

February 2020

Dear Parent

We are writing to seek your support to uphold our expectations for full attendance and consistent punctuality.

Uxbridge High School's sixth form is a successful sixth form and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the sixth form community to reach out for excellence. In order for our students to gain the greatest benefit from their education, it is vital that your child attends regularly and should be at school, on time, every day that the school is open, unless the reason for the absence is unavoidable.

Any absence affects the pattern of a student's schooling and regular absence will seriously affect learning. High levels of attendance and punctuality are characteristics of students who achieve above or in-line with their potential, with research showing that poor attendance and punctuality have a serious detrimental effect on outcomes.

All students are expected to attend 100% of sessions, including: curricular subjects; private study; registration; assemblies and any other directed sessions. All sixth form students are expected to be in school for 08:40 and register with their tutors. If your child is unable to attend, we kindly ask that you call or email the school by 08:30 so that registers can be updated accordingly. If a student arrives any later than 08:55, they must sign in with the sixth form guidance leader, Ms Le-Gall, up until 09:30. Students arriving any later than this time will not be permitted to come into sixth form unless there is a valid reason.

Students are permitted to leave the school site at 13:15 but they must return in good time if they have a lesson in the afternoon. Afternoon registration begins promptly at 14:00. If your child does not attend registration in the AM or PM, then we will send a truancy call or text message. We will also keep you informed if they miss any sessions throughout the day.

Working together, we can ensure that students have as high a level of attendance as possible, promoting good habits for future success.

Yours sincerely

**J Churchill**  
**Assistant Principal - Head of Sixth Form**

**A Mangat**  
**Assistant Principal**

**L Carroll**  
**Vice Principal**

Principal: Nigel Clemens BSc, MA

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