



Midhurst Rother College

The best in everyone™

Part of United Learning

21 January 2019

Dear Parent/Carer

Sixth Form Attendance

Students who perform well across their A level courses and achieve excellent grades are those that undertake at least 15 hours of private study outside of lessons. Many of our students are doing this and this was reflected in the last tracking point data for both Year 12 and Year 13.

Sadly, some students are failing to attend some of their study periods and are therefore not completing their required hours of study, or are missing important messages and the opportunity to be supported in their wellbeing and future plans by the Sixth Form team, by not attending tutor time or Sixth Form briefing, and it is these students who we would like to remind of the following:

As per the Contract of Study that all students sign at the beginning of their time here with us, the expectation with regard to compulsory attendance is as follows:

- All timetabled lessons – this includes all private study periods and PSE
- Tutor Time on a Monday registration period
- Sixth Form briefing/Interform activities on a Tuesday and Wednesday registration period

The only exceptions to this are by prior arrangement or where we know that students are not expected in College on a particular day. We have these days recorded on our system.

As of **Monday 28th January**, students missing these sessions without prior agreement will be required to 'return' that time in supervised study with us during their 'free' time.

The arrangements for cover lessons are slightly different. We are able to code students' attendance to reflect the fact that their teacher is absent. The expectation is, that as long as the work set is completed to a good standard, the students are not required to be in the classroom, or in College. Of course they are free to use their scheduled classroom to complete set cover work if they wish to do so.

In addition to their successful outcomes, keeping the attendance record accurate and updated is very important in the Sixth Form as we are requested to comment on this when making any form of reference to an employer or UCAS, and we would appreciate your support in this matter by discussing this with your son/daughter.

Yours sincerely

Mrs Sarah Nathaniel
Director of KS5

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