


SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)

Sixth-Form Policy

Aspire - Challenge – Achieve

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 South Lincolnshire
Academies Trust

1. Our Aims and Priorities

- To offer students a curriculum designed to accommodate different career paths and allow maximum flexibility and choice
- To engage students with high standards of teaching and support
- To challenge students to achieve the highest grades possible in their studies
- To encourage students to engage with enrichment opportunities to support their personal development
- To support students to develop responsibility and maturity, encouraging them to contribute positively to the life of the school
- To help develop skills and self-discipline required for adult life
- To guide students to make informed choices about their future

2. Admissions

All students who make an application to SLAT Sixth Form will be considered equally, based on meeting the entry criteria for the pathway the student has applied for.

Academic Pathway:

6 x GCSEs / BTEC Level 2 at grade 5 or above (including English Language AND Maths at grade 5) plus any subject specific entry requirements.

Combination Pathway:

5 x GCSEs / BTEC Level 2 at grade 5 or above (including English Language at grade 4 AND Maths at grade 4) plus any subject specific entry requirements.

Vocational Pathway:

5 x GCSEs / BTEC Level 2 at grade 4 or above (including English Language OR Maths at grade 4) plus any subject specific entry requirements.

Admission Number for Sixth Form Provision (age 16): SLAT Sixth Form has capacity for 400 pupils in the Sixth Form including those eligible students already in the Academy wishing to stay on in the Sixth Form. Of these places, an agreed admission number of a minimum 10 will be offered to external applicants to Year 12 (the 'admission number').

2.1 - Admission to the Sixth Form will be determined by the Governing Body in accordance with the following criteria in the order set out below. All students, including those already enrolled at Bourne Academy, or any other SLAT school must meet the criteria below:

- That the student has attained the specific academic requirements for entry to the courses, which are published on the School website. This includes criteria for the relevant pathway;
- That there is a suitable course available with a vacancy; group size will normally be capped at 25 but may vary depending on the nature of the subject and availability of resources;
- That the student has demonstrated a commitment to their studies pre 16 evidenced by their school reference and/or progress report.
- If a subject is oversubscribed or the number of applications exceeds the capacity of the sixth form Preference will be given to those students who attend SLAT schools, applied by the deadline set and have indicated that SLAT Sixth Form is their first choice

3. Probation

Students in Year 12 have a three-week probationary period, whereby they are able to swap any subjects should they feel they are better suited to do so. We want students to enjoy their studying over the 2 years and be successful in the subjects they study; therefore, students are able to change their mind during this period. Staff provide students with a probationary ATL grade, which is sent home to both parents and students, together with their target grades. This grade is based upon completion of their induction work, classwork and homework in the first three weeks.

During the probation period students' attendance, punctuality, attitude to learning and behaviour are monitored.

- Attendance should be 95% or above
- Students should adhere to the Sixth Form dress code and to the Sixth Form Code of Conduct
- Students should arrive at school on time and return promptly if they leave the school site at lunchtime
- Students should have completed and submitted all induction work for each of their subjects
- Students should complete all homework and classwork to an acceptable standard and meet deadlines for submission
- Students must achieve a minimum grade in the end of probation assessments

If at any time during this period students are not performing to the standards required, parents are contacted and students meet with the Head of Year to discuss if attending SLAT Sixth Form is the best place for them to be successful.

4. Attendance

The whole school attendance policy applies to students in Sixth Form:

- That they attend school daily;
- That they will arrive on time and be appropriately prepared for the day;
- That they will inform a member of staff/tutor of any problem or reason that may prevent them from attending school.

We expect the following from parents/carers:

- To ensure that children are on school premises by 8.35am (the gates will close at 8.35am and registration is at 8.40am); lateness to registration is indicated by "L" on the attendance certificate, unauthorised lateness is indicated by "U". Lateness becomes unauthorised when students arrive to school after registration closes. Should your child fail to attend school promptly, an immediate late detention will be issued.
- To contact the school on each morning of any absence before 8.15am, providing a reason for the absence. However, if illnesses continue for longer than five days, medical evidence will be required, e.g. doctor's appointment card, prescribed medicine packet (with the label). Failure to contact the school during the absence will result in a safeguarding visit to the home by school staff and a possible referral to the local police for a wellbeing visit;
- No medical appointments will be authorised unless an appointment card, hospital letter or text from the GP/dentist is forwarded to the school. Providing these retrospectively (after the appointment) is acceptable (due to the current climate a text message will suffice);
- To ensure that their children arrive in school well prepared and equipped for the school day and to check that they have done their homework;
- To contact the school in confidence whenever any problem occurs that affects the student's performance in school.

Parents/carers and students can expect the following from the Trust:

- Regular, efficient and accurate recording of attendance;
- Early contact with parent/carer via text message when a student fails to attend school without providing good reason;
- Immediate and confidential action on any problem notified to us

In order to encourage good attendance, students whose attendance falls below the required 90% attendance will be sent a letter highlighting this and go onto a monitoring report for parents to support; Students will also be rewarded termly for 100% attendance.

5. Independent Study Lesson (ISL) expectations

All students in Sixth Form have 3 hours of Independent Study Lessons (ISL) timetabled into their week. This allows the students to use their non-contact time to complete any classwork, homework and extra work set by teaching staff to support their development within their subjects. These are to be treated the same as any other timetabled lesson, they are supervised by a member of the Sixth Form Support staff, where they are registered for attendance and form tutors noted if they fail to attend. ISL lessons have helped support students manage the transition from Year 11 into Sixth Form.

An example of a typical sixth form timetable is included below:

M	Registration	SUBJECT 1	SUBJECT 1	Break		Independent Study Lesson	Lunch	SUBJECT 2	Tutorial / Assembly / SMSC Session
T					SUBJECT 3	SUBJECT 3		SUBJECT 1	
W			Independent Study Lesson		SUBJECT 2	SUBJECT 2			
T		SUBJECT 3	SUBJECT 3		SUBJECT 1	SUBJECT 1			
F		SUBJECT 2	SUBJECT 2		Independent Study Lesson			SUBJECT 3	

6. Dress Code

Our students do not have uniform in Sixth Form, but instead we have a dress code which is similar to what is expected in a professional business environment.

The way that students dress is important to create a smart, disciplined and purposeful academic environment and as role models to promote the public image of SLAT Sixth Form in the wider community. Students whose clothing is not deemed suitable will be asked to change or be provided with an alternative and a letter is sent home to remind students the clothing is not suitable.

Sixth Form dress code

Jacket: Smart, formal office style. A fine knit jumper with a round, v or roll neck may be worn under the jacket but not instead of.

Tops: Blouse or shirt with sleeves to be worn under the jacket. No logos, narrow straps or low necklines. Sweatshirts are not appropriate.

Skirts / Dresses: Must come half way down the thigh when sitting. No body-con, denim, corduroy, leather, leather effect skirts / dresses, as these are not formal. Dark coloured opaque tights must also be worn if wearing a skirt / dress.

Trousers: Formal office style and not clingy / stretchy fabric. No denim or corduroy.

Shoes: These should be appropriate for a work place. No canvas material or trainers.

Jewellery: No facial / body piercing is acceptable. Any piercings should be done at the start of the summer holidays so that facial plasters or other 'sleepers' are unnecessary. Nose studs are not permitted and should be managed with flat clear retainers. One small discrete earring is allowed in each ear with helix piercings only permitted with medical evidence. One ring is permitted on each hand (2 in total) along with either 1 bracelet or bobble.

Hair and make-up: Hair and make-up should be appropriate for a work place and no extreme hair colours / styles are allowed.

Tattoos: Tattoos should not be visible.

Lanyards: Lanyards must be worn at all times whilst on the school site for Safeguarding purposes. Anyone requiring a replacement lanyard will be charged £3 for the whole lanyard or £2 for a card and 50p each for the strap or holder.

7. 16-19 Bursary

The 16-19 Bursary Fund is available to help Sixth Form students who need financial support to stay in education.

There are two types of bursary available to help students. These can help with:

Food (unless you already receive free school meals)

Books / stationery

Equipment for courses

Transport

Clothing

Help with educational visits

Discretionary Bursary

The Discretionary Bursary is awarded depending on each students' individual circumstances. It may be available if your parents are in receipt of means tested benefits, such as Universal Credit and Job Seekers Allowance or if your parent's financial situation changes, which may affect your education.

Vulnerable Bursary

The Vulnerable Bursary is worth up to £1,200 per academic year. This bursary is available for students who are in Local Authority Care, living independently having left Local Authority Care, or disabled students in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments in their own name.

8. Homework

Students are set homework on a weekly basis from each of their subject staff. Most students have two teaching staff, so they will often have 2 pieces per subject per week. In Sixth Form the time required to complete homework will be approximately 2 hours, per subject, per week. The work is to help students read beyond the curriculum or consolidate the work they have been learning in class.

This homework should be either self-assessed or marked by the teacher to inform students levels of understanding and to determine if students are on target / working towards their target grades.

9. Part time jobs

Whilst we appreciate students wish to gain a part time job, we strongly recommend the number of hours a student works is a maximum of 10 – 12 hours per week. Evidence shows that students who are working more than this may struggle with their school workload and it can impact on their overall achievement.

If a student has a part time job, this must not impact on their time in school, they are required to attend school promptly and remain in school for the usual school hours – until 3.15 pm. They cannot leave early to attend work.

10. Work Experience

Students in Year 12 are required to arrange their own work experience. Each year students are given a week in Term 6 where they attend an appropriate work experience placement, preferably linked to something they may consider as their future career.

Students are encouraged to have this arranged by February of their Year 12, so each placement can have a suitable H&S assessment. They are supported with this process by a member of the Sixth Form Support Staff. This will help the students with applications for university or apprenticeship positions when they are leaving Year 13.

11. Appeals

Should an application to the Academy be unsuccessful, the parents/carers of the student and /or the student have the right to appeal. When responding to an appeal we aim to:

- Address all the points at issue and provide an effective and prompt response;
- Respect appellants right of confidentiality;
- Ensure that any decisions made are lawful, rational and follow the guidance set out in the admission policy;
- Keep the appellant informed of their rights and the time-frames for the appeal process.

The appeal process has two stages:

Stage 1 – Appeal heard by the Head of School/Senior member of staff

The first stage of our admission appeals process will usually be heard by the Head of School, or designated senior member of staff. The appellant should contact the school stating their grounds for the appeal. The Head of School (or designated senior member of staff) will respond to address the concerns and to reach a satisfactory outcome.

Stage 2 – Appeal heard by the Governor's Admission Panel

If the appellant remains dissatisfied with the response by the School/Trust's Senior member of staff, the appeal must be referred to the Governors Admission Panel. The Clerk to the Governing Body will form a panel consisting of two SLAT governors and one independent member with no previous involvement or connection to the appeal. The appeal will normally be heard within 20 school days of the request. Where possible, the two parties will be informed of the decision as soon as is practicable and the outcome will then be confirmed in writing by the Clerk within 5 days of the meeting.

There is no further right to appeal.