

26th April 2024

Dear Parents and Carers,

Attendance and Support during the Year 11 Exams, May 7th-June 26th 2024

With the exams fast approaching, I am writing to you to explain how our pastoral team will support your child during this important period in their lives. We are determined to ensure that our students can attend every exam and revision session without interruption. We will make sure that they are able to access every session.

Exams begin on **7th May 2024** and finish on **26th June 2024**. Your child will receive their exam timetable on Monday 29 April and the exam plan can be found on the academy website using the following link: [Exam Plan 2024](#) For the duration of this period the following protocol will apply to all our Year 11 students.

Arrival to School

- **7.45am:** The atrium will be open for all Year 11 students. Toast and fruit will be available. Students must enter through the reception door and register with Mrs Houghland.
- **8.00am onwards:** The attendance team will begin to contact parents and carers to ensure that all Year 11 students arrive on time for their exams.
- **8:25am:** For morning exams, all students will go into the lecture theatre for a pre-exam booster delivered by the head of department or subject director. Otherwise, students will revise with their teachers and follow their normal timetable.

Students must attend school between from 8.20am to 2.30pm and are strongly encouraged to attend after school enrichment throughout the exam period. We believe that the best place for students to prepare and revise is in the academy, with subject experts.

Reporting Absences and Appointments

All Year 11 students must attend school 100% of the time during their exams. Please make sure that all medical appointments are booked outside of school hours during this period. In the event of an unavoidable absence, it is imperative that parents and carers provide evidence. The threshold for mitigating circumstances during exams is high so the evidence provided must be clear and supported with medical evidence. This might include appointment slips, dated prescriptions and doctor's notes. We will require written consent via MCAS in the unlikely event that a student needs to leave the academy during the school day.

Communications from School

To ensure full attendance for external exams, text messages informing students of upcoming exams will be sent out during the afternoon of each school day.

As stated above, the attendance team will contact home to follow up on any student who has not signed in with their learning manager. We will request that parents and carers support us in ensuring all students are in the academy on time for the start of their exams. In the event of emergencies around public transport or at home, the academy will endeavour to provide transport where possible. This is subject to the availability of our attendance officer and/or minibus.

Exam Period Support

We have a range of strategies to support students through the exam period. Please get in touch with us if you wish to discuss these opportunity's further via info@dartonacademy.org.uk or via the MCAS app.

- Breakfast Club from 7.45pm

- Lunchtime Revision
- Subject intervention tutor groups
- Subject Director support in Core subjects
- After school intervention every day
- Houghland's House Party (study room), Tuesdays from 2.30pm in E203
- Holiday Revision Sessions
- SLT Mentoring
- Parent Meetings
- Bespoke Attendance and Inclusion Support
- Online Revision Tools: Sparx Maths and GCSE Pod

If you have any concerns about attendance during the exam period, please email our attendance team directly via attendance@dartonacademy.org.uk or call us on 01226 232306.

Thank you for your continued support and I wish your child good luck in their upcoming examinations.

Yours sincerely

Mr Mazacs

Assistant Principal

Darton Academy