



Thursday 26th November 2020

Dear Parent/Carer

Children have missed a lot of school over the last 12 months and we do not know what the future will hold. For this reason, it is more important than ever that all children attend school in person as much as possible. I would also like to remind you that as a parent/carer of a child who is a registered pupil at this school, you hold legal responsibility for ensuring your children attend school regularly.

Covid 19

At the moment it can be difficult to know whether to send your child to school when they have a mild illness. If your child, or anyone in your household has any of the following symptoms:

- new continuous cough
- fever (a temperature of 37.8°C or higher)
- loss of, or change in, normal sense of taste or smell (anosmia)

However mild, book a Covid 19 test, contact school and your entire household must stay at home until you have the results. If nobody in your household has these symptoms and your child is well enough to be in school they are always welcome.

Leave of absence

Requests for Leave will only be authorised in exceptional circumstances on a case by case basis and only for a few days. A request must be made in writing and forms are available from the school office. If your leave is not authorised, **you may be prosecuted and could lose your school place.**

Punctuality

School starts at 8.45am and any child arriving after 9am will be marked as late. Any child who arrives after 9.30am will be given an unauthorised absence which could lead to a prosecution.

Appointments

Please make all non-urgent appointments out of school hours. If a child has an appointment during the day, they should come to school first and then leave in time for the appointment. Please ensure that you inform the school office in the morning if you plan to take your child out of school. Children are expected to return to school after appointments unless they are at the end of the school day.

Support

Further information about our school attendance policy can be found on our school website. Support and guidance is available from our school and if you have concerns or queries regarding this letter, please contact our school Attendance Officer, Mrs Hollingworth, on 0161 224 9594. Please support us at Stanley Grove and make sure that your child misses as few days of learning as possible.

Yours sincerely,

**Mrs Footman
Head of School**



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