

Dear Parents / Carers,

I am writing to introduce myself as the new Attendance Officer at HSS and to remind you of the schools' policies and procedures around attendance and punctuality, now that the in-school restrictions from COVID-19 have been altered.

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 on 0114 267 0000 or use the feature in the MyEd app to report the absence. Please do this before 8.30am on the first day of absence. Please also note that we require medical evidence to code any absence as an illness, which can be in the form of an appointment letter or prescribed medication etc. Further details of all the features and how to download the MyEd app can be found at: <https://www.myedschoolapp.com/> and are attached to the back of this letter.

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*. This can be accessed at <https://highstorrs.co.uk/download/5/456804e0a852e97fd611ad684efaefab> and returned to the school office or emailed to enquiries@highstorrs.sheffield.sch.uk. You will be notified in writing if the request has been granted or not.

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. From Monday 20th September we will be recommencing the **same day 20 minute after school late detentions** 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 on Friday of that week.

Year 11 students who are consistently late will have privileges removed such as being allowed offsite to Bents Green at lunchtime.

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>

You can also contact me on the number above if you have any further queries and I will be happy to support and help in any way I can. I look forward to working with all HSS families in supporting our students to strengthen their good habits around punctuality and attendance.

Yours faithfully,

Rebecca Lilley

HSS Attendance Officer



Parent App - Supporting School Engagement

Step 1: Click on this link: <https://www.myedschoolapp.com/get> to be taken to a download page in Google Play or the Apple App Store (you can also search for 'MyEd'). Alternatively, use the QR code below.

Step 2: **Download the app** onto your smartphone or tablet and open it.

Step 3: Under Search School, **enter 'High Storrs'** in the box and tap on search.

Step 4: Tap on the option for High Storrs when it shows.

Step 5: Fill in the three boxes shown: **Your Full Name, Mobile Number and Email address**. Once these are entered, tap on **'Link Account'**. You will now be sent a security code by text message.

Step 6: **Enter your security code** in the left-hand box and then tap on the 'Create Account' link (this is not case sensitive)

That's it! You can now view our MyEd app.