

14th September 2023

Dear parents, carers and students

Welcome to both our new Year 12 students starting their post 16 journey, and to our Year 13 students returning for their final year. I hope you have all had a restful summer break, and are feeling refreshed for the new academic year.

Firstly, there is a change in the way you report your son/ daughter's absence at Post 16. Please email p16-attendance@grange.outwood.com to inform us of the absence with a brief reason why. This is for safeguarding reasons, so that we know that students are safe and that you are aware of their absence. Students do not self report their absence. We have worked hard with students and parents last academic year to cut the number of unauthorised absences, particularly when parents were not aware that their son or daughter had not attended the academy. We continue to strive for 100% attendance for all students.

Secondly, we work closely with guidance tutors and external agencies to support students' mental health throughout the year. If you think your son/ daughter is struggling please do not hesitate to contact the post 16 team or their guidance mentor to let them know. Your son/ daughter's guidance mentor will be contacting you early in the academic year to introduce themselves. They are the support network that sees students every single day, guiding them throughout Post 16. We are very lucky to have a well experienced guidance team, so if you have any questions please do not hesitate to contact them.

Students in both years 12 and 13 will start sitting exams for BTEC subjects around Christmas time, and year 13 A Level exams start around May. Holidays during term time will not be authorised due to the nature of Post 16 study and the various deadlines for exams, controlled assessments and coursework throughout the year. Students that take time off during term time are always negatively affected, and we are working hard to mitigate this risk.

We hope that students settle in well, and if you have any questions or queries please do not hesitate to contact the Post 16 Team via email at post16@grange.outwood.com.

Yours faithfully

Rebecca Griffiths
Assistant Principal
Director of Post 16