

8th November 2023

Dear Parents and Guardians,

Welcome back to all students after half term; I hope you have all had a restful break.

I am writing to you as the Attendance Manager at Outwood Academy City, to emphasise the importance of regular attendance for all Y11 students in the lead up to their final exams - including full attendance during the two week mock exam period, **13th November - 24th November**.

As you are aware, the final year of secondary school is a critical period for our students. The exams they will be sitting at the end of this academic year will determine their future education and career opportunities. It is therefore imperative that they attend all their classes, revision sessions, and other school activities to maximise their chances of success.

Good attendance is not only essential for academic achievement, but it also helps students to develop social skills, build positive relationships with teachers and peers, and establish healthy habits for later life. Attending school regularly also ensures that students are up-to-date with their studies, reducing the need for extra revision in the run-up to exams.

We understand that there may be circumstances beyond your control that may lead to your child's absence from school. However, we ask that you inform us as soon as possible if this is the case. This will allow us to provide the necessary support and resources to help your child catch up on any missed work.

We will be monitoring attendance closely over the next few weeks, and we ask that you support us in ensuring that your child attends school regularly. Please encourage them to prioritise their studies and remind them of the importance of good attendance in achieving their goals.

Thank you for your cooperation in this matter.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'R Scragg', with a long horizontal flourish extending to the right.

Mrs R Scragg

Attendance Manager