

28 November 2017

Dear parent/carer

Student attendance in the Sixth Form is very closely monitored as we acknowledge that good school attendance plays an essential part in academic development for post 16 students. All post 16 courses are intensive and students cannot afford to miss valuable teaching and study time.

Sixth form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment. Students should therefore aim for at least **95%** attendance for the year. An exemplary record of attendance says a huge amount about you as a person: that you are dedicated, well-motivated, organised and someone who takes their responsibilities seriously. Good attendance also plays an important part when applying to higher education establishments or employment.

Attendance figures in the Sixth Form are a reflection of timetabled lessons and STEP time which all students must attend on their designated days. For Year 12 students this is Monday, Tuesday and Friday from 2:30-3:00; Year 13 STEP time is Thursday and Friday 2:30-3:00. Students should make every effort to make medical/dental appointments out of school hours; if this is unavoidable then you must contact reception and make the school aware of this. If there is an on-going medical issue that you think we should be aware of that affects your child's attendance, then please do let us know so that we can support your child. Should your child feel too ill to attend school, you should telephone 0191 3866628 before 8:30 am stating the nature of the illness and when they are expected to return.

The attendance policy for the Sixth Form is now available on the school website Framdurham.com. The policy outlines the four stages of intervention for poor attendance. Poor attendance can result in a possible exclusion from the Sixth Form if they do respond to the interventions that are in place.

Yours sincerely

Mrs Mersh-Roberts  
Head of Sixth Form