



Altrincham Grammar School for Boys

Marlborough Road, Bowdon, Altrincham,

Cheshire, WA14 2RS

Telephone: 0161 928 0858

agsbadmin@agsb.co.uk

www.agsb.co.uk

Head Master: Mr G A Wright M.A. (Hons) FRCA

5th September 2022

Dear Parent/Carer

As we begin a new School Term we thought it would be a good time to remind everyone of the attendance requirements that are part of the legal framework set by the Department for Education and our Local Authority.

May we point out that any requests for term time absences such as additional holidays etc, must be made through the Leave of Absence request form found under the Parents' tab on our website which can be found [HERE](#), with at least four weeks' notice. Requests must be submitted for the consideration of the Head Master and authorisation will be at his discretion in all circumstances. The School focus is on the highest level of education for its students and wish to discourage absences that prevent that. Any absences not agreed by the Head Master will be registered as unauthorised and may result in a Penalty Notice being issued.

However, we do understand that there are some circumstances where you may have very little notice of an absence, therefore the earliest notification would be appreciated.

An example of leave of absence requests are:

- Hospital/Doctor appointments
- Orthodontist/Dental appointments
- External examinations for languages or music.
- Religious observance (for example Eid would be very short notice but confirmation will be required as soon as possible)
- Sickness (must be reported on the day of absence)

All of the above absences can be reported either through the Arbor App or by telephoning School on the morning – 0161 928 0858.

We also request that all students are in school with plenty of time to attend registration. Persistent late marks will result in a detention or further sanctions.

For ease of reference, you can find the School Attendance Policy [HERE](#).

Yours faithfully

Mr G. A. Wright
Head Master