



February 2017

Dear Parents/Guardians

### **Year 13 Study Leave and Examination Leave of Absence**

#### **Study Leave**

As the A-Level examination period approaches, many students find it helpful to be able to work at home uninterrupted by bells and the business of school routine. Therefore, when they return to school after the Easter break, Year 13 students will be granted home study leave covering all non-timetabled lessons. Study leave is granted on the following conditions:

Students must:

- have completed their **AQA Bacc Diary & Extended Project**
- attend all timetabled lessons when registers will be taken
- attend all additional revision sessions arranged by staff
- be with their tutors for PSHE on **Thursdays**
- register with their tutor at 8.50am if they are being taught during Period 1, so that we can complete administrative tasks
- honour all additional school commitments (e.g. in music and sport)
- sign in and out at main reception so that we can keep an accurate record of who is on site at all times.

#### **Examination Leave of Absence**

Students will be granted examination leave from **11.50am on Friday 19 May to Thursday 29 June** inclusive; during this time they will only be expected in school for public examinations. Responsibility rests with students to check their timetables and to arrive punctually for each examination.

**For examinations which fall outside these times** then the arrangements for leave of absence are set out below:

- For a morning examination, students have leave of absence for the day preceding the examination. Please note that for an examination taking place on a Monday, leave of absence is not granted for the preceding Friday.
- For an afternoon examination, students have leave of absence for the day preceding the examination and for the morning of the examination day.

School uniform must be worn for all exams and for attendance at school for other reasons during this period. Students need to use revision time carefully, and these concessions are granted on the understanding that time is used appropriately.

We shall continue to provide all the usual study facilities in school for those who wish to work here or those who are unable to travel in the middle of the day. The School is unable to increase the small number of parking permits issued to Year 13. **Students not in the possession of a permit are not allowed to park at school and are kindly asked not to park in the residential roads in the immediate vicinity of the school. The needs of the local community have to be respected.** Staff will be in school as normal throughout the term and will be available should students require any help or advice.

After the examinations – **Friday 30 June:** registration as normal, followed by return of any remaining books and equipment, and **Leavers' Assembly.**

Please sign and return the reply slip, and please do contact me if you have any concerns during this important stage of your son's/daughter's education.

Yours faithfully

Mr Simon Smith  
Head of Sixth Form

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**Please return to your Tutor by Wednesday 22 March 2017**

**Year 13 Study Leave and Examination Leave of Absence**

Name of Student: \_\_\_\_\_ Tutor Group: \_\_\_\_\_

I have received and read the letter relating to Year 13 study leave and examination leave of absence and am aware of the arrangements.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*(Parent / Guardian)*