

ADVANCE NOTICE TO YEAR 13, 2010-2011

NEW ATTENDANCE MONITORING PROCESSES

- **Many students have exemplary attendance and punctuality, and your integrity on this matter has been noted.** We appreciate your patience with early issues with the school systems and staffing shortages at tutor time. We have better provision next academic year and attendance will be monitored even more strictly every tutor time and lesson. **Everyone in school is responsible for promoting an effective learning culture for success.**
- **Full tutor time and lesson attendance is required, including your General R.E. and your Personal Development sessions, (formerly called “Enrichment Curriculum”).** A few groups and individuals have had to work hard to minimise adverse effects of non-attendance, lateness, missed work and lack of commitment to courses. This cannot continue into year 13 and students will have to demonstrate the courtesies and commitment they signed up to in year 12 if they want to stay in courses and in Sixth Form. **Assemblies and tutor times every day should have a full Year 13 attendance and students will enter the disciplinary process if they do not comply with this requirement.**
- **Signing in late will be different from September.** A new signing in system with a book identifying time of entry and reason for absence will be placed in the new Sixth Form Administrators’ office. (Formerly Mr Jackson’s room). The Sixth Form Administrators, Mrs Milner and Mrs Shillito, will follow up reasons for absence or lateness and track lesson and tutor time attendance. You won’t be able to sign in at the main, ground floor office, and all queries and documents will be handled in the Sixth Form administrators’ office. It is your responsibility to make sure you are recorded as present in your tutor time and lessons. Truancy watch will inform parents if you are not where you should be.
- **Exam entry will be dependent on commitment to full attendance.** We have always said that at least 80% attendance in subjects is a requirement for exam entry to be considered. Please do not assume that if you attend 80% of the time you will be able to enter examinations. It is still not acceptable to have a pattern of attendance of 1/5 missed lessons and teachers will be having discussions about exam entry with any student who does not have medical documentation for all absence and a negotiated catch up plan for any missed lesson and home work. We are looking for a positive student response to this strict approach in order to improve pace and progress in lessons for everyone.
- **Adjustments to the Sixth Form Learning Culture.** Tutors and tutor groups will review the agreement you all signed up to at the beginning of year 12 and a few minor changes for this year will be explained. The school website will have the up to date contact details for the new administrators and instructions about how to report absence and document reasons for absence. We have many exemplary students who do everything that is required of them and who are meeting targets and aiming for success in study. Year 12 examinations are challenging, and the Sixth Form team, with the tutors, will be available on results day and on the first days back in September to help you with transitions to year 13, or if appropriate, other choices for next year.

A S RESULTS: THURSDAY 19th August, from 1p.m.

FIRST DAY BACK FOR YEAR 13: FRIDAY 3RD SEPTEMBER, 8.35 a.m.

Happy holidays, everyone, and be safe this summer!

Mrs Montgomery.