



Brine Leas School

An Academy

Believe, Learn, Succeed

May 2017

Dear Parent/Guardian,

As Year Eleven students move towards their GCSE examinations, attendance in school is essential. The first exams take place on Monday 15th May 2017 and all students will be expected to be in school all day as usual until half term on the Friday 26th May 2017. This is a legal requirement that is monitored by the Educational Welfare Service and an essential measure in safeguarding our students. If a student does need to leave the site during this time they will need a letter indicating the appointment that they are attending and the register will be recorded with a 'M' for medical appointment. If there have been 14 sessions of 'M's over the year, medical evidence will be required. Students leaving the site without permission will pose a safeguarding concern and register will be marked with an 'O' for unauthorised absence. 10 sessions of unauthorised absence will trigger a letter from the Educational Welfare Officer and a possible FPN.

After the half term students will need to come to school for their examinations. Lessons will still run as timetabled for the subjects that have not sat their exam yet and all students should attend them. We will also provide a study room until the end of the examinations for students who would prefer to work in school, outside of the lessons mentioned above. Once the final examination has been sat, students are free to enjoy their summer and we look forward to seeing them on Results Day on Thursday 24th August 2017.

If you have any questions feel free to contact myself or our attendance officer.

Yours faithfully,

Mr Rob Oakes
Assistant Headteacher Student Support
ROS/SJ/ACE

Headteacher:
Mr Andrew Cliffe

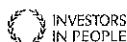
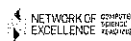
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