



# PARMITER'S SCHOOL

FOUNDED 1681

Headmaster: Mr M Jones BA MEd

19 January 2024

Dear Parents and Carers

## Sixth Form Attendance

We would like to take this opportunity to remind you of the key aspects of Sixth Form attendance. **Please note** that we have a new email address for reporting Sixth Form absence ([y12andy13attendance@parmiters.herts.sch.uk](mailto:y12andy13attendance@parmiters.herts.sch.uk)).

Parents/carers are requested to advise us of all absences for Sixth Form students, be that for university visits, work experience, illness or other reasons. Medical and dental appointments, where possible, should be booked outside school hours or during study periods to minimise time out of lessons.

### 1. Request for Planned Absence

For pre-arranged absences, such as University visits, taster days, work experience and medical or dental appointments, Sixth Form students are requested to take responsibility for reporting their absence and collecting, in advance, an Authorised Absence Request form from the study area. The form must be signed by the student, a parent or carer, their Form Tutor and Heads of Sixth Form before being returned to Mrs Smith (Sixth Form Academic Support Officer).

Our preference is for students to use the Absence Request Form. However, absences can be notified in advance by a parent/carers, with the dates and details of the absences, by either:

- Telephoning **01923 665715** (Sixth Form Centre direct line), or
- E-mailing [y12andy13attendance@parmiters.herts.sch.uk](mailto:y12andy13attendance@parmiters.herts.sch.uk)

### 2. Notification of unplanned absence

A parent/carers must contact the Sixth Form Team **before 9.00am** to report the student absence by either:

- Telephoning **01923 665715** (Sixth Form Centre direct line), or
- E-mailing [y12andy13attendance@parmiters.herts.sch.uk](mailto:y12andy13attendance@parmiters.herts.sch.uk)

If a student is absent for any reason, it is their responsibility to contact the subject teachers for missed work and to catch up as soon as possible.

Year 12 and Year 13 students are expected to be in school EVERY morning for registration at 8.35am, regardless of their timetable. If a student arrives late, they **MUST** advise Mrs Smith (Sixth Form Academic Support Officer).

Students earn the privilege of leaving school at the start of lunchtime for home study, if they have parental permission and no period 5 lesson on their timetable. Sixth Form students may also leave the school site during lunchtime, but **MUST** check out and back in again. No student should leave the school site at any other time without permission.

**PARENTAL CONSENT** – please complete the [Opt Out Form](#) by **Monday 29 January 2024** if you would prefer that your son/daughter **did not have the option** to leave the school site during the lunch break or for home study when they have no lessons in the afternoon.

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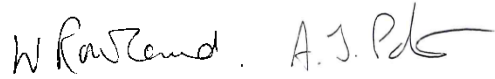
*Nemo sibi nascitur:*

*Our values of community, aspiration and opportunity enable every individual to grow and flourish*

All time in school is crucial for students during their A Level studies, both for personal and educational development. Parents/carers are asked to check the school calendar and refrain from booking any family holidays during term time.

Further details regarding Sixth Form attendance and behaviour expectations can be found in the Sixth Form [Code of Conduct](#) on the school website.

Yours sincerely

Handwritten signatures of Mrs W Rowland and Mr A Porter. The signature of Mrs W Rowland is on the left, and the signature of Mr A Porter is on the right.

Mrs W Rowland and Mr A Porter  
Heads of Sixth Form