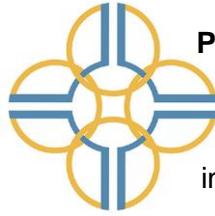


PARKHALL INTEGRATED COLLEGE

Steeple Road
Antrim
BT41 1AF
Tel: **02894 468556**



Principal: Mr N D Owen BA (Hons) PGCE MA

www.parkhallintegratedcollege.org

info@parkhallintegratedcollege.antrim.ni.sch.uk

January

Ref: Attendance and Lateness – HERO - Here, Every day, Ready and On time.

Dear Parent/Guardian,

At the midpoint of this academic year I wanted to take this opportunity to remind you about the importance of attendance and punctuality. It is vital your child/children come to school every day prepared with all the different pieces of equipment, come with a good attitude with regards to their learning and also a good attitude towards how they interact with all staff and their peers.

In Parkhall Integrated College we view every student as having lots of potential and we want each individual including your child/children to do as well as they can, it is therefore very important their attendance is as close to 100% as possible and it is also vital that they are punctual to school every day.

When students arrive to school late or unprepared it can have a knock-on effect on their overall attendance percentage as well as creating a disruption when they enter the classroom, effecting both their own learning and that of the other students in the lesson.

When a student's attendance at school falls below 85% and where there is a concern, it is our legal responsibility to make a referral to the Education Welfare Service (EWS).

Attendance at school is very important and pupils can gain many advantages from being in school on a regular basis. Students with good attendance will generally:

- Be less anxious about going to school.
- Achieve more in school.
- Feel happier in school.
- Find it easier to make and keep friends at school.
- Have access to school clubs, activities and sports which will have added long term physical, social and emotional benefits.
- Do better in tests and exams.
- Have better prospects of employment and training when leaving school.

I would also like to take this opportunity to emphasise the importance of punctuality for our students at Parkhall Integrated College. Arriving on time is crucial not only for the smooth operation of our school day but also for the academic and social development of our students.

Punctuality fosters a sense of responsibility and discipline, which are essential skills for success in both school and future endeavours. When students arrive late, they miss valuable instruction time and disrupt the learning environment for their peers. We believe that every minute counts, and we are committed to ensuring that all our students make the most of their educational experience.

To support our commitment to high standards of attendance and punctuality, we would like to remind parents and guardians of our procedures for continued lateness. If a student is late to school two or more

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times in a week, they will be placed in an after school detention. This measure is intended to encourage punctuality and help our students develop better habits.

We kindly ask for your support in reinforcing the importance of arriving on time. Please ensure that your child leaves home with sufficient time to arrive at school before the start of the day. If there are any circumstances affecting your child's punctuality, please do not hesitate to contact us so we can provide the necessary support.

Thank you for your cooperation and understanding. Together, we can help our students reach their full potential. In the meantime, should you have any questions or queries feel free to contact the school.

Yours sincerely,

Miss A Huey
Head of Key Stage 4 & Attendance Co-ordinator

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