

5<sup>th</sup> September 2025

Dear Parents and Carers

### Re 11+ Exams

Each year parents enquire about time off school to enable the children to sit the 11+ exams.

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/en route 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 give guidance on collection arrangements and we can then inform the class teacher who can plan her teaching 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. The Grammar schools concur with this and will be liaising with us in relation to attendance at school during the 11+ period.**

Please complete the slip below to request the absence and attach evidence of the date and time of the exam(s) from the school. 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 .....

Name of school/consortium ..... Date of Exam ..... Time of Exam .....

Name of school/consortium ..... Date of Exam ..... Time of Exam .....

Name of school/consortium ..... Date of Exam ..... Time of Exam .....

Signed ..... (Parent/Carer)