

Learning to shape the future

Headteacher: Mrs P Dixon BA(Hons), NPQH

Dear Parents and Carers,

I hope that you have had an enjoyable summer and that your son or daughter is looking forward to the new academic year, whether they are beginning their time in the Lower Sixth, or continuing into the Upper Sixth.

I wish to write to you regarding attendance in the Sixth Form. The importance placed upon this is just as significant as it is in the main school, and as such student attendance will be monitored closely. ***Our expectation for all students is a minimum of 96% attendance, which is in line with the whole school.***

To help us to achieve this target, please can you try to ensure the following:

- When students can attend school, they should do so
- Absence through illness should be kept to an absolute minimum
- Any absences should be reported on the first day by telephone to the main school reception
- Any absences should be covered by a note from parents by no later than the second day after returning to school following the absence
- Non-urgent medical appointments should not be taken during the school day
- Urgent medical appointments should if possible be taken during “free” lessons
- Visits to Open Days of higher education institutions will be limited to 3 days within 2 years
- Holidays should not be taken in term time under any circumstances
- Any absence of leave required for special circumstances should be communicated to Mrs Hitchen, Deputy Headteacher, to request her approval

Furthermore, students should arrive on time, every day to school and their lessons. Universities, colleges and employers request information on attendance and punctuality, and as such the school will need to provide an accurate record of such matters to them. We want to be able to tell those who request this type of information that our students perform well in these aspects.

If you have any concerns about your son’s or daughter’s punctuality and/or attendance record then please do not hesitate to contact me at school.

I hope that we all have a very successful year.

Yours faithfully

W Gordon

Miss W Gordon

Director of Sixth Form



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