



27<sup>th</sup> September 2023

Dear Parents & Carers

### Important Notice Regarding Prom Eligibility

We would like to take this opportunity to inform you about an important matter concerning this year's prom. Prom is an exciting and memorable event for our students, and we want to ensure that it is a safe and enjoyable experience for everyone.

At Warlingham School, we uphold high standards of attendance, punctuality, and behaviour throughout the academic year. These standards reflect our commitment to fostering a positive and respectful learning environment for all students. With the prom now on the horizon, we want to emphasize the importance of these standards in maintaining the eligibility of our students to attend this event.

As part of our commitment to maintaining a respectful and safe prom environment, we have established the following criteria for prom ticket eligibility:

1. **Attendance:** Students must have a minimum attendance rate of 96% or higher during the current school year to be eligible for a prom ticket. Only "unauthorised absences" will be taken into account to calculate this, so please contact the school if there are any known issues that lead to non-attendance.
2. **Punctuality:** Students must consistently demonstrate punctuality by arriving to school and lessons on time.
3. **Behaviour:** Students must adhere to the school's code of conduct and display respectful and responsible behaviour both inside and outside the classroom. Any serious disciplinary infractions may result in ineligibility for a prom ticket.

Students who have negative behaviour Points (i.e. more negative points than positive points), will not be eligible.

We understand that students may face challenges throughout the school year, and we encourage open communication with our staff and administration to address any concerns or issues promptly. It is our goal to work collaboratively with students and parents to ensure that everyone has the opportunity to meet the prom eligibility criteria.

If you have concerns about your child's eligibility or believe they may need additional support in meeting these criteria, we urge you to reach out to the school's support networks, starting with the Tutor, Heads of House and Learning Development Department as soon as possible. We are here to assist and support our students in their academic and personal growth.

Please be aware that eligibility will be reviewed half-termly. The attendance, punctuality and behaviour over the previous half term will be taken into account. Any student not meeting the eligibility criteria will lose their prom ticket at this point. If they improve over the next half of term, they can regain eligibility at the next half termly review. The final review will take place on the 3<sup>rd</sup> May. This will give students ample time to make improvements if necessary. After this date, the eligibility status for prom tickets will be finalised.

We appreciate your understanding and cooperation in maintaining a positive school environment and ensuring a successful and enjoyable prom for all our students. Thank you for your continued support of our school community.

Yours faithfully

A handwritten signature in black ink, appearing to be 'R. Toop', written in a cursive style.

Mr R Toop  
Assistant Headteacher