



SOUTH WOLVERHAMPTON & BILSTON ACADEMY

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Kerry Inscker | Principal BSc (Hons), Cert. Ed, MA, NPQH

'LEARNING FOR LIFE, SECURING SUCCESS'

EPL/CJO/March 17
3 March 2017

Dear Parent/carer

RE: Year 11 External College interviews and Open Days, policy for requesting time for appointments.

In recent weeks, as always at this time of year, we have received increasing numbers of requests for absence of Year 11 students to attend 6th form/college interviews. However a number of requests have been made to attend additional generic open days which are impacting upon students learning.

Can I please remind you of the process to request time away from the Academy for this purpose:

- Parents/carers should write to the Academy requesting authorised absence for the student to attend (the covering letter from the college should be attached to the parental request)
- The letter should be addressed to The Principal, and handed to reception
- The Principal will then approve or decline the request for absence from the Academy
- All generic visits or assessment days should be organised beyond the Academy day or on weekends
- We ask that all requests are made a minimum of 1 week in advance to ensure minimal impact on student learning
- Students attending interviews without permission will receive an unauthorised absence
- Please be aware that students have access to Careers advice and guidance at the Academy via our CEG Manager Mrs J Jones who is based within the 6th form area.

We are fully aware of the important decisions that students are currently making, however we take our role in ensuring your son/daughter gains the highest possible grades extremely seriously. Together we need to ensure that every student's attendance is as high as possible at this extremely important time of year.

If we can be of any further help please do not hesitate to contact me

Yours Sincerely

Mr C Jones
Acting Principal



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