

13 May 2026

Dear Parents and Carers

## Year 12 Expectations and Attendance

As we enter the final few months of the academic year, we would just like to take this opportunity to offer a few reminders to ensure smooth passage for students, staff and parents/carers throughout the rest of Year 12.

Students have just completed their end of year examinations and will receive their results from their subject teachers over the next few weeks. These results are not formally reported home, so please do ask your child how they got on. Results will help inform UCAS predictions, but performance in other assessments throughout the year will also feed into this. Where students underperform, we will introduce interventions to scaffold improvement. It is important to remember that A Levels are a two-year journey and it is where students are academically at the end of Year 13 that is most important. Any queries regarding examination results should be directed to subject teachers.

It is crucial that students realise there are still 8 weeks left of the year. Even though they have completed their examinations, the work continues to ensure each syllabus is completed in plenty of time to allow revision and examination preparation come the end of Year 13. A Levels are relentless and we expect high levels of effort and engagement both in and outside the classroom.

We also demand a continued high level of behaviour/manners and compliance regarding our dress code, which always causes issues in the Summer term as the weather improves. Generally, the warmer it is, the worse the standard of dress. We request your support to ensure we maintain our high standards.

[Sixth Form Code of Conduct](#)  
[Parmiter's School Sixth Form Dress Code](#)

Punctuality and attendance can also be areas of concern. We would like to take this opportunity to remind you of the protocols around reporting absence and the importance of students being present in all lessons.

### Notification of Unplanned Absence

A parent/carer must **contact the Sixth Form Team before 9.00am** to notify us of any unplanned/unexpected absences for a student by either:

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

### Request for Planned Absence

For pre-arranged absences, such as University visits, taster days and work experience, Sixth Form students are expected to take responsibility for collecting an **Authorised Absence Request Form** *in advance*, from either the study area or their Form Tutor. This form must be signed by the student, a parent/carer, their Form Tutor and Head of Sixth Form before being returned to Mrs Smith preferably well in advance and not at the last minute.

**Headteacher: Mr A Smith NPQH, MPhil (Cantab), FCCT, FRSA**

High Elms Lane, Garston, Herts WD25 0UU

admin@parmiters.herts.sch.uk | www.parmiters.herts.sch.uk | 01923 671424 | Thomas Parmiter Sports Centre 01923 682805

### **Appointments during the school day**

Medical and dental appointments should be booked outside of school hours or during free study periods, where possible, to minimise time out of important A Level lessons.

Parents/carers are asked to check the school calendar and refrain from booking any family holidays during term time. We will not authorise any holidays taken during term time.

### **Student's Responsibility**

If a student is absent for any reason, it is their responsibility to check their Google Classroom for lesson details and resources. If work has not been posted, they should contact their subject teachers. Once the student is fit and healthy, they should catch up as soon as possible. Students are obviously not expected to be completing any studies if they are off school sick.

As students approach the final part of the Summer term of Year 12, we want to stress the importance of maintaining good attendance. Attendance is directly linked to achievement, and as a pastoral team, we strive to ensure that every student reaches their full potential. Research by the Department for Education highlights the critical impact of attendance on academic success. Significant absences can result in a student's grades dropping, which could be the difference between entry to some top university courses. The linear nature of A Level courses means it is essential that students attend every lesson to help their understanding of the topics covered.

### [Attendance Matters](#)

Students should refrain from taking absence from school for minor ailments such as coughs, colds, stomach and headaches, etc. We have a school matron and, if a student becomes unwell at school, she will review and make decisions about attending lessons or leaving school.

We monitor daily attendance closely, as well as attendance at lessons. Should there be problems, students may lose privileges and parents/carers will be informed. Persistent non-attendance may lead to parents/carers being charged A Level examination entry fees.

We have seen a recent trend where parents are reporting their student as ill first thing in the morning and then they arrive later in the day. When we check, this usually coincides with a timetabled study or free period. If a student is genuinely ill, please keep them at home all day so they can rest and recover.

It is important that the school maintains a positive dialogue with both our students and parents/carers. Any initial communication should be through your child's Form Tutor or Miss Potter, Head of Year 12. Everyone wants the best possible outcomes for our students and this will only be achieved through collaboration and trust.

Thank you for your continued support.

Kind regards



Tim Henson  
Head of Sixth Form