



2 February 2017

Dear Parents and Carers,

This year we are formalising the Student Guidelines for Attendance and I would like to notify you of them.

Year 12 and 13 students are **required** to attend all lessons, tutorials and registration every day unless they have an authorised absence or the Sixth Form Office has been notified by a parent or carer about a student illness.

If students have Study periods on their timetable then they are **expected** to be in school in the Sixth Form Study Area. Teachers are allocated to be in the Study Area and take registers to check whether a student is present or not. If a student is not present, then under our new whole school behaviour policy, the student will be issued with a C3 detention, which is a 45 minute detention after school.

We are also making the students more responsible for their own attendance by issuing each Monday morning their attendance for the previous week and asking them to explain if there are any absences.

We expect your son/daughter's attendance to be 95% and above. For students who continue to drop below 95% there is a possibility that they may be withdrawn from their exams or invited to be entered as private candidates, which requires payment from them.

There is a real link between attendance and achievement and therefore it is very important for your son/daughter to attend school each day.

We appreciate your support with this matter.

Yours sincerely

Mrs C Murphy-Parry
Head of Sixth Form