

Dear Parent/Carer,

I would like to remind parents and carers of school policy for reporting school absence. I have included extracts from our parents handbook (in bold below).

ILLNESS:

- **If your child is ill and unable to come to school, we ask that you contact the school office no later than 08:30am on the first day of absence. If the illness is prolonged, we ask that you keep school informed on a daily basis.**

Please advise school as soon as you know your child is going to be absent by leaving a telephone message on the absence line or via email attendance@urmstongrammar.org.uk. Our attendance staff are spending a large amount of time telephoning parents to find out why students are absent from school.

- **Pupils will only be allowed to leave school with a parent or a named person on their contact list.**

If your child is ill at school and needs to go home they **MUST** be collected by an adult on the student's contact list. For safeguarding reasons we will not allow children who are unwell to make their own way home.

APPOINTMENTS:

- **For a known absence or appointment, a permission slip should be completed and passed to the student's Head of Year or Head of School.**
- **This slip should be accompanied by a supporting note or copy of the appointment card.**

Alternatively, an email may be sent with the relevant appointment information to attendance@urmstongrammar.org.uk

Contact should be made with school as early as possible and ideally not on the day of the appointment. We are receiving increasing numbers of appointment information on the day of the appointment. Please help office staff to manage these appointment bookings by reporting them to school as soon as possible.

Your child should know when the appointment is and make their way to the school office at the appropriate time to be collected.

Appointment emails should not be sent to form tutors, pastoral leaders or to the school office email. Please direct them straight to Attendance attendance@urmstongrammar.org.uk.

Urmston Grammar School - Headteacher: Mrs R S Wall
pride, participation, empathy

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OTHER ABSENCES:

• **If an absence for other reasons is required** (eg. religious observance, funeral, a full day medical appointment or travel abroad), **a leave of absence form (LA1) must be completed. These are available in school and on our website. Forms should be completed at the earliest opportunity (at least four weeks prior to a planned absence) to allow chance to review and communicate our decision.**

In some cases, we will ask for evidence to support your application so that we can complete the request. Please feel free to include as much information as you can so that we are able to deal with the request as efficiently as possible. I will then make a decision which will be communicated to you as soon as possible.

I appreciate that many of you routinely report absence in the ways outlined above and would like to thank you for helping our office staff in this way. Please feel free to contact the attendance staff should you have any queries regarding your child's attendance or reporting absence. Many thanks for your continued support.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'R S Wall', with a long, sweeping underline.

R S Wall
Headteacher