



# THE LONDON NAUTICAL SCHOOL

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*Over 100 years of Nautical Education*

Dear Parents/Carers,

## **ATTENDANCE PROCEDURES for Year 12 and Year 13**

From next Monday 27<sup>th</sup> February if a student misses a lesson without a valid reason that is supported by a parental note the following procedure will take place:

- On the day of the missed lesson a student will receive an automatic 1 hour detention after school at 3:30pm, this detention will be supervised by a member of leadership and it is expected that the student will complete the missed work from the lesson.
- If a student fails to turn up to the detention they will automatically be put on the detention list for the next evening, giving the student an opportunity to attend the detention and catch up on the missed work.
- If a second detention is missed the student will then be placed in the LSC for the whole of the next school day, failure to comply with this procedure will result in the student being sent home.
- If a student has more than three detentions in a week we shall request a parent meeting where your child's future at LNS will be discussed.

We are taking these measures to try to ensure that your son/daughter is given the best opportunity to succeed, with exams just around the corner students should not be missing lessons or being late to school in the morning as this will have a detrimental effect on their progress and their future.

While we understand that on occasion students may have appointments or valid reasons for them missing a school day or a lesson but we can only sanction these absences if they are supported with a valid doctors/dentist/hospital note or a parental letter.

We thank you in advance for support with these measures. We will be outlining them clearly to the students and asking them to respect the attendance rules. We know that you are as keen as we are to ensure that every student succeeds at London Nautical School and know you will also support your child's educational progress.

Please do not hesitate to get in contact with us to discuss these new procedures should you wish too.

Kind regards

Miss Claire James

Assistant Headteacher – KS5