



Allenbourn Middle School
East Borough, Wimborne, Dorset, BH21 1PL
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www.allenbournmiddle.org
Headteacher: Mr M Legge B.Ed (Hons) NPQH

Dear Parents/Carers

4th September 2026

RE: In this Together

I hope that your child has had a lovely summer break, and we are pleased to welcome them back to school.

Good attendance and punctuality remain a top priority for us at Allenbourn Middle School this academic year. This is because regular school attendance is the key to enabling children and young people to maximise the educational opportunities available to them and become emotionally resilient, confident adults who are able to realise their full potential and make a positive contribution to their community.

We work hard to ensure that your child is supported in school to feel safe, to be the best they can be, and to develop a sense of belonging both with their peers and as part of their wider school community. Regular attendance really does matter.

As a parent it is your responsibility that your child attends school each day. We recognise that at times some children and young people can find attending school less easy than others. We are here to help. If your child is experiencing difficulties, please do get in touch as soon as you are able to by emailing the school office office@allenbournmiddle.org. We welcome you taking the lead on starting conversations at any point about supporting your child as we want what is best for them too.

As parents/carers you can best support your children to secure regular attendance and punctuality by:

- Ensuring they arrive at school on time every day before 8:40am but no earlier than 8:30am
- Arranging dental and medical appointments outside of school hours where possible
- Informing the school if your child is too unwell to attend:

Our preference is that all absence is reported via the Arbor app.

Log into the Arbor App, click on quick actions and then attendance and log absence by 8:40am.

Alternatively you can report absence by calling the school office 01202 886738 and select option 1 to report your child's absence. Please ensure that you provide your child's name and tutor group and clearly state the reason for absence.

Absence must be reported daily.

(To assist parents in deciding whether their child is too ill to attend school, the NHS have produced a weblink you may find useful: [Is my child too ill for school? - NHS \(www.nhs.uk\)](https://www.nhs.uk/health/a-z/is-my-child-too-ill-for-school/))



- Taking holidays during school holiday periods only
- Attending parents' evenings and school events
- Discussing any problems or difficulties with the school as soon as they arise – staff are here to help

Our attendance policy is available to read on our school website [Click Here](#). This explains how we monitor attendance and follow up absence. If you have any difficulties accessing our policy, please let us know so that we can provide it in an alternative format.

Thank you for working with us and continuing to support us in maximising your child's attendance to help their learning, well-being and future success. Please do not hesitate to contact us if you have any questions or concerns.

Yours sincerely



Mr M Legge
Headteacher