Johnstone High School 

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21st May 2021

Dear Parent/Carer of S4-6 Pupils,

**ARRANGEMENTS FOR LEAVERS’ OVER MAY/JUNE 2021**

In ‘normal’ school sessions our senior pupils in S4-6 would currently be on exam leave, and on completion of their final exam those intended to leave school would collect and complete a leavers’ form. Once signed off by a senior member of staff, the young person would be an official leaver. *(Please note that S4 must be 16 on or before 30th September in order to leave in the summer of S4; S5 winter leavers have birthdays after 1st October.)*

This year the situation is markedly different as there are no exams and the pupils are staying with us until they have generated sufficient evidence to generate a provisional grade in each of their subjects. Therefore, the leavers’ process will also look different.

**Specifically, there is no official last day for leavers. They will all finish at different times, and this may be well into the month of June (depending on when all of their assessments are completed).**

After careful consideration, the following will be our process for leavers this session:

* Pupils in S6 (and those in S5 who have told us about their intention to leave school at summer) will have a leavers’ form generated and stored in the school office
* Every time they finish up in a subject – when the teacher tells them they have completed all assessments required and we have the evidence – they collect their leavers’ form from the office and give it to the teacher to sign off that subject.
* The pupil then gives the updated form to Mrs Croucher in the school office. She will go into our attendance system, Seemis, and mark up that the pupil has permission to no longer attend that subject until the end of session. EMA will not be impacted.
* This process continues until ALL subjects are signed off. At this stage the pupil must have their completed leavers’ form signed by either a DHT or Miss Wilkie in Pastoral Support.
* *The small number of S4 pupils planning on leaving school at summer should speak to their Pastoral Support teacher. They are unable to leave school until after the 31st of May, regardless of the status of their SQA assessments.*

If pupils do not follow this process and simply stop attending class when their assessments are complete, their attendance record will be negatively impacted. Many of them go on to request references from us in the future and attendance is often an area we are asked to comment on. Moreover, parents may well receive text messages and calls from school if their Seemis attendance shows gaps throughout the week; this would also endanger EMA payments. If you have any questions about this, please contact your child’s DHT or Pastoral Support teacher. Thank you for your ongoing support of the school.

Yours sincerely,



Lynne Hollywood

Head Teacher