Attendance
MATTERS

Issue I - Introduction

Hello and welcome to the first issue of our **Attendance Matters Newsletter.**

Attendance to school has been in the news a lot of late. And it is always a topic that gets some strong reactions because there are many reasons a child does not attend school and every case is different. At High Storrs School we understand that. However, every letter we write or any system we use cannot express or show that we understand all the different issues that affect your family and your child. But we do try our best to understand, so please be patient and keep talking to us and working with us.

We are delighted to share that 'The Big Finish' attendance reward campaign had a positive impact. Attendance in December 2023 was 3% up on December 2022(and there were more days in school in December in 2023). Some families were cross and shared their thoughts - but we were never trying to make very poorly children come into school and spread germs and that was clear in the many messages we shared with the children. **Children spend less than 20% of their waking hours in lessons in school every year so attendance really matters.** We want all our children to get a great education and secure qualifications to open lots of doors for the future. So, we continue to ask for your partnership in this. And in this newsletter we outline some of our key procedures to support good punctuality and good attendance.
Thank you for reading it.

What's In This Issue?

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Attendance Team Contacts

Mrs Lilley for **Merlin, Crucible & Y13** and **Mrs Lusse** for **Montgomery, Lyceum & Y12**

The best way to contact the Attendance Team is by email as you will get confirmation that we have received this. **Email: attendance@highstorrs-mlt.co.uk**

Appointments

Do inform us of all appointments that take place during the school day with supporting evidence (letter, appointment card, text etc.)

Please email **attendance@highstorrs-mlt.co.uk** giving as much notice as possible, with

- **Your child's name, year & house (if Y7-Y11)**
- **Date & time of appointment**
- **Time you need to collect them**
- **Time they will return to school**
- **Type of appointment (dental, doctors, hospital etc)**
- **Proof of appointment**

If we don't receive proof this will be recorded as unauthorised. We would suggest that whenever possible appointments are made out of school hours or during school holidays as we are seeing an increasing number of appointments through out the school day. The LEA are currently working with GP and dentists across Sheffield to provide more appointments outside of school hours. Please ask about this when making appointments.

Full days off for medical appointments cannot be authorised unless this is discussed with the school and there is good reason. We expect students to come to school before and after appointments unless they are at the beginning or end of the school day.

Your feedback is important to us

We will be sending you a feedback form next week as we would like to know your thoughts on our new **Attendance Matters Newsletter.**

Escalations

If your child misses their same day detention this will escalate as per our **Behaviour Policy.**

You will be notified of this on SatchelOne and by email.

Leave of Absence Forms

Term Time Leave of Absence Forms
When requesting leave of absence during term time please complete this **form** or during the school day your child can pick one up from Student Reception.

We require two weeks' notice to be able to complete the absence process. You will be notified by letter.

Taking unauthorised term time holidays and/or persistent absence may make you liable for a Penalty Notice (fine). The penalty is a £120 fine, per parent/carer if paid within 28 days of receipt of the Penalty Notice, reduced to £60 per parent/carer, if paid within 21 days.

If the payment is not made you may be prosecuted by Sheffield City Council for the original offence. This may result in a fine up to £1000 plus costs.

Punctuality Detentions

From 8 January 2024 punctuality detentions will take place during lunch time: 12.10–12.30pm. Students who received a detention for being late to school will get the opportunity to eat lunch and socialise with friends after 12.30pm.

Missed lunchtime detentions will be moved on to a 30 mins SLT detention.

20 minutes lunchtime detentions are issued for:

- Late arrivals into the school gate after 8:40am (second bell)
- Late to form after 8:40am (second bell)

First bell sounds at 8:35, second bell at 8:40am. If students are not in form at 8:40am then they are **Late!**

You and your child will be informed on SatchelOne of any same day detentions. SatchelOne has a host of features including all up to date trackers, attendance, behaviour points, commendations and any issued detentions.

Please email the school if you would like any support accessing the app - **hssenquiries@highstorrs-mlt.co.uk**

How does my child know about Punctuality Detentions?

Students know that anyone arriving late to school or to form after the second bell at 8:40am will receive a detention.

But if your child is late due to

- Traffic – road closures, diversions - effecting a late number of students
- Public transport – cancelations, missing, late etc - effecting a late number of students
- Car trouble

Please provide details of this before 9am (otherwise detentions will automatically be set.)

If students are required to take siblings to school or will be regularly late, then please discuss this with House Teams in advance.

Sixth Form

Sixth Form students must wear lanyards at all times whilst on the school grounds.

All Sixth Formers should still be swiping in if **arriving after 8.55am** and if **leaving before 2.55pm.**

They should also swipe in and out if they are leaving school grounds at lunch time. This is to alert us to all students on site in case of emergencies.

Read more

www.highstorrs.co.uk/attendance