



Letter No: 248/2024

10<sup>th</sup> July 2024

Dear Families,

## Sixth Form – Requesting Absences for University Visits, Apprenticeship Interviews or Work Experience

As we approach the end of Year 12, we have begun the process of helping our students explore UCAS, Apprenticeships, and career pathways. As a result, our students are turning their attention to their individual plans for beyond the Sixth Form. Many of our students are now exploring different Universities or Apprenticeships and beginning to book places on the Open Days or Information Days on offer.

I am writing to confirm the process for students in the Sixth Form **requesting absences** to attend University Open Days (or 'Applicant Days'), Work Experience, Apprenticeship Interviews, or other activities relevant to their studies or future pathways.

Our process has largely remained the same – the only significant difference is that we will now require a parent/carer to directly confirm with us that they are aware of – and support – the requested absence, via email. The full process is per below –

1. Students must collect a **BLUE Absence Request** form from outside the **Performance Director Office** (located in the Sixth Form Centre);
2. Students must take the Absence Request form to **each of the teachers** of the lessons they intend to miss – teachers will sign the form to demonstrate they are happy to support the absence;
3. Students must then take the completed Absence Request form to their **Performance Director (Miss Clifford)** who will review the absence and, if we are satisfied that the absence request is reasonable and of significant value, will authorise the absence;
4. Students must then take the Authorised Absence Request Form to our **Attendance Officer (Mrs Jenkins)** who will hold the Absence Request on file as Pending Parental Approval;
5. The absence will not be formally approved (and entered into our registers as an Authorised Absence) until we have received **authorisation from a parent/carer via email**.

To confirm you are aware of and support the requested absence, please email [6thformattendance@sandringham.aat.school](mailto:6thformattendance@sandringham.aat.school) confirming: the name of the student, the reason for the absence (e.g. Open Day), and the dates of the absence.

I must stress that we will **not authorise an absence** if any of the below apply:

1. the student has requested to attend a midweek Open Day for a University that is also running Open Days on a weekend or during a school holiday;
2. we have significant concerns about attendance, punctuality, or academic progress and feel that time out of school is not appropriate;
3. we are given less than 5 school days' notice of the requested absence.

I'd also like to draw your attention to a website which lists all Open Days being held which should help with looking ahead and booking Open Days for the Autumn Term:

<https://www.opendays.com/calendar/>

If you have any questions about the process for requesting an absence, please do not hesitate to contact either me or Miss Clifford.

Yours sincerely,

Thom Leat  
Director of Sixth Form

