



# St Mary's Catholic School

Benton Park Road, Newcastle upon Tyne. NE7 7PE

*where everyone can succeed*



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19<sup>th</sup> January 2022

Dear Parent/Carer,

## RE: Sixth Form Attendance

I hope that this letter finds you and your family well. Sixth Form students have made a great start to the new term and I would like to thank you all for your continued support, it is always greatly appreciated.

As you will be aware, there is a clear link between excellent attendance and punctuality to school and excellent achievement and progress. To clarify expectations, all Sixth Form students should arrive in school ready to begin at 8:40am. All Sixth Form students must attend registration with their tutor until 9am. If students have study periods at the start of the day, they should then complete their independent study in school using the Sixth Form study rooms. They should not work at home and then arrive in school at the start of their lesson. Tutor time is an important part of the school day and all students must attend every day.

Currently, all students should be present on the school site for all lessons during the school day including periods of independent study. Any student who truants during this time will be sanctioned.

If Sixth Form students leave the school building for their lunch, they must use the swipe card system when they return. All students must be present in the school building at the start of period 4 whether they have a lesson or an independent study period. This is not only important for our monitoring of attendance and punctuality but it is also absolutely essential for safeguarding and health and safety. For example, in the event of a fire alarm, we must know who is present in school and ensure that they are accounted for.

From Monday 24<sup>th</sup> January, if students do not use the swipe card system to sign back into school when they return at the end of lunch, you will be notified via a message on MyEd app and students will be sanctioned.

All of the above expectations have been clearly shared with students in school by myself and Mr Cottington.

When we are confident that all students are using the swipe card system correctly and using independent study periods productively, we will begin to issue students with the privilege of home study. This will mean that students still have to attend school from 8:40am each day but can then work at home when they have finished their timetabled lessons of the day if they wish. Only students who are displaying excellent study routines will be given this privilege. We hope to be in contact with you by the February half term to confirm whether your child has been given the opportunity of home study.

If you do have any queries regarding this, please do not hesitate to contact me via the e-mail address or phone number found at the top of this letter.

Many thanks as always for your continued support.

Yours faithfully,

**Mr Turnbull**  
**Assistant Headteacher Sixth Form**