



Thursday 6th September 2018

Dear Parents and Carers

Re 11+ Exams

A number of parents have written to ask about time off school to enable the children to sit the 11+ exams. I understand that the children have been allocated a variety of times.

If the absence is for an exam during the morning session then the morning will be authorised and then the children should be brought back to school for 1.45 pm which is when our afternoon session starts. The child will then be given an authorised absence for 1 session.

If the exam is in the afternoon, then I suggest that parents collect at 12.00 and have lunch at home which means that they will again just be absent for 1 session, the afternoon session.

If your child's exam does not fall within these session times then please contact the office so that we can inform the class teacher and they can plan accordingly.

Please be aware that absence cannot be authorised for any additional time other than the morning or afternoon session that the practice exam/real exam fall within.

In order to make it easier for you please complete the slip below to request the absence, rather than completing a term time absence form, however if you have already completed a term time absence form then that is fine. We will return an authorisation slip to you.

We wish the children the best of luck.

Yours sincerely

Mrs A Fox

Headteacher

11+ Exams

I wish to request absence for (Childs Name) Class

Date of Exam

Time of Exam

Date of Exam

Time of Exam

Date of Exam

Time of Exam

Signed (Parent/Carer)

