



BISHOP CHALLONER SIXTH FORM COLLEGE

November 2019

Dear Parent/Carer

Sixth Form Attendance and Punctuality Monitoring

If there have been any concerns regarding your son/daughter's attendance or punctuality to college and/or to lessons last half term, this will have been communicated to you.

Whilst communication by phone, email or texts will continue, you will now also receive written communication throughout the academic year informing you of your son/daughter's attendance data and any concerns that we may have.

The monitoring of attendance and punctuality will be reviewed every four weeks on average. Where there are concerns regarding attendance, punctuality or both you will receive the following information-

- Percentage attendance to college
- The number of lessons missed
- The number of occasions late to college

It may be that a meeting is required, to discuss attendance/punctuality concerns.

Thank you in advance for your support and cooperation. Please feel free to contact college if you have any concerns or questions.

Yours sincerely

M A Nutt

Associate Principal - Sixth Form

Institute Road, Kings Heath, Birmingham, B14 7EG
Tel: 0121 441 6144 Fax: 0121 441 1552
email: enquiry@bishopchalloner.bham.sch.uk
www.bishopchalloner.org.uk

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