

Headteacher: Mrs Kelli Foster
BA (Hons) with QTS

Mark Rutherford School
Wentworth Drive
Bedford MK41 8PX



**MARK RUTHERFORD
SCHOOL**

Attendance

We believe that we can improve the life chances of all students by ensuring that all staff, pupils and parent/carers are aware of the importance of and take responsibility for regular attendance. Attendance at school is a legal requirement and a crucial aspect in preparing for the future. We encourage students to attend and put in place appropriate procedures to support this. We believe that the most important factor in promoting good attendance is the development of positive attitudes towards school and learning. Poor attendance can seriously affect your child's:

1. attainment in school
2. relationships with other students and their ability to form lasting friendships
3. Confidence to attempt new work and to learn alongside others.

Sickness

You must leave a message on the school absence line (01234 290200 press 1) by 7.30am every day your child is absent. You must leave the reason for their absence, we cannot accept just 'unwell' and you must confirm their symptoms. We operate an 'under the weather' policy and encourage students to come in to school, as often the distraction & their friends will help. We also have paracetamol and antihistamines, which we can give with your permission.

Lateness

Registers must close by 8.55am each morning, if a student arrives to school after this time without a valid reason, they will be marked unauthorised-this does impact on the overall attendance record for the student. Arriving late may mean that your child misses important instructions for the day. Students should sign in at the attendance office when they arrive late to school, this is important for the fire register.

Students who have persistent lateness will be sanctioned and parents contacted where necessary by the head of year.

Medical Appointments

All appointments **must** be taken after school and in the holidays. All emergency or unavoidable appointments require evidence to be provided, they can be emailed or handed to the attendance office for every appointment taken in school time. Please let us know 24 hours in advance of appointments where possible, so we can remind your child effectively. Please avoid other medical appointments during school time.

Tel: 01234 290200 • Fax: 01234 290236 • email: mark.rutherford@mrus.co.uk • www.markrutherford.beds.sch.uk

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Company Number. 08316719



Holidays and requests for time off in term time

Time off school for holidays cannot be authorised and could result in a Penalty Notice (fine) being issued by the Education Welfare Office. If you wish to apply, you must have exceptional circumstances. Please fill out a leave of absence form for every absence, available from the school office or on our website under attendance.

How can you support?

- Make school attendance a priority
- Contact school promptly on the morning of every absence by 7.30am
- Make every effort to arrange medical and dental appointments outside of school hours.
- Encourage attendance to school
- Support the school in ensuring that your child arrives promptly to school every morning
- Praise and reward achievements at school
- Ensure holidays are not taken in school time
- Contact the pastoral team if you need any advice or support.

If you bring equipment into school i.e. PE bags, cookery, lunch box etc., please bring it in before 10.30am.

Thank you for your support and if you have any questions, please contact the attendance office attendance@mrus.co.uk or 01234 290201.