

3rd October 2023

Dear Parent/Carer

I write to you and your child to make clear the expectations for attendance in the Sixth Form and explain the systems we have in place.

Being in school is important to your child's achievement, wellbeing, and wider development. Evidence shows that the students with the highest attendance throughout their time in the Sixth Form gain the best BTEC and A-level results.

Students' ability to develop a deep understanding of their subjects are reliant on building knowledge over time. Absence causes gaps in knowledge, which in turn creates misunderstandings and ultimately, underperformance.

Whilst there may be occasional occurrences of illness or circumstances preventing your child from attending school, we expect all students to maintain an attendance record of at least 96%. Attendance to Sixth Form is made up of two form registrations per day, and subject lesson attendance is made up of each individual lesson.

Parents are encouraged to use the MCAS App to report their child's absence before the start of the school day (8:40am). Equally, they can call the school's student absence line or email this information. If no such message is received, parents/carers will be sent a text message informing them that their child is not in school.

Any student who fails to meet the expectations for attendance will be deemed a cause for concern and will then be referred to the Pastoral Team who will consider a range of strategies to improve. These may include; student meeting with Pastoral Mentor, attendance report, parental meeting with Head of Year, parental meeting with Assistant Head or parental meeting with Deputy Head.

If unauthorised attendance issues persist, a student may not be entered for their examinations.

In addition, the Sixth Form will be rewarding excellent attendance and punctuality through Form Time, assemblies, letters home and Starbucks vouchers.

You can monitor your child's attendance records via the MCAS App. If you are yet to download and register with your child's account, please do so [here](#).

If you have any questions regarding attendance, please do get in touch.

Yours faithfully



Mr S El Sayed
Deputy Head Teacher

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