

February 2018

Dear Year 11 Students and Parents/Carers

### **College Interviews 2017/18**

I am writing to set out the School's approach to external College interviews for possible places in September 2018. As a Headteacher one of my legal responsibilities is to decide when to authorise absences from school for reasons other than sickness absence.

In respect of College interviews I will not authorise absences during the school day. Interviews need to take place after 4.00pm or on Saturdays. Colleges are well aware of this policy, which is shared by some other local schools and academies. Two years ago I wrote to every College Principal setting out the School's policy.

Sometimes that message does not get across. If a College offers you an interview during the school day, the student or their parent need to telephone the College and ask for an interview after 4.00pm. It is not the School's responsibility to do this for you. Colleges do not have the legal power to decide that a school age child can be absent from school. That rests with me as Headteacher. They are required to give you a different appointment time.

This letter is also on our School website.

We introduced this policy because of the amount of learning time being lost in respect of attendance at College interviews. The School will do anything possible to ensure you get excellent GCSEs – equally we need excellent attendance from everyone throughout Year 11.

Yours sincerely

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Headteacher

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