

June 2024



WATER ORTON ROAD CASTLE BROMWICH  
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ASSOCIATE HEADTEACHER: DR T CLOSE

Dear Parent(s) / Carer(s)

### **Attendance and Punctuality at Park Hall Academy**

At Park Hall Academy we value good attendance and punctuality to the Academy and hope you as parents / carers feel the same. With this in mind, we thought a reminder of our expectations, practices and procedures.

#### **Attendance**

Good attendance to school allows pupils to get into a routine which we hope they will carry on into adult life when they start work.

#### **Illness**

We encourage all pupils to not miss days at school as essential learning is missed, but on the rare occasions where they may be too ill, pupils need to bring a note from home the next day and take this to reception and have their parent or carer make a phone call to the Academy switchboard. Where this absence goes over 3 days we may need you to provide medical evidence.

#### **Punctuality**

Being on time to the Academy also allows pupils to get off to the best possible start to the day. All students are expected to attend their form tutor period as this is the **first teaching session of the day**. Not attending this is considered to be truancy, as with any other teaching session, and will be sanctioned accordingly.

Park Hall Academy starts at 8.40am and if a pupil is late, they will be issued with a detention slip and will complete a 30-minute detention after school the following day. Failure to attend will result in a detention for an hour. If pupils are persistently late to the Academy or are frequently late to lessons, parents / carers may be asked to attend the Academy for a meeting with their child's Head of Year.

If pupils are not in the Academy by 10.00am then you will be contacted by the Academy to check why they are absent. Additionally, parents and carers are informed if their child is late through a text message. Please advise the Academy if your child is going to be late.

#### **Holiday Requests**

I would also like to draw parents and carers attention to regulations that come into force from 1<sup>st</sup> September 2013. These regulations issued from the Department for Education state that **"headteachers may not grant any leave of absence during term time unless there are exceptional circumstances. Headteachers should determine the number of school days a child can be away from school if the leave is granted"**.



As such, our policy will be to refuse any holiday request made to us unless rare and exceptional circumstances can be demonstrated. It is at the discretion of the Academy that these circumstances will be considered. All unauthorised leave will be referred to Solihull Inclusion Service.

### **Rewards**

We are conscious that the vast majority of our students have excellent attendance and punctuality and have been thrilled by how many rewards we have issued to students this year to reflect this.

### **Support**

We thank all parents and carers who work so tirelessly in ensuring positive attendance and punctuality for their children. If you feel that you require additional support in reaching the expected standard for attendance and punctuality, please do not hesitate to get in touch as we do have staff available to help support families who may appreciate this.

Thank you for your continued support in this important area of Academy life.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Gregory', written in a cursive style.

Mr S Gregory  
Deputy Headteacher