

CHD/vjb

6th December 2017

Dear Parent/Guardian

Re: Change to Attendance Policy

As part of our continued drive to support our Sixth Formers with developing the right habits to maximise their success we are reviewing and improving some of our key procedures. Given the clear correlation between attendance and progress we are therefore improving student attendance and reducing incidents of lateness; truancy calls will therefore be triggered for students not present in Period 1 where no reason has been given for absence in advance or before 8.30am on the day. Ideally this call will be picked up by the student but we recognise that it may be received by parents/guardians at times and we appreciate all your support in encouraging your son or daughter to be in school on time. Students with attendance falling below 95% will also be reviewed and may be placed on Attendance Report with tutors or Sixth Form Leaders in more serious cases.

- **Students MUST sign in at the Sixth Form office if they do not have a timetabled lesson Period 1 to avoid triggering the truancy call.** They are regularly reminded of this.
- **Explanations for legitimate absence can be sent to vburdge@devizes.wilts.sch.uk or messages can be left via the school number 01380 724886.**

Sixth Formers themselves sign the 'Students Standards' document before they start with us, recognising and agreeing to uphold the high expectations we have here in the Sixth Form, including the need to attend consistently. Unlike a college environment where students may be free to come and go, in the Sixth Form our raised expectations and support package are designed to help students cope with the difficult challenges of the new linear A Level system. We also hope to equip them with the right mindset and habits to cope with demands post 18, be they at University, in Employment, an Apprenticeship, or within a Gap Year programme; developing positive attendance habits now will undoubtedly lead to greater success in all those areas. We are also obliged to declare attendance figures on student references for their post 18 options and poor attendance figures are likely to harm their chances of being offered places at University/alternative programmes.

As ever, we value all your assistance in securing the best A Level outcomes and future possibilities for your son or daughter.

Yours sincerely



Miss C Dale
Head of Sixth Form
Teacher of Philosophy & Ethics and Psychology