



FEARNHILL SCHOOL

Headteacher – Ms E Ellis BA, MA

4th January 2018

Dear Parent/Carer

Re: Sixth Form Attendance Policy – January 2018 Amendment

I am writing to inform you of an amendment to our Sixth Form Attendance Policy.

It is generally accepted that the better your son/daughter's attendance at school, the better their chance of success at A Level/BTEC.

Every student at Fearnhill Sixth Form is expected to have an attendance of no less than 96%. Attendance that falls below 96% may result in being expected to pay for exam entries. Attendance that falls below 85% is classed as a serious cause for concern, which may lead to a student's withdrawal from all lessons.

We monitor and inform students of their attendance rate regularly and promote, within the Sixth Form, good attendance and punctuality.

To help parents/carers support their sons/daughters in achieving an excellent attendance at school I am stopping the current arrangement whereby students can notify the school themselves if they are absent for a non-agreed reason.

As of Monday 8th January we will be reverting to the traditional system whereby if your son/ daughter is unavoidably absent we ask that the parent/carers contact the school as soon as possible on each day of absence. Please give the reason for the absence.

You can contact the school in a variety of ways:

- Telephone: 01462 621200
- Email: headsofsixth@fearnhill.herts.sch.uk
- Schoolcomms

Thanking you for your support in this matter.

Kind regards

Des McGuire
Head of Key Stage 5

Icknield Way, Letchworth Garden City, Hertfordshire SG6 4BA

Telephone: 01462 621200 – Email: admin@fearnhill.herts.sch.uk – Website: www.fearnhill.herts.sch.uk

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