



Rayner Stephens

H I G H S C H O O L

Address

Rayner Stephens High School
Yew Tree Lane
Dukinfield
Cheshire
SK16 5BL

Contacts

T 0161 338 2374

W www.raynerstephens.org.uk

E admin@rshs.aspireplus.org.uk

Head of School

Mr M. Davies

Re: Attendance & Punctuality

Rayner Stephens High School is consistently working hard to improve the attendance and punctuality of all learners in order to support them in achieving positive outcomes.

A key element of this is parental support and involvement. Parents/carers play an essential role in supporting attendance and we appreciate that the vast majority of families actively follow the excellence for learning guidelines. By communicating regularly and sharing information we can work together to raise attainment standards for all.

In the interest of continuously improving our whole school attendance, we advise the following:

- Every student is expected to strive towards 100% attendance
- Morning registration is at **8:40am** and students must be present in their form room by this time to receive a punctual, present mark
- **Reasons for absence must be reported on 0161 338 2374 by 9:00am** and must be followed up with daily calls and a cover note from parents/carers on return. Alternatively, reasons for absence can be reported via the School Gateway app or by email to r.armstrong@rshs.spt.ac.uk Without this, absences will be unauthorised
- Absence will not be authorised for minor ailments such as colds, headaches or period pains
- Medical appointments should be made outside school hours – absence for dental check-ups, optician's appointments and routine reviews such as for asthma will not be authorised
- Medical evidence must be provided for all absence in excess of three days or when requested by school for repeated bouts of absence. Evidence should be clear and supported with a cover note from parents/carers. Evidence is an appointment letter, prescription or GP note.
- Absences are not authorised for Visa / Passport appointments – these should be planned ahead and made for outside of school hours / term time
- Under guidance from the Local Authority, extended leave will not be authorised for religious observance. Key dates will be considered (usually to a maximum of 2 days per academic year)
- Absences are not authorised on event days such as Sports Day or a last day of term without supporting medical evidence
- Parents must not book holidays in term time – leave of absence may be granted only in relation exceptional circumstances. Request forms are available from the Attendance Office and supporting evidence will need to be supplied
- Unauthorised absence is monitored by the Local Authority who will issue Penalty Notice fines of £120 per parent, per child (reduced to £60 if paid within 21 days)

On occasions, students may have medical appointments which cannot be arranged outside school hours, such as for hospital specialists. In such cases, it is the parent/carer's responsibility to collect their child from school within a reasonable time to travel to and from and ensure as much of the day as possible is attended. It is not appropriate to miss a whole morning or afternoon of school.

If your child is experiencing any problems that may be affecting their attendance or punctuality, then please contact us on 0161 338 2374 to discuss mentoring and /or family support.

