4 November 2026

Dear Parent/ Carer

RE: 'Attend' System for attendance Communications

I am writing to let you know about a new system we are introducing to support with messaging linked to attendance. We believe this will help us communicate and share any communication more effectively about attendance and how we can work together to support your child.

We're committed to fostering a culture of consistent attendance, ensuring that your child has every opportunity to thrive. Through our school system 'Attend', we will be monitoring attendance closely and communicate attendance news regularly.

Communication from us using the "Attend" system may include, but not be limited to:

- Late notifications
- Communication about overall attendance.
- Communication about days missed.
- Communication on first day of absence.
- Communication detailing how your child can achieve their next attendance milestone.
- Specific and targeted messaging for Year 11 students regarding their attendance, days missed and lesson missed in the build up to their exams.
- Celebratory messages when your child's attendance improves.
- Official letters when absence thresholds are reached.

Messages from Attend will appear separately from our main school communication system so please do look out for these text and emails.

We understand that life can sometimes throw unexpected challenges, and there may be barriers to regular attendance. If you haven't already, please get in touch with us to see how we can provide support.

Should your child be unable to attend for any reason, we request that you notify us promptly by contacting our dedicated attendance team via Class charts or by telephone (02392489800).

Thank you for your continued support.

Yours faithfully

Jamie Bryce
Deputy Head of School and Designated Safeguarding Lead

Park Community School
Middle Park Way, Havant, PO9 4BU
Headteacher: Christopher Anders BA(Hons) MA **Head of School:** Ella Capaldi BA (Hons) MA
T: 023 9248 9800 W: pcs.hants.sch.uk E: info@pcs.hants.sch.uk