
Attendance and Support during the Year 11 Exams, 2 May – 25 June 2025

Dear Parents and Carers,

With the exams fast approaching, I am writing to you to explain how our pastoral team will support your child during this important period in their lives. We are determined to ensure that our students are able to attend every exam and revision session without interruption. Wherever required, we will go the extra mile to ensure they are able to access every session.

The exam window opens on **2 May 2024 and closes on 25 June 2025**. For the duration of this period the below will apply to all of our Year 11 students.

Arrival to School

- Year 11 students will enter the academy via the main reception door.
- **7.45am:** The atrium will be open to all Year 11s. Toast and fruit will be available. Students need to check in with Mrs Hope or another Learning Manager.
- **8.00am:** Attendance team will begin calling around students to ensure they are able to arrive on time.
- **8:25am:** For morning exams, students will filter in the lecture theatre for a pre-exam booster with our team of subject experts. Otherwise, students will revise with subject staff following the exam plan timetable.
- **8.30am:** An automated text will be sent out to all Year 11 parents/carers for students who have not yet checked in.

Students will be expected to attend school between normal hours (8.20am-2.30pm) and strongly encouraged to attend after school interventions throughout the exam period. The leadership team at Darton Academy are committed to support students throughout the exams and strongly believe that the best place for students to prepare and revise is in the academy, with subject experts.

Reporting Absences and Appointments

It is absolutely vital that Year 11s attend school 100% of the time during their exams. Please make sure that all medical appointments are booked outside of school hours during this period. In the event of an unavoidable absence, it is imperative that parents/carers provide evidence. The threshold for mitigating circumstances during exams is high so the evidence provided must be clear and medically supported. This might include appointment slips, dated prescriptions and doctor's notes. We will require written consent via MCAS in the unlikely event that a student needs to leave the academy during the school day.

Communications from School

In order to ensure full attendance for external exams, we will be communicating with you on at least a daily basis during the exam period. Texts informing students of upcoming exams will be sent out during the afternoon of each school day.

As stated above, a text will be sent out every morning at 8.30am to chase up any students who have not signed in with their learning manager. Due to the time pressure of exams, we will send this as a blanket text; we will request that parents and carers support in chasing students up and getting them into the academy on time for the start of their exams. In the event of emergencies around public transport or at home, the academy will endeavour to provide transport where possible. This is subject to the availability of our attendance officer and/or minibus.

Exam Period Support

We have a range of strategies to support students through the exam period. Please get in touch with us if you wish to discuss these opportunity's further via info@dartonacademy.org.uk or via the MCAS app.

- Breakfast Club from 7.45pm
- Lunchtime revision
- Subject intervention tutor groups
- Subject Director support in core subjects
- After school intervention every day
- Miss Hope's Independent study club, Tuesdays from 2.30pm in E203
- Holiday revision sessions
- SLT mentoring
- Parent meetings
- Bespoke attendance and inclusion Support
- Online Revision Tools: Sparx Maths and GCSE Pod

In addition, all students have received an Exams Booklet detailing dates and times of all exams and revision sessions throughout the GCSE period. This is attached to this letter for your reference.

If you have any concerns around attendance during the exam period, please email our attendance team directly via attendance@dartonacademy.org.uk or call the academy number on 01226 232306.

Kind regards,

Mr Mazacs
Assistant Principal
Darton Academy