



Mission Statement

It is our wish that you receive a full-time education that ensures you have every opportunity available to you to enable you to achieve your full potential in school and outside of school.

Using incentives and rewards, Park High School acknowledges your efforts of hard work in lessons, attendance and arriving on time to school each day. We celebrate exemplary attendance at individual, form and year group level. To ensure good attendance and punctuality is achieved at Park High, staff offer support to you, your parent or carer. If you maintain 100% attendance, we will enter you into a draw for a voucher each term and you will be awarded a Gold Certificate at the end of each year. Silver Certificates are awarded for 97% attendance and Bronze for 95% attendance at the end of each year. We will interview any student who falls below 90% attendance and we will contact your parent or carer each half term and offer support where necessary along with Local Authority officers.

Aims

It is the aim of Park High School to help you to understand the benefit of regular attendance at school. Persistent absenteeism seriously affects your schooling and your life after school. Being absent results in loss of learning which in turn results in poor grades and which in turn results in a lack of skills going forward into employment.

Actions

- If you are absent and your parent or carer has not informed the school, the school will contact your parent or carer and a member of our attendance staff may even visit your home. The school requires written confirmation of your absence which is kept on record by the Attendance Team,
- Dental and medical appointments are to be scheduled out of school hours but if this is impossible, a signed note from your parents must be handed in to the Attendance Team.
- Holidays within school time will not be authorised other than in exceptional circumstances with a maximum of 10 days and your parents will be required to fill in a 'Request for leave of absence' form available from the Attendance Office or school website.
- The Local Authority may issue Penalty Notices for unauthorised absences, unauthorised holidays, truancy and persistent lateness.
- Students who give cause for concern may be placed on an 'Attendance Report', monitored by the Form Tutor/Pastoral Support Worker.
- Religious Absence is authorised by one day's leave per festival i.e. Eid, but no more than 3 days in any one academic year.
- If you are late in the morning, you will be sent an email and you will be required to attend a 10-minute detention at break time.

How we manage lateness:

The school day starts at **8.50 a.m.** but we expect you to be on site at **8.45 a.m.** for a prompt start to the day.

Registers are marked by **8.53 a.m.** and you will receive a late mark if you are not in school by that time. To indicate this a second bell will ring. The school gates close and all students arriving late must enter through Reception and sign in there.

Students who are late will have to make that time up in a break time late detention that day.

Students who are late to form time three times in one week will be required to complete a 60 minute after school daily detention after school the next day.