



Friday 4 September 2026

Dear Parents, Carers

Welcome back! Or, welcome for the first time – we extend an especially warm greeting to those parents (and their child) who are New to NLS!

I would like to communicate thanks for all your support in ensuring a very smooth start to 2026-27.

This letter contains some key reminders as well as pointers for up-coming events you need to be aware of – please do read to the end!

1. The New Year 12 Information Event

If Year 12 parents can please see the separate communication regarding this and complete the MS Form as suitable. It's a great opportunity on September 14th to meet Tutors, students and the Sixth Form Leadership Team and to understand the processes and systems of the Sixth Form.

2. Year 12 'New to NLS' and Log-ins for Go For Schools (G4S)

Please follow this link to set up your Go For Schools (G4S) account: [Go For Schools Link](#).

You need to go to "login" at the top of the screen, select "parent log in" from the drop-down menu, and then click on the "first time user" tab. You will then be prompted to type in your email address and click on the "new password" button to finalise setting up your account.

There is more information on our website here for G4S: [Link to view G4S information is here](#).

Students will have been recently issued their own security passes plus also means for communication such as wifi codes, school email addresses etc.

3. Absence Procedures

- Please recall the procedures communicated before around planned and unplanned absences
- In particular, please recall that you should contact sixthform@northleamington.co.uk (or phone in) by 08:30am if your child will be off school due to illness – and continue to contact us for any subsequent day they will be absent
- Please do not expect your children to be off school for driving lessons, part-time work, holidays and things like Open Days at a university...
- If you do need to submit an absence request for your child or children, please see here: [Link to Leave of Absence Form](#)
- Even though many students have no timetabled commitment Friday P5, please speak with your child about not undertaking part-time work or other scheduled events at this time – students may need to stay behind for Supported Study, for example.

4. Year 13 and Future Pathways - Entrance Exams, Open Days and UCAS (University and College entrance)

- While we are of course very supportive of the principle of students attending Open Days at universities to help them plan their next step destinations, please can you discuss with your children accessing opportunities for these *at the weekends or out of term-time* – please only request a Leave of Absence for Open Days where it is unavoidable as we want students in school learning and being supported as much as possible
- Some Higher Education courses require an entrance examination or similar. It is the responsibility of students via their UCAS research to check where these might be needed – e.g. for Oxbridge, medicine, law at some organisations. We have prompted students. If you can please support in checking this and also be aware that we will offer a session to help begin to orientate students with things like the likely format of the various tests or examination. Again, students will need to be proactive in ascertaining any specifics via their UCAS research
- Please recall that some universities and courses have a shorter deadline for applications – for example, Oxbridge, medicine, veterinary science require submissions in mid-October. Personal statements and references for this courses should be drawing to a close very soon. Other course submissions will need to be complete by the end of this calendar year with internal deadlines shared with your children.

5. Expectations and World Class Basics

We do want students to be supported and understand that there must be a balance in what they do: see, for example, all our commitment to enrichment and pastoral care. However, happiness often is rooted in a sense of success and fulfilling one's potential.

As such, we expect:

- all students to be in school Monday-Friday full-time – except on a Friday when they can finish at 13:20 **if** they have no timetabled P5 lesson or a Supported Study referral
- all students to be punctual – they need to be in school **no later than 08:40**
- all students to meet the Dress Code
- all students to be studying for six hours outside of lessons for **each** of the their subjects – i.e. to do a 'working week'
- parents to support NLS in the application of any sanctions processes:

Attendance	Punctuality	Dress Code
100-95%: satisfactory	Lates = 1: Tutor uses weekly report to speak with tutee (a restorative)	1 Infringement: Verbal warning from tutor/staff – report to SF Manager to put on G4S
90-95%: weekly report used by tutors to challenge or support a weekly or YTD issue: e.g. flag to student that attendance is in decline or check-in to see they are better – using Attendance Toolkit ideas	Lates = 2: Tutor uses weekly report to speak with tutee and to record in G4S as a Home Note (for parental awareness)	2 Infringements: Verbal warning from tutor/staff – report to SF Manager to put on G4S who phones home
80-90%: Attendance, Welfare and Study Support Officer to undertake attendance mentoring processes using Attendance Toolkit. Recorded in G4S	Lates = 3+: AHOSF uses weekly report and issues and monitors attendance at detention	3 Infringements: Verbal Warning from tutor/staff – report to SF Manager to put on G4S and AHOSF phone home to advise of next step (see below)
<80%: AHOSF/HOSF intervening using Attendance Toolkit ideas. Recorded in G4S	AHOSF also monitor YTD punctuality – so students are not always late twice a week with no significant sanction	4 Infringements: Sent home to change

In addition to this, please be aware that there are two new or relatively new expectations:

Firstly, please ensure students continue to respect the rules around Mobile Phone/device use – they need to be in bags and out-of-sight unless in the Sixth Form specific areas.

Secondly, please be aware that a new safeguarding and site security consideration is for all Sixth Form students to wear lanyards displaying their security passes.

6. Mock Exams, Data Cycle and the Tier System – Year 12 and Year 13

- Year 13 only will have the first of their Mock exams at the end of October/start of November
- Both Year 12 and Year 13 will have Mock exams in early February
- Year 12 will have Progression Exams in late June/early July
- Students will be supported in preparing for these via the Tutor Time curriculum as well as in subject-specific lessons

At three intervals (November, March, July), parents and students are issued with data such as predicted grades and attitude to learning scores. Depending on individual performance, this may give rise to additional support according to our three-tier system. This is an escalatory system designed to offer increasing levels of support for students based upon the number of subjects where they are off-target. This support is primarily academic but is designed to complement corresponding tiers of support for welfare and attendance.

7. Wellbeing Support and Bursary (Financial Support)

As you know, Mocks can bring additional stresses and anxieties in to young people's lives. As such, please be aware that:

- Our P.S.H.E and Tutor Time curriculum emphasises ways and means to secure wellbeing
- We focus our assembly themes on personal and social development as well as community and charity
- At any point, you should feel free to contact us with anything you think we can be doing to support your children – see contact details below

Also, I would like to draw to your attention the fact that there is a means-tested Bursary available to students experiencing genuine financial hardship. An application form can be found here:

[Link to Information Page - Including Bursary](#)

Please note that funds are limited and discretionary according to criteria set out.

8. Curriculum and Pastoral Provision

All our Learning Journeys, which contain curriculum information for all subjects, are available on our website within the Learn and Curriculum tab, linked here within each subject: [Learning Journeys](#)

In year 12 within PSHE, students will be covering a variety of topics in Living in the Wider World (Digital Literacy), Health & Wellbeing (Mental health and wellbeing) and in Year 13 Living in the Wider World (Independence), Health & Wellbeing (Mental health – wellness Wednesdays) for example. This will be complemented by year-group specific provision in the Tutor Time curriculum and via assemblies.

9. Race for Life Event

On Friday 25 September, we are supporting the Cancer Research UK Race for Life through our annual whole school event (weather permitting). Starting in Tutor Time, students will have the opportunity to run or walk a marked-out route of our school field. Students can come into school in suitable sportswear if they are taking part and can wear a pink item of clothing and/or accessory. All students and staff are encouraged to donate £1, either in cash or via ParentPay.

As Sixth Form students (those without a P5 lesson or a Supported Study referral) go home at 13:20 on a Friday, and in keeping with previous, involvement in this event is optional.

However, we would appreciate Sixth Form parents actively encouraging involvement.

10. Points of Contact

At any point, please do make contact:

- Assistant Head of Sixth Form, Miles Schofield: mschofield@northleamington.co.uk
- Head of Sixth Form, Steve Taylor: staylor@northleamington.co.uk
- Sixth Form Manager (administrative queries), Nic Short: nshort@northleamington.co.uk
- Support Officer (attendance, welfare, study support), Lauren Jefferies: ljefferies@northleamington.co.uk

I hope you have a restful and pleasant weekend and we look forward to working with you throughout 2026-27.

Yours faithfully,

A handwritten signature in black ink that reads "S. a. Taylor" with a checkmark at the end.

Steven Taylor
Senior Assistant Head-teacher (inc. Head of Sixth Form)