



18 October 2024

Dear Parents, Carers

We hope you are well and that your children continue to enjoy life here at NLS Sixth Form.

This letter contains some key reminders as well as pointers for up-coming events you need to be aware of.

1. Year 12 Parent Voice

At the start of each year, we like to canvass parent views on the transition to NLS's Sixth Form. Please take a few minutes to complete this:

[Link to Parent Voice Survey](#)

So far the feedback has been excellent but not especially representative as only some returns have been had – it would be really appreciated if you can contribute.

2. Absence Procedures

- Please recall the procedures communicated before around planned and unplanned absences
- In particular, please recall that you should contact sixthform@northleamington.co.uk (or phone in) by 08:30 if your child will be off school due to illness – and continue to contact us for any subsequent day they will be absent
- Please do not expect your children to be off school for driving lessons, part-time work, holidays and things like Open Days at a university...
- If you do have to make a Leave of Absence request, please see: [Leave of Absence Form](#)

3. Expectations and World Class Basics

- Please recall our process for maintaining high standards – which underpin academic success:

Attendance	Punctuality	Dress Code
100-96%: satisfactory or good	Lates = 1: Tutor uses weekly report to speak with tutee (a restorative)	1 Infringement: Verbal warning from tutor/staff – report to SF Manager to put on G4S
90-95%: weekly report used by tutors to challenge or support a weekly or YTD issue: e.g. flag to student that attendance is in decline or check-in to see they are better – using Attendance Toolkit ideas	Lates = 2: Tutor uses weekly report to speak with tutee and to record in GFS as a Home Note (for parental awareness)	2 Infringements: Verbal warning from tutor/staff – report to SF Manager to put on G4S who phones home



80-90%: Attendance, Welfare and Study Support Officer to undertake attendance mentoring processes using Attendance Toolkit. Recorded in G4S	Lates = 3+: AHOSF uses weekly report and issues and monitors attendance at DT	3 Infringements: Verbal Warning from tutor/staff – report to SF Manager to put on G4S and AHOSF phone home to advise of next step (see below)
<80%: AHOSF/HOSF intervening using Attendance Toolkit ideas. Recorded in G4S	AHOSF also monitor YTD punctuality – so students are not always late twice a week with no significant sanction	4 Infringements: Sent home to change

We will really value the parental support in this as it is vital to student success to have clear expectations and standards.

4. Mock Exams – Year 12 and Year 13

- Y13 will have the first of their Mock exams at the start of November
- Both Y12 and Y13 will have Mock exams in early February
- Students will be supported in preparing for these via the Tutor Time curriculum as well as in subject-specific lessons

[Link to Exams Information](#)

5. Points of Contact

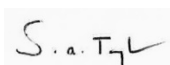
At any point, please do make contact:

- Year 12 student queries, Steve Taylor: staylor@northleamington.co.uk
- Year 13 student queries, Miles Schofield: mschofield@northleamington.co.uk
- Head of Sixth Form, Steve Taylor: staylor@northleamington.co.uk
- Welfare, Attendance & Study Support Officer, Kimberley Lunn: klunn@northleamington.co.uk
- Sixth Form Manager (administrative queries), Nic Short: nshort@northleamington.co.uk

Alternatively, you can email your child's tutor: [Link to list of tutors and their email](#)

I hope you have a restful and pleasant weekend and we look forward to working with you throughout 2024-2025.

Yours faithfully,



Steven Taylor
Senior Assistant Head-teacher (inc. Head of Sixth Form)