

Reporting Absences

If your child is to be absent from school for any reason, please contact us before 9am where possible, on **0161 406 7922**.

It is necessary for parents / carers to contact school each morning your child is absent unless we have a doctor's note for longer term illnesses.

If we do not receive a phone call, then the absence will be recorded as unauthorised.

Highfields Inclusion Partnership

Essex Road
Brinnington
Stockport
SK5 8DR

Tel. 0161 406 7922

Key Contacts

Y10 & Y11 General Enquiries: Mrs Haynes
Y7, Y8 & Y9 General Enquiries: Mrs Nowrouz
PM Groups: Mrs Sargent

Behaviour Concerns: Mr Carter
Concerns about Well-Being: Mrs Day
Attendance Concerns: Miss Page

Looked After Children: Mrs France
SEND: Mrs McFadyen

Senior Leadership:
Mr Grant (Headteacher)
Mr Howard (Deputy Headteacher)

Keeping in Touch



Highfields Inclusion Partnership

A Guide for Parents / Carers

School Times and Lateness

Unlike other schools, Highfields runs different times for different students.

- Y7, Y8 and Y9 → 9am to 1:30pm
- Y10 and Y11 → 9:45am to 2:50pm
- PM Groups → 1pm → 3.15pm

All students are entitled to leave 15minutes early if they have a day without any serious incident of misconduct.

Students are expected to arrive at school on time each day. Where lateness is unavoidable, parents / carers should inform school as soon as possible on **0161 406 7922**.

After school detentions are used as a sanction for students who arrive late if school has not been informed. These take place after school on the same day as the lateness.

Low Attendance Procedures

There is a link between poor attendance and low levels of achievement, therefore, if your child is late or absent from school it will have an impact on their learning.

Students level of attendance at Highfields is expected to be above 90%.

- We monitor attendance in 3 to 4 week blocks and reward students with the best attendance.
- We regularly inform parents / carers of any attendance concerns throughout the year.
- We undertake meetings with parents / carers when a student's attendance is below our expected level.
- We employ an Attendance Lead to support with students and their families to improve attendance.
- We liaise with the School Age Plus worker.
- Where attendance is repeatedly low, we will issue Education Penalty Notices and refer to legal routes. We are obliged to do this as a school.

Medical Appointments

Medical appointments should be made outside of school hours or during school holidays wherever possible.

Holidays.

Parents are expected to organise holidays outside of term time.

Leave of absence for holidays taken during term time will not be authorised unless the Head Teacher considers there to be exceptional circumstances surrounding the application.

Holidays taken without permission may lead to Fixed Penalty Fines of £60 per parent being issued.