

SOUTH LINCOLNSHIRE ACADEMIES TRUST (SLAT)

# Sixth-Form Policy

Aspire - Challenge – Achieve

Author	SLT Line Link	Date Approved
R Double	M Sammy	December 2022
Policy Type	Date of Next Review	Approved By
Trust Wide	December 2023	Executive Headteacher

## **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 Bourne Academy 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): Bourne Academy 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').**

## **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 in the first 3 weeks.

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.

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 Bourne Academy 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 Bourne Academy 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.

**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)

Transport

Books / stationery

Clothing

Equipment for courses

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 2 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 early July 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.