

February 2024

Dear parent/carer



UXBRIDGE
HIGH SCHOOL

Sixth Form Attendance Monitoring

Uxbridge High School sixth form is a successful sixth form and your child plays their part in making it so. We aim for an environment which enables and encourages all members of the sixth form community to reach out for excellence. For our students to gain the greatest benefit from their education, it is vital that they attend regularly, and your child should be at school, on time, every day the school is open, unless the reason for the absence is unavoidable.

Any absence affects the pattern of a student's schooling and regular absence will seriously affect learning. If a student misses one day of school, they miss up to six hours of learning. High levels of attendance and punctuality are characteristics of students who achieve above or in-line with their potential, with research showing that poor attendance and punctuality have a serious detrimental effect on outcomes.

Once a student falls below the expected 95% attendance mark, this will trigger the start of our persistent non attendee attendance procedure. We will write home to you initially to advise that your child has dropped below the required level of attendance, and then they will be monitored for a set period.

All sixth form students are expected to be in school every day, with the start of their day beginning at 8.20am when they must attend form time. All students should be seated, in their form room by 8.20am. Therefore, if they arrive after this time, they will be marked as late by their form tutor. Due to overall attendance dropping across the board, students are no longer allowed to leave early on a Friday and therefore, must be in school every day until 2.40pm. If they have a period six lesson, they must stay on site until this lesson has finished.

If your child is unable to attend school, due to illness or another authorised reason, we kindly ask that you contact the school by 8am via the dedicated sixth form attendance email: sfattendance@uhs.org.uk

If your child is in school but their teacher is not, students are then they are still required to be in school and work in the sixth form area for that lesson.

By working together, we can ensure as high a level of attendance as possible, promoting good habits for future success.

Yours sincerely

J Gingles
Assistant Principal – Acting Head of KS5

POSITIVE • RESPECTFUL • OPEN MINDED • UNIQUE • DETERMINED

Principal: Louisa Seymour BEd

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