



Lady Lumley's School

7th May 2025

Attendance and Support during the Year 11 Exams

Dear Parents and Carers,

The students have had a strong start to the examination series with Art, BTEC and French and German speaking tests. Please find attached the Year 11 Exam Support Timetable for the rest of the exam series. The first whole-school GCSE examination is English Literature this Monday 12th May, and students must remain available until the GCSE window closes on 25 June 2025. For the duration of this period the below will apply to all our Year 11 students.

Arrival to School

Morning exam routine:

From 8.00-8.45 Subject Breakfast Session (informal preparation)

8.45 Short Formal Preparation Session in the assembly hall. (Compulsory)

Students will then be asked to go to the examination hall in exam seating rows. Bags and belongings are left on seats in the assembly hall, which is then locked.

Afternoon exam routine:

Lunch 12.30-1.00

1.00 Short Formal Preparation Session in the assembly hall. (Compulsory)

Students will then be asked to go to the examination hall in exam seating rows. Bags and belongings are left on seats in the assembly hall, which is then locked.

All students will be expected to attend school between normal hours (8.45am-3.00pm) and strongly encouraged to attend Study Plus throughout the exam period until the **Leaver's Assembly on Monday 16th June.** The leadership team at Lady Lumley's School are committed to support students throughout the exams and strongly believe that the best place for students to prepare and revise is in school, with subject experts. In Life lessons, core PE, Art and BTEC lessons students will have individual supervised revision periods where key exam preparation resources are available.



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Reporting Absences and Appointments

It is absolutely vital that Year 11s attend school 100% of the time during their exams. Please make sure that all medical appointments are booked outside of school hours during this period. In the event of an unavoidable absence, it is imperative that parents/carers provide evidence. The threshold for mitigating circumstances during exams is high so the evidence provided must be clear and medically supported. This might include appointment slips, dated prescriptions and doctor's notes. We will require written consent signed off by the Key stage 4 team via reception in the unlikely event that a student needs to leave the school during the school day. As always thank you for your support of Year 11 in these important few weeks.

Kind regards

David Fairclough

Leader of Keystage 4