



# Holte School

## Sixth Form Policy

<b>Lead member of staff:</b>	Mrs M Rai – Assistant Headteacher Teaching & Learning <b>and Key Stage 5</b>
<b>Legislation Status: (Statutory/Non-Statutory)</b>	Non-statutory
<b>Local Authority Model Policy or School Written Policy:</b>	School Written Policy
<b>Required on school website:</b>	No
<b>Revision Date:</b>	May 2023
<b>Date Ratified By Full Governing Body:</b>	June 2023
<b>Signed By Chair Of Governors: Ms C Hardy</b>	C Hardy

The following information is specific to the Sixth Form. In all relevant matters the Sixth Form adopts the whole school policies with the following additions.

## **1. Admissions**

Birmingham Local Authority is not responsible for admissions to Holte School Sixth Form. Applications for a place in the Sixth Form should be made directly to the school.

The capacity for the Sixth Form is 200. This is a combined figure for Year 12 and 13. Existing students at Holte School wishing to remain at school beyond Year 11 into the Sixth Form will be able to do so providing they meet the requirements for access onto the courses that they have chosen and criteria regarding standards of behaviour, attendance and a satisfactory reference.

Students attending other schools in Year 11 can apply for a place in Year 12 at Holte School. All applicants wishing to join the school for the first time in Year 12 are subject to the same entry qualifications and requirements as those for existing students.

The school will, under Section 324 of the Education Act 1996, admit to the school a young person with a statement of special educational needs that names the school. This is not an oversubscription criterion. This relates only to young people who have undergone statutory assessment and for whom a statement of special educational needs has been issued and which has taken account of the Year 12 entry requirements.

This adheres to article 2 (non-discrimination) - The Convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities, or any other status, whatever they think or say, whatever their family background. Holte Sixth form is an inclusive institution catering for the needs of our community. Article 30 (children from minority or indigenous groups) Every child has the right to learn and use the language, customs, and religion of their family, whether these are shared by the majority of the people in the country where they live or not. If the number of applications to join the sixth form exceeds the published admission number (100 in Year 12), then the following oversubscription criteria will apply:

- Young people who are in the care of the local authority.
- Young people who have a sibling on the school roll.
- Young people who live nearest the school.

Any student refused the offer of a place in the Sixth Form has the right of appeal to an independent appeals panel.

Admission to the Sixth Form will be via online application. Students will be invited to discuss viable options with sixth form staff at an interview.

Students will be required to achieve the average GCSE/Level 2 points score and academic grades (which are published on our school's website) in the subjects they wish to study at KS5 if they have previously studied it at KS4. Students who have not achieved a level 4 in GCSE English Language or GCSE Mathematics will be required to re-sit.

**It is a mandatory requirement that students pass the probationary period at the start of Year 12, in order to continue their post 16 studies at Holte Sixth Form. Students will be graded in four areas; behaviour, attitude for learning, classwork completion and homework completion. If a student fails to meet the minimum requirement of grade 2 in all areas for each subject, this will result in the withdrawal of the student's place at Holte Sixth Form.**

Students in Year 12 will not automatically continue into Year 13. Entry into Year 13 will be dependent on the following conditions:

- Students must have attendance above 95% to all lessons and Sixth Form overall.
- Student must have achieved at least a Pass or E grade in their end of year 12 examinations.

## **2. Attendance**

This attendance policy clarifies expectations of students in Holte Sixth Form. High levels of attendance and excellent punctuality are both characteristics of students who achieve their potential. Research shows that poor attendance and punctuality have a detrimental effect on outcomes. Attendance below 95% has been shown to result in an average reduction of one grade at A level per subject and this increases to two grades below when attendance falls below 90%. It is, therefore, a key area of focus for the Sixth Form Team at Holte Sixth Form. Our aim is to reduce the number of students with attendance of less than 90% and we have an aspirational target of 95% for the whole Sixth Form.

### Expectations

Sixth Form students are expected to maintain a cumulative attendance rate of 95% or more. Students are expected to attend all timetabled lessons (including Core PE), including AM registration, assemblies, resit lessons (where required), enrichment and personal development events (e.g. SMSC days). Additional study support sessions or work placement sessions may appear on the timetable as per the needs of the student and these will also be compulsory. Timetabled sessions may take place between the hours of 8.45am and 3.15pm. Every session is compulsory and counts when calculating attendance levels.

### Responsibilities

Form Tutors and subject teachers are expected to complete a register using SIMS during each AM registration and lesson respectively. This is vital in alerting the Sixth Form Team to any unexplained absences. The Sixth Form Team are responsible for monitoring attendance patterns within the Sixth Form and a policy of intervention is to be always followed in order that this process is consistent and rigorous. Parents/ Carers have overall responsibility for their son/daughter's attendance and should contact the school as appropriate to inform of absence and discuss any concerns. Students are responsible for their attendance and punctuality to lessons and other timetabled sessions and being prepared for learning.

### Absence Procedures

For Unplanned Absences: Students are to contact school by 8am on the first day of absence. This may be through reception, or by emailing the Sixth Form Team using the central email address: [sixthform@holte.bham.sch.co.uk](mailto:sixthform@holte.bham.sch.co.uk)

### Absence Monitoring

Monitoring Daily reports will be generated at 11am to identify those students who have failed to attend school and, where there has been no reason provided, a phone call will be made to ascertain the reason for the absence. For any absences in the afternoon, a text message is sent to Parents to inform about the absence. Weekly reports will be generated on a Friday to show students who have

had unexplained absences despite attempts to communicate. These unexplained absences will result in a phone call home on the following Monday and a conversation with the appropriate member of the KS5 team. Reports will also be produced on a weekly basis to monitor running totals for all students as well as the number of periods of absence. Where attendance is below expectation and/or there have been several periods of absence, a series of interventions will be put in place, including pupils placed on attendance reports, placed into a one-hour detention on Fridays, parental contact, meetings, and attendance contracts.

Please be aware that a consistently poor attendance of 85% or below could result in the withdrawal of the student's place at Holte Sixth Form.

### Punctuality to Sixth Form

Students are expected to arrive on time for a 08:45 start in Am registration. Students who arrive late will be coded with a 'L' and the minutes late will be recorded. This also applies to students who arrive after 09:30; a 'U' grade is not a DfE requirement for post 16 students.

### **3. Uniform**

Students are expected to wear the school uniform. On entry to the Sixth Form students are provided with a Holte School tie and fleece. In relation to Article 8 of the UNCRC - protection and preservation of identity, we Holte School Sixth Form Policy May 2020 feel having a uniform code protects a child's right to their identify and equal footing amongst their peers. Additional uniform is available for the student to purchase.

In addition, students are required to wear a white shirt with a collar, and black trousers or skirt. Black shoes must be worn. Headscarves must be black or grey. Jewellery and make-up must be minimal and must not include nose rings. In cases of hardship the Sixth Form manager has the discretion to use Bursary funding to support a student.

Full details of the uniform code are as follows:

#### **SCHOOL UNIFORM**

White shirt

Holte School tie with House Colours

Black trousers/skirt (no denim)

Grey zip up fleece with Holte VI form badge

Black plain V-neck jumper (optional)

Black blazer (optional –Y11 Holte Blazer can be worn if wished

Dark socks or plain, flesh coloured or black tights

Black shoes (sensible, durable leather shoes)

Trainers and hoodies are forbidden

#### **BOYS' PE KIT**

Holte School royal blue football top

Holte School royal blue shorts

Holte School royal blue football socks

Holte School royal school tracksuit

Towel

Trainers

#### **GIRLS' PE KIT**

Holte School royal blue polo shirt

Holte School royal blue shorts

Holte School royal school tracksuit

Holte School royal blue socks

Towel

Trainers

Please note that the School will not accept responsibility for loss of valuables. We strongly advise that all items of school uniform are labelled.

#### **4. Behaviour**

The Sixth Form follow the school behaviour policy. In addition:

- Expectations regarding behaviour are outlined to the students as part of the induction process.
- All students and their parents sign a learning agreement on entry to the Sixth Form.
- Any issue regarding a student's behaviour is recorded via the schools SLEUTH system.

In the cases of inappropriate behaviour, the Sixth Form follows the school policy, however, as post-16 is non-compulsory education the school has the right to terminate a place in the Sixth Form should it be deemed necessary.

Should it be deemed necessary a student will be issued with a verbal warning with regards to their behaviour. This may be followed by a written warning, after consultation with parents. If the pattern of behaviour continues then the student may be asked to leave the Sixth Form.

Those students with exemplary attendance, behaviour and attitude to learning are eligible to receive a 'golden ticket' each month that enables them to sign out at lunch if they have no lessons during period 5 or for the period of lunchtime. Such privileges are removed if there are concerns regarding a student's conduct.

#### **5. Safeguarding**

The Sixth Form follows the school's safeguarding policy. In addition, all Sixth Form students receive radicalisation, FGM, Forced Marriage, Safe Use of the Internet training as part of the PHSE course.

Sixth Form students are required to wear their issued lanyards and ID cards to identify them as part of our school community. ID cards will be enabled for Sixth Form students to sign in and sign out (when appropriate) on the school's Inventory system from September 2023.

#### **6. Charging Policy**

The Sixth Form adopt the school's charging policy. In addition, A Sixth Form student may be required to undertake fieldwork as part of their course. In the cases of hardship support may be given to the student by using the Bursary funding.

#### Examinations

Students must comply with the examination guidelines as set out by the Examination Boards as to their conduct during examinations.

#### Cost of Examinations

Fees for examinations will be paid by the school if the student's attendance complies with the attendance policy. If a student's attendance falls below the required level they may be charged the cost of the examination entry.

If a student is unable to demonstrate the required academic standard for a public examination, despite being given several opportunities to do so, the school has the right to withdraw entry for the student.

GCSE English Language or GCSE Mathematics resits – the school will meet the cost of the examination providing that the student complies with the school's attendance policy. Failure to attend sufficient lessons in preparation for the examination may result in either the student having to meet the cost of the examination entry, or their entry being withdrawn.

Year 14 entries – students must pay 50% of the cost of any entries.

Failure to attend examinations without a justifiable reason may result in the student being charged for the cost of the examination.

## **7. SMSC, Sex Relationships and Health Education and Careers**

The Sixth Form follows the school policy on SMSC, Sex Education and Careers.

In addition: The student is entitled to receive information regarding Post-18 Career progression including how to access Higher Education, Apprenticeships and Employment. Specifically, all students are entitled to guidance on:

- All matters relating to applying for university
- Student finance at post-18
- Applying for Apprenticeships

Article 5 (parental guidance and a child's evolving capacities) - Governments must respect the rights and responsibilities of parents and carers to provide guidance and direction to their child as they grow up, so that they fully enjoy their rights. This must be done in a way that recognises the child's increasing capacity to make their own choices.

At Holte Sixth Form all students are given the opportunity for one week of Work Experience during Year 12 and supported through the UCAS and Apprenticeship application process.

## **8. The School Day**

This will be as follows from September 2023:

- All students will attend registration every day with their form tutor.
- If students have independent study periods, they will study in the designated Sixth Form Independent Study Room, identified clusters throughout the school, or the library.
- There will be a Sixth Form briefing each week during registration.
- For those with poor attendance/punctuality/academic concerns it will be compulsory to attend academic mentoring/catch up intervention.