

23 April 2026

Dear Parents and Carers,

### **Re: Year 11 Exam Attendance Arrangements**

Our Year 11 students are approaching their final GCSE examinations and we want to ensure they feel academically prepared for them.

#### **Attendance expectations from 07 May 2026 until the end of GCSE exams**

We would like to remind families that **Year 11 students are required to remain in school and attend all scheduled lessons until their final examination.**

Remaining in school provides the best possible environment for success because students will have access to a tailored study programme. The school is arranging bespoke sessions for students which are designed to prepare them for examinations; national data and our own school data demonstrates a clear link between good attendance habits until the very end of year 11, and strong exam outcomes. We appreciate your support in ensuring your child is in every lesson, every day. A revision timetable has been created to support students during this period, and students are expected to attend these revision sessions.

If students do not have an afternoon exam, timetabled lesson, or revision session then they will be able to sign out each day during the exams at 1.30pm. If a student needs to leave for a medical appointment or other emergency please contact the attendance team using the normal [absence form](#) or emailing [attendance@queenelizabeths.com](mailto:attendance@queenelizabeths.com)

If your child does not have an afternoon exam, timetabled lesson, or revision session and you would like them to be able to sign out during the exams, please complete the linked [Permission Form - Study Stay](#) by Friday 01 May 2026. **Any students who do not have an approved agreement submitted by 01 May 2026 will be expected to remain in school and attend their normal or scheduled revision lessons until the end of the school day.** It is not possible for the attendance team to process any volume of 'ad hoc' requests from students and we are respectfully asking parents and carers to be mindful of this during the busy examination period. A text message or email shown on a student's device will not be accepted as proof of permission to leave.

Should you have any questions about the information provided in this letter, please contact the school using the details below.

Best wishes

*E Willis*

Mrs E Willis

Head of Year 11

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