EATON BANK ACADEMY

Eaton Bank Academy, Jackson Road, Congleton, Cheshire, CW12 1NT.
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19th June 2026

Dear Parent/Carer,

Subject: Important Update Regarding Sixth Form Core Attendance and Expectations

I am writing to you to outline the importance of regular attendance in our sixth form, specifically regarding your child's core time.

We completely understand that genuine illness or other personal circumstances can occasionally affect attendance. If your child is going to be absent, please contact us via phone call or email, and any genuine reasons for absence will be authorised. If you are experiencing any issues that impact your child's ability to attend, please reach out to us so we can provide support. You can contact us directly by emailing **z.challinor@eatonbank.ht.school**.

Why is Core Time Important?

- **Form Tutor Support:** Form time is a critical opportunity to get support. If your child requires assistance, their form tutor can pass this on to Mr Broadhead or myself at the start of the day.
- **Key Messages:** We deliver key messages in the morning that may directly affect students.
- **Standards and Progression:** As we progress into Year 13, attending core is vital to support students with UCAS applications, apprenticeships, and revision for mocks. We do not want standards to slip.
- **Adult Routines:** Core time gets students in a routine of being up and ready in the morning. These routines are key stepping stones for university, apprenticeships, and any paid or unpaid work as students transition into adulthood.

Punctuality and Late Monitoring

From Monday 29th of June, lates and absences will be strictly monitored. Any student who is absent or late from core twice in that week will be required to attend a supervised study session the following Wednesday (3:10 PM - 4:00 PM). This session is staffed by the pastoral and/or the sixth form team, and students must bring work with them to complete.

We highly value your continued support in ensuring our sixth formers maintain excellent attendance.

Yours faithfully,

Mrs Challinor

Sixth form pastoral manager
Eaton Bank Sixth Form