



Sixth Form Attendance

Dear Parents/Carers,

Please see the information below regarding how to report absences for Sixth Form students. Kindly note that the contact details for Sixth Form differ from those used for students in Years 7 to 11.

Please use one of the following methods to report your child's absence from school:

- Via the **EduLink app (preferred method)**
- Email: sixthform@beaconsfieldhigh.school
- Phone: 01494 673043, option 3 (please leave a message)

Please do not use attendanceofficer@beaconsfieldhigh.school to report Sixth Form absences.

If your child needs to attend an appointment, visit a university, or take part in work experience, please complete the Leave of Absence form, which can be found on the Sixth Form section of our website. Please find the link [HERE](#).

Yours faithfully,

Ms S Allen

Assistant Headteacher: Acting Director of Sixth Form