

Our ref: RJA/AKE

Wednesday 1st March 2023

Dear parents/carers,

Year 11 Prom Update

Following the letter sent previously this academic year, communicating initial details about the Year 11 Prom, we wanted to take this opportunity to share further information about what we hope will be an exciting final celebration for our incredibly talented Year 11 students.

To attend Prom this year, students will need to meet certain criteria linked to behaviour and attendance. To support students, today in assembly we have launched our "Passport to Prom" - a document which has been created to enable students to keep track of their progress towards attending Prom and meeting the requirements needed.

In assembly today, the passport process has been fully explained to students. The passport will run from today - **Wednesday 1st March until the start of exam season. Students will be informed when they need to hand their passport in.** All completed passports must be placed in the box in student reception. Late passports will not be accepted. Together with the attendance and behaviour target, we have also explained to students our enrichment incentive to support students with making exceptional academic progress.

Positive attendance continues to be of vital importance in terms of student learning, progress and reaching aspirations. For students to be able to attend Prom, they must have a passport attendance figure of 95% or above. This means that **between the dates of Wednesday 1st March (passport issue date) and the start of exams, students must have an attendance of 95% or above. Attendance before 1st March will not be counted towards Prom.** Students will receive a weekly attendance signature from their Form Tutor to indicate they are on track to meet this requirement. If there are any exceptional circumstances regarding students' attendance this will be taken into consideration.

As an Academy, we continue to promote the highest behaviour standards of all our students therefore students will be required to have no outstanding detentions and no lunchtime detentions if they are to attend Prom. Students who have successfully met this criteria will be given a signature on the last day of the passport by their Form Tutor to show they have met this requirement. We reserve the right to remove a student from Prom in the event of a significant behaviour breach. This will be at the discretion of Mrs Sheehan.

If you have not yet made a deposit for Prom, you will be able to do so from next week. **The cost of the deposit is £15 and should be made via iPay. Deposits are non-refundable.** The full amount for tickets will need to be made no later than Wednesday 10th May; there will be more details regarding the full payment to follow.

Further details regarding timings of the event, catering and photographers will follow in the coming weeks.

Our Year 11 students are a vibrant, gifted and special year group. We are working hard to create a Prom that will be a fitting celebration of their time and successes together and are very much looking forward to sharing it with them.

If you have any questions regarding the Passport to Prom then please do not hesitate to contact me or speak with the Attendance Team should you have any questions regarding attendance.

Yours faithfully,

Miss R Jackson
Lead Learning Manager