



28th March 2024

Dear Parent/Carer

Sixth Form Attendance Reporting

I am writing to ask for your support in line with our attendance reporting procedures. Our attendance policy states:

The academy has the right to consider whether to accept a parent/carers position with regard to medical absence. If the academy has concerns that the illness may not be genuine or warrant an absence, the academy may ask to see additional evidence such as an appointment card or copy of a prescription.

We are requesting the following to avoid occasions of lost learning time should a student inform us of absence without parental consent, to minimise time wasted by pastoral staff chasing up reasons for non-attendance and to ensure that our attendance records are as accurate as possible, with no unnecessary unauthorised absences.

Please could we remind all parents/carers that we require medical evidence for each medical appointment during school time. This should be shown to a member of the Sixth Form Team or Student Information before the student will be permitted to leave site for an appointment.

If a student is not able to attend school due to illness or other, we require confirmation from a parent/carers. We understand that in some cases it is difficult for the parent/carers to make contact in the morning, but we are requesting that even if a Sixth Form student is informing school of their absence, that a parent/carers follows this up within 24 hours with an email to attendance@tscacademy.org.uk or via telephone on 01623 663450. Without this parent/carers confirmation, all attendance will be marked as unauthorised.

Should you have any questions about this please do let us know via sixthformteam@tscacademy.org.uk or via telephone on 01623 663452.

Yours sincerely

Laura Jones
Head of Sixth Form