

LANCASTER ROYAL GRAMMAR SCHOOL

East Road Lancaster LA1 3EF

Tel: 01524 580600 Ext: 222

Email: jhallsworth@lrgs.org.uk

Mr J P Hallsworth BA MA Deputy Head: Pastoral Care

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Attendance and Punctuality Reminders

Dear Parents and Carers,

Excellent attendance and punctuality form part of the bedrock from which our pupils can thrive at school. I'm therefore writing to remind you of some of the policies we have, which aim to help the pupils maintain high levels of attendance and punctuality.

Attendance

If your child is poorly and unable to come to school, we require you to report this absence, by 9.30am in the morning, to Hannah Pybus either by phoning 01524 580600 ext. 225 or by completing the '[Report Absence](#)' webform on the 'Contact Us' page of the school's website.

It is helpful for us if you ring, or submit the absence webform, on each and every day of absence. You will need to provide a written note or email to Hannah Pybus hpybus@lrgs.org.uk, accounting for any unreported absent days on your child's return to school.

Requests to authorise a planned absence for a day or more must be made to the Head via his P.A. Sue Knight, who you should contact on sknight@lrgs.org.uk

We track your child's attendance closely in order to support them as early as possible should a worrying attendance trend arise. While we understand that there are many reasons why a child may be absent from school, we routinely write a letter of support to the parents of children whose attendance drops below 90% in a term. The purpose of this letter is to offer support and to act to help improve a young person's attendance.

Punctuality

Formal registration is taken two times a day at 8.50am and 2.05pm. We expect pupils to be in the places they need to be before these times so that sessions can start promptly. Pupils will be registered as 'late' if they are not present and ready to work at these times.

The whole school has now adopted a punctuality consequence system, which has been running in the Sixth Form for some time. The consequences for lateness are as follows:

- 3 'late' marks in a month = misdemeanour issued
- 5 'late' marks in a month = Friday detention issued

The aim of these consequences is to encourage the pupils to develop good habits for learning, enabling them to thrive at school.

Many thanks for your continued support.

With warm regards,

James Hallsworth
Deputy Head: Pastoral Care
Lancaster Royal Grammar School