

October 2023

Dear Parent/Carers,

The Attendance Team

We are writing to update you with recent changes to the attendance team at High Storrs School. We are exceptionally grateful of the support you have given the school with upholding our high expectations around school attendance. This has no doubt led to some of the highest attendance in the city over the past academic year and has had a direct impact with the exceptional outcomes our students have achieved at the end of Years 11 and 13. To continue our drive for the very best for all our students, we are delighted to introduce a new attendance officer, Mrs B Lusse, who will be joining Mrs R Lilley to give greater capacity to our attendance team in supporting all of our students attending school.

The updates to the team will mean that attendance will be split between the two attendance officers as indicated in the table below:

House / Year group	Attendance Lead
Crucible house 15	Mrs R Lilley
Lyceum House 20	Mrs B Lusse
Merlin House 21	Mrs R Lilley
Montgomery House 15	Mrs B Lusse
Y12 (sixth form)	Mrs B Lusse
Y13 (sixth form)	Mrs R Lilley

From Monday 30th October, please direct any queries to the relevant attendance officer when you phone the school.

Reporting absence

We would also like to remind you about the Minerva trusts policy regarding attendance, which can be found on our website [here](#)

Attendance to school is a legal requirement and we expect students to be in the building and learning every day. If your child is unable to attend school due to a medical appointment or illness, please ring the school attendance team at attendance@highstorrs-mlt.co.uk, via our voicemail service on 0114 267 0000 or through the MyEd app to report the absence. **Please do this before 8.30am on the first day of absence.**

Punctuality and sanctions for poor punctuality

The school day begins at 8.40am each morning. Students are expected to be present in school at this time, at either their daily tutorial session or their allocated weekly assembly. A warning bell will sound at 8.35am to indicate the time to move. **Same day 20 minute after school late detentions run each day of the week** for students who are late to school without a reported valid reason. Students that do not attend will receive a 30 minute after school detention later in the week. All attendance detentions are recorded and shared through the satchel one app and it is recommended that students check this daily to avoid sanctions escalating.

Trust policy and procedure

The policies and procedures of the Minerva Learning Trust ask that we seek medical evidence to code any absence as an illness, which can be in the form of an appointment letter or prescribed medication etc. Illnesses that are not authorised do not have any effect on overall % attendance and are solely for in school coding. We always record further information on our internal system as to the nature of the illness, and whilst we recognise this Minerva Trust drive to improve attendance does not always mean illnesses are authorised, we want to assure you that this information is recorded in school.

Moreover, our attendance officers are guided to follow up certain absence messages - for example if you note that your child has a sore throat it may be that our attendance team get back in touch to ask for more details or suggest your child takes pain killers and comes into school. We do not mean any offence by this and if you are able to share further detail in the first instance that would be immensely helpful.

Absence requests during term time

Absence during term time is only granted under exceptional circumstances, and school must be notified in advance for this to be considered via a *Leave of Absence Request Form*. We do ask that these are submitted at least 10 days prior to any planned absence to enable time to process and notify you of the outcome. This form can be accessed on our website at <https://highstorrs.co.uk/download/5/456804e0a852e97fd611ad684efaefab> and returned to the school office or emailed to enquiries@highstorrs-mlt.co.uk You will be notified in writing if the request has been granted or not.

Further details about the legal requirements around school attendance and punctuality can be found on Sheffield councils website at: <https://www.sheffield.gov.uk/home/schools-childcare/attendance-guidance-parents>

Best wishes,

Mrs R Lilley and Mrs B Lusse
High Storrs School Attendance Team

Please be aware that the school has made policy changes in line with GDPR. Further information and privacy notices can be found on the school website <http://highstorrs.co.uk/our-school/privacy-notice>. If you require a paper copy please contact the school office. Please do also alert your child to the privacy notice for pupils.