

Governor's Statement on References for Students

The Governors and staff of St. Leonard's are committed to supporting all students of the school when they move on to further studies, training or employment.

To this end, students leaving after Year 11 receive a Record of Achievement including a personal statement, and a reference from the Head of Year where requested in writing. Those leaving after Year 13 will either have a UCAS reference or a personal statement supplied by their Head of Year and/or Tutor.

Sometimes past-pupils will contact the school for a job or university reference. In these circumstances a reference will be written/updated for any student who left within the previous 12 months. If the request is made later than 12 months from the leaving date, a copy of the Year 11 or Year 13 reference will be supplied.

Any request for a reference from a member of staff other than Head of Year should be made via the Head Teacher.

Electronic copies of any references written will be kept in school for a period of 5 years.