

Scoresby Site
Airy Hill
Whitby
North Yorkshire
YO21 1QA



Normanby Site
Prospect Hill
Whitby
North Yorkshire
YO21 1LA

Tel: 01947 602406 | **Fax:** 01947 821169 | **Web:** www.ccwhitby.co.uk | **Email:** post@ccwhitby.org

11 November 2016

To parents/carers of all Key Stage 5 students

Dear Parent/Carer

Without a doubt, one of the biggest influences on academic success and progress is attendance at lessons. If students are unable to attend College then a parent/carers is required to authorise that absence before 3.30pm on the day of the absence either via telephone on 01947 602406 (selecting Option 3) or email to t.lowe@ccwhitby.org.

Most of our students have an excellent attendance record. To maintain this we are intending that if a student is missing from a lesson and there has been no appropriate authorisation from home, we will contact you via text or telephone after 3.30pm on that day to determine the reason for the absence.

With your help and support we can ensure that students achieve their very best through regular, sustained attendance.

Please do not hesitate to contact the Sixth Form Office should you have any issues or concerns regarding this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Alison Dimbleby', written over a light blue horizontal line.

Alison Dimbleby
Assistant Principal, Director of Learning – KS5