

Y13 Study Leave email

Subject: Important Information Regarding A Level/ BTEC Exams, Attendance and Study Leave

Dear Y13 Students,

As you embark on the final few weeks of your Sixth Form journey, it is very important to ensure that you are well-prepared and focused for your final exams. With this in mind, I am writing to provide you with some important details regarding study leave and the upcoming exam period. There is a lot of information in this email, so please read it all through carefully – and do come and ask if you have any questions.

During your final few weeks of A Level and BTEC study, it is essential to strike a balance between your independent revision and utilising the expertise of your subject teachers. While independent study allows you to focus on areas where you need improvement and to develop your own exam skills, your subject experts are invaluable resources. Please continue to seek their guidance and review challenging concepts with them.

Your final subject lessons will conclude on Friday, 17th May in the morning. Following this, we will gather for a final celebration assembly at 1.15pm on the same day in the Sports Hall.

From Monday 20th May, you will formally be on study leave. This means you can revise at home, although you are welcome to revise in the Sixth Form areas during the school day. During your period of study leave and the exam period you must use your ID badge to sign in and out at visitor reception. Your teachers will also be available in your timetabled lesson times until your final exams in their subjects. They will not plan formal lessons from Monday 20th May, but they will be in their classrooms ready to support you: you could attend to review a complicated topic, you could take an essay for them to mark etc.

If you have an exam between Monday 13th and Friday 17th May, you are entitled to a ½ day of study leave immediately prior to the exam (i.e. for an afternoon exam, the morning of the exam and for morning exam the afternoon of the day before). Please complete a short Study Leave Request Form for each absence so that we can mark your attendance accurately. These are available from the Sixth Form Office or you can download and print a copy from here: [Study Leave Request Form 2024.pdf](#)

To support the increasing need for final independent revision, your Tutorial and Student support lessons will end after Friday 3rd May. This means you will have additional time to dedicate to independent preparation for your exams. However, I want to stress the importance of attendance until the final dates mentioned above – any absences will not be authorised.

During the Tutorial hour P2 on Tuesday 7th, Tuesday 14th and Tuesday 21st May subject-specific support will be provided by Y13 tutors in the following subject areas: Classics (L02), English Language (L08), French (L24a), Geography (U18), History (U15), Mathematics (L16), Philosophy & Ethics (U11). Staff will be available in these

classrooms if you would like to talk through a concept, show them an essay/ part of an exam paper during that time etc (but they are not planning revision sessions).

Remember, this is a time of very focused final exam preparation, but it is equally important to maintain a healthy balance in your life. Make sure that you have a clear revision plan that supports you to take breaks, get enough rest, and engage in activities that help alleviate stress. It is natural to feel stressed leading up to your final exams, but if you are worried about anything, please see Miss Thew, Mr Kelly or myself.

Finally, please see below for a summary of the key dates:

Friday 3 rd May	Tutorial and Student Support lessons finish
Monday 13 th – Friday 17 th May	Complete a Study Leave Request Form if you have an exam
Friday 17 th May, 1.15pm	Celebration Assembly in the Sports Hall
Monday 20 th May	Study leave begins

Your hard work and dedication have brought you to this point and I have every confidence in your ability to excel in your exams. Keep pushing forward, stay focused, and believe in your capabilities.

Wishing you all the best for the upcoming exams,

Mrs Newell

Assistant Headteacher – Director of Sixth Form