



Burscough Priory Academy
www.burscoughprioryacademy.org
Headteacher Mrs L MacLaren

Ref: 3616

26 January 2025

Dear Year 11 Students and Parents,

Year 11 Leavers' Passport

On Wednesday, Year 11 opened and had the experience of the Brown Envelope. Very clearly, the students were engaged, noted areas of strength and those for attention and we discussed ambition in detail. Thought plus deliberate action equals reaching a goal! The final few months will be filled with hard work to allow you to meet your goals. We expect:

- Kindness, Respect and Ambition in behaviour and attitude
- Engagement in lessons
- Attendance as required at Support Sessions ran by our staff
- Application(s) completed for Post 16
- Complete all agreed exam preparation sessions
- Attend all examinations (we do not have a draft timetable as yet)

There are also several seminal moments to look forward to:

- The possibility of a final trip
- Easter Celebration Assemblies
- Hoodie and Yearbook planning
- Valedictory Evening – Prom
- Final Leavers' Assembly - (held during the school day)
- Examination Results Day in August

As you will be aware we have spent considerable time this year reminding students of the importance of effort and the relationship it has with success and reward. This theme will continue with our launch of the 'Leavers' Passport'. The process is planned to outline a set of explicit criteria which, if worked at, will motivate all of our students to apply themselves well to secure the best results, to have a solid plan for September 2026 and to enjoy the final, important moments in Year 11. The process gives consideration to attendance, engagement, uniform and appearance, achievement and behaviour points and behaviour – our basics. In addition, the commitment to revision and intervention in school will be acknowledged. Students will have the chance to secure points from each of these areas.



An Endeavour Learning Trust School
Registered in England
Company Registration Number 7848372
VAT Registration Number 125718416

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The Leavers' Passport period began this week and will run from Monday 19th January to Friday 15th May. Your son or daughter may well have come home already and discussed what this means with you. At the launch of 'Leavers' Passport all students will start on 0 (zero). By the end of this period, students will be required to have secured a balance of 250+ positive points to be considered for the evening event, our Prom. Students who do not secure a balance of 250+ points may not be eligible and may not be able to attend.

The table below highlights how students can accumulate points:

Choice/Action	Allocated points
Weekly attendance of 100%	+5
Punctuality to school and lessons	+5
E Pluribus Unum badge winner	+5
Attendance at a revision class	+3
Showing Kindness, Ambition & Respect	+2
Positive Point	+2
External Suspension	-15
RESET	-10
Removal from lesson	-5
Detention	-3
Late to school	-2
Late to lesson	-1
Negative Point	-1



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Every fortnight, students will be given an update of their Leavers' Passport balance sheet, where they can record their weekly totals and their current balance. We will communicate with you on a regular basis so that you are able to talk to your child to support, praise and encourage them and increase the likelihood of a successful outcome in August, in preparation for September 2026.

As we enter the key weeks of your time at Burscough Priory Academy, we are also very excited and, in a position to announce the Year 11 Prom, which will be held on Thursday 25 June 2026 at Waterfront Hotel, Southport. This prestigious event is a celebration of your time at Burscough Priory Academy and marks an important milestone - it is a celebration of your commitment to excellence throughout Year 11. Details of this will follow in due course.

Every year, we are always really clear with all of our students that the Prom is a privilege, it is not in school time and as such, it has to be earned and then enjoyed. We want to be really explicit and state that the Leavers' Passport is the means by which students' place at Prom can be confirmed. **Everyone is eligible** to attend starting 19 February 2025.

In order to secure a great set of exam results, to secure a place at Prom and be prepared for 1 September 2026, the Leavers' Passport criteria are:

Leavers' Passport

Essential Requirements:

- A. Maintain a minimum of 100% attendance throughout the Leavers' Passport period
- B. Meet deadlines. Complete all required coursework for your GCSE and Cambridge National subjects

Coursework Deadlines

- Physical Education - 13th February
- Music (Performance) - 13th February
- Music (Composition) - 20th February
- Drama - 27th February
- Food Technology - 25th March
- Design Technology - 27th March
- Art (Component 2) - 22nd April
- Art (Component 1) - 8th May

Examination

- Spanish (Speaking Exam) - 21st April



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- C. Complete applications and associated interviews as required for Post 16 education, employment or training
- D. Attend ALL scheduled GCSE and Cambridge National examinations - no exceptions
- E. Demonstrate exemplary behaviour throughout the Leavers' Passport period
- F. Achieve a minimum of 250+ points towards your Leavers' Passport by the end of the period.

What is exemplary behaviour?

- A. Show kindness and respect to all staff and fellow students
- B. Wear correct school uniform, in the right way at all times
- C. Arrive punctually to all lessons
- D. Follow the school rules

How will my progress be reviewed?

- A. Your progress towards these requirements will be monitored regularly throughout the Leavers' Passport period
- B. Those at risk of not meeting the Leavers' Passport requirements will receive warning letters and support to help them improve
- C. Students failing to meet any of the above requirements will forfeit their opportunity to attend the Prom
- D. Final decisions regarding Prom attendance will be made after May half term. N.B. If any student fails to attend and sit a GCSE examination, they will not be allowed to attend the Prom.

We will reserve the right to make a final decision for Prom for any student not meeting the target points.

Appeal Process

We recognize that each student's journey is unique and that there may be circumstances that impact your ability to meet the Leavers' Passport requirements. If you do not achieve the required 250+ points or fail to meet other essential criteria by the end of the Leavers' Passport period, you will have the opportunity to appeal the decision. The appeal process will require you to submit a handwritten letter explaining why you believe you should be permitted to attend the Valedictory Evening, demonstrating genuine reflection, accountability, and commitment to positive change.

All appeals will be carefully reviewed by the senior leadership team, with decisions made on an individual basis. Full details of the appeal process, including deadlines and requirements, will be provided to any student who does not meet the standard criteria. However, our expectation is that all students will work toward meeting the requirements without needing to rely on the appeal process.



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These expectations are achievable for all students and are no different to that which we live everyday. Students who are committed to their education and maintain a good standard of behaviour will thrive. Staff in school are here to support all of our students to reach these goals. If you or your child have any questions, please speak with your form tutor, Head of Year or Director of Key Stage 4. Let's have a fantastic four months!

Yours sincerely,

K Collins

Mr. Collins
Director of KS4

H Pardoe

Miss. Pardoe
Head of Year 11

Important Dates:

Passport to the Prom Period: 19 January - 15 May 2026

Final Review Date: Before May Half Term

Prom Date: Thursday 25 June 2025

Venue: Waterfront Southport Hotel

Time: 7.00pm - 10.00pm



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