



20<sup>th</sup> September 2022

STATION ROAD KNOWLE SOLIHULL B93 0PT  
01564 773 348  
WWW.ARDEN.SOLIHULL.SCH.UK

Dear Parents/Guardians

**RE: LATENESS TO SIXTH FORM**

The Heads of Year and I have been pleased with the start that the Sixth Form have made this year.

In order to maintain our consistently high standards, we will continue our system of challenging lateness by ensuring that any student who is late to Arden makes up the time so that they do not fall behind with either the Futures Programme, their work on character and development or their academic progress.

We recently asked for student feedback and were pleased to hear that our Futures Programme is highly regarded and that our key messages about our culture and shared values make a difference.

To ensure that all students do gain the full benefit of this programme, attendance and punctuality are vital. Therefore, any student who misses form, or is late to it and therefore disrupts it, will have to catch up for half an hour on Friday at 3.30pm starting from this Friday 23<sup>rd</sup> September. If this opportunity is not taken, the following Friday will be used for a catch-up session of one hour from 3.30pm to 4.30pm.

In the highly unlikely event of a student deliberately choosing not to attend these sessions and to enable them to catch up on the necessary steps to prepare for their future, students would be required to complete the form time programme in my office and be separated from the rest of the student body for an afternoon.

We appreciate your support in this matter.

Yours sincerely

**Mr D White**

**Assistant Headteacher / Head of Sixth Form**



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