



**SIXTH FORM STANDARDS AND EXPECTATIONS 2022-2023**

	<b>Name</b>	<b>Date</b>
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## **Sixth Form Standards and Expectations**

This document is written in collaboration with the whole school behaviour policy. We expect the highest standards of conduct from our Sixth Form students to ensure they are ambassadors for the school. As young adults, our sixth form students are trusted with a number of freedoms and responsibilities that students in the main school do not.

### **Behaviour for Learning Expectations**

The Sixth Form is part of the Academy community and as such are expected to follow the code of conduct. This involves the expectations and an understanding of the whole school behaviour policy that are at the disposal of the staff, SLT, and the Principal of Strood Academy. Students conduct will continually be reviewed; failure to meet Academy expectations may result in students being placed on the Sixth Form disciplinary proceedings (appendix 1)

### **Attendance and Punctuality**

Attendance and punctuality at Strood Academy are vital to the well-being and future prospects of all our students. All staff, parents, students, carers and external agencies are expected to work towards the common goal of high attendance and excellent punctuality. It is important to note that attendance and punctuality are important parts of onward references.

### **Interventions for Attendance and Punctuality**

The Head of Sixth form and college teams for Sixth form, monitor attendance and punctuality daily. Unauthorised absence will result in students being placed on a phased intervention to support their improvement in attending (appendix 2). Students whose attendance fall below 90% will be asked to pay for their examination entries, as in accordance with point 16Ci in the government document [Funding Guidance for Young People 2023 to 2024](#)

### **Punctuality**

All students are expected to be prompt to form time and to all lessons, including study periods. The Academy day starts with students arriving by 8.30 and form time starts promptly at 8.35am. All sixth form students are expected in period 1 by 8:35am. A 30 minute detention will be issued for those students who are late three times; this then escalates to a one hour detention if a student continues to be late after this. However, each term this is reset to allow students the opportunity to be successful.

### **Leave of Absence**

A leave of absence can be granted only at the discretion of the Principal and will be processed through the Attendance officer as it is within the whole Academy. The Sixth Form does not encourage or support any holidays during term time but will consider a leave of absence on compassionate grounds upon request. Each request will be considered individually taking into account: the time of year, overall attendance percentages and the student's progress. If the Sixth Form does not agree to the request, then the absence will be recorded as unauthorised. If the leave of absence involves any travel arrangement, these must not be booked until permission is granted. The leave of absence application form (available from attendance upon parental/carer request) must be requested in writing to the

member of the Senior Leadership Team who oversees attendance. An email of approval (or an email stating the request is not approved) will then be sent to the student and parent/carer clearly stipulating that approval is only given in these exceptional circumstances and that no further requests will be considered.

### **Truancy**

Students must attend every time tabled session including study periods. Truancy will trigger a stage 1 of the behaviour policy.

### **Admission to courses and monitoring progress**

Students are expected to produce work to the best of their ability and to use their independent study time fully to prepare and engage in their studies. The Academy has high expectations of the students and expects them to achieve in all their selected subjects.

The vast majority of Level 3 students should leave Strood Academy Sixth Form with the right qualifications to allow them to progress successfully to university placements, apprenticeships, and employment.

### **Admission to Sixth Form**

A student's potential to succeed on Level 3 courses is assessed by the following:

1. The entry criteria for individual courses is published in advance of students making an application to Strood Academy 6th Form and should be met in order to secure a place at the Academy.
2. The entry criteria is reviewed annually by the Head of Sixth Form in September in conjunction with subject leads, post 18 provisions and government guidance.
3. Exceptions to this can only be made in extenuating circumstances. In these cases students will have a trial period on that course to establish whether they should be given a special dispensation. Any such arrangements must be agreed with the Principal, the Head of Sixth Form, and communicated with parents in writing with a review date. [Trial period and review criteria](#)
4. The students likely outcome is estimated using a national dataset and their GCSE average points score to set a target grade. Academic and pastoral guidance will be given to students to ensure they are aware of the potential outcomes of their chosen courses based on their prior attainment.

### **Assessment through courses**

Progress of students will be monitored with regular assessments in line with the whole school's policy. Additionally, students will complete an assessment once a fortnight whilst in a time tabled study session. This assessment will be marked by the subject teacher with feedback given to the student on how to improve; these assessments will be kept by the subject teacher in the form of an assessment book or in an assessment folder.

Parents/carers will receive a progress report containing the student's current grade, predicted grade, and their target grade.

### **Academic Routes**

Assessments must take the form of past paper questions pertinent to the course content covered to date which are sat under exam conditions. The time allowed should reflect pro-rata the time expected for the number of marks available, and the exam should be marked using the exam board mark scheme. The assessment outcome will be the current grade, which will inform the predicted grade. A sample of moderation exam papers should be made available at meetings with the Head of Sixth Form and/or the Vice Principal or the Principal to aid the QA process.

### **Vocational Routes**

For BTEC courses, the current grade is determined by tasks that have been completed to date, and, if relevant, examination components. Where possible these tasks and units should be internally verified prior to being awarded as the current grade for that term. This will also assist in informing the predicted grade.

### **IBCP**

For the CP courses, the current grade is determined by tasks that have been completed to date, and, if relevant, examination components. Where possible these tasks and units should be internally verified prior to being awarded as the current grade for that term. This will also assist in informing the predicted grade.

For the IB courses, assessments must take the form of past paper questions pertinent to the course content covered to date which are sat under exam conditions. The time allowed should reflect pro-rata the time expected for the number of marks available, and the exam should be marked using the exam board mark scheme. The assessment outcome will be the current grade, which will inform the predicted grade. A sample of moderation exam papers should be made available at meetings with the Head of Sixth Form and/or the Vice Principal or the Principal to aid the QA process.

## **Resits**

For resits in Maths and English, the current grade will be determined from past paper questions, which will also be used to inform the predicted grade.

## **Subject Leaders**

Subject leaders are expected to be fully up to date with previous examiner reports, the specification, and mark schemes in order to make sure that accurate grades are produced. If appropriate, moderators' reports for coursework should also be taken into account when revising delivery of the curriculum to students and such coursework may inform the predicted grade.

## **Academic Progress and 2<sup>nd</sup> Year Progression**

All Level 3 courses run for two years and students are entitled to complete their programme of study, except where behaviour and/or progress related issues make it necessary for the student to be excluded.

At the end of first year, discussions will take place between Head of Sixth Form and individual students to address any concerns related to courses and behaviour expectations to ensure support is in place for individuals if concerns have not already been addressed throughout the year.

### **Aims:**

- To ensure that all interested groups have an accurate overview of current level of attainment at any time throughout a course
- To allow the current level of attainment to be judged in relation to a predetermined and agreed target
- To ensure that if there is underachievement then this is flagged up at the earliest possible time
- To support the students in trying to bridge the gap between current level of attainment and target grade
- To empower the class teacher to offer in-depth, quality support to the students, thus maximising the chances of achieving/surpassing target grades.

### **Monitoring:**

- Monitoring of students in Sixth Form will be continuous throughout the 2 years
- The data manager will ensure that departments have support in using the data and ensure that any department not entering data is held to account.
- All students will have their targets/subjects logged on SISRA. Subject areas are committed to entering current and predicted grades onto the system according to the published calendar during the data drop week.
- The Director for Sixth Form will monitor the overall pattern of progress for year groups and specific cohorts.
- Tutors will use progress reports to inform one to one discussions during form time.
- Parents will receive a copy of the progress report according to the published schedule.

## **Appendix 1:**

## **Behaviour Policy**

The stages of the behaviour policy will be initiated at the discretion of the senior leadership team and may not necessarily follow all four stages.

### **Stage 1**

#### Verbal Warning

Verbal warnings will be issued for the following, but not limited to;

- Reaching phase 2 of the attendance policy and/or persistent lateness to lessons and/or school
- Defiance to staff ( relating to both conduct and/or academic instructions)
- Truancy/leaving site without permission sign out
- Repeatedly failing to hand in homework/complete independent study on time
- Abuse of/inappropriate use of technology
- Persistent inappropriate dress
- Abusive language towards fellow students
- Failure to maintain appropriate learning behaviour in lessons

***A meeting will be held between the student and the Head of Sixth Form. Parents are informed via letter and telephone. Targets for improvement are set and these confirmed in a letter. Progress is monitored informally for at least one half term.***

### **Stage 2**

#### Written Warning

Students will be served a written warning in the event of continued defiance of school rules as above and/or for:

- Theft
- Vandalism
- Bullying
- Aggressive behaviour
- Bringing the school into disrepute
- Failure to achieve targets set on the verbal warning

***A meeting will be held with the student, Head of Sixth Form, and parents and a written warning letter is issued. Targets for improvement are set and confirmed in this letter. Weekly monitoring meetings take place for at least one half term with the post 16 team and student to monitor progress towards targets. Progress is reported home at least every two weeks in relation to the targets. Failure to engage in this process or continued defiance after the written warning will see the student progress to the final stage of the behaviour policy.***

### **Stage 3**

## Final Written Warning

Students will be issued a final warning in the event of:

- Re-occurrence of any of the above including continual low level disruption to learning and defiance of school rules
- Serious or repeated theft or vandalism
- Repeated bullying or intimidation
- Violent behaviour
- Failure to achieve the targets set from the verbal or written warning

***A final meeting will be held between the student, student's parents and the Principal/Vice Principal for Post 16.***

### **Stage 4**

Students will have their place in our post 16 provision withdrawn (a permanent exclusion) for:

- Being in possession of an offensive weapon
- Being in possession of, supplying or selling banned substances on site
- Serious and ongoing bullying, including cyber bullying
- Serious assault on a student
- Physical assault on a member of staff and/or verbally or physically threatening a member of staff or, in extreme circumstances linked with ongoing bullying, a student
- Ongoing or extreme one-off incidences of using derogatory or discriminative language or images against student/s or staff either verbally, visually or by social media'
- Misuse of the school's IT systems, including sharing login details for the purpose of allowing "hackers" to use the system to disrupt lessons or abuse staff or students
- Bringing a dangerous and threatening situation to the academy e.g. coordinating other people to attend the academy or its local area for the purpose of causing confrontation with other members of the Academy community
- Extreme behaviour on the way to and from the Academy or in the community outside of Academy hours which brings the Academy into disrepute e.g. involvement in the selling or distribution of banned substances; involvement in violent criminal activity; fighting that creates dangerous unsafe situations for other members of the Academy community.
- Making serious false allegations against a member of staff
- Serious abuse or misuse of the Academy's IT systems e.g. distributing pornographic materials, hacking into restricted areas
- Serious breach of GDPR by sharing data of other members of the Academy community without permission, including inappropriate images
- Extremely serious damage of academy property or building
- Sexual or indecent assault

***Please note: Any issues relating to behaviour of students/staff, other than those mentioned above, will follow the whole school behaviour policy.***

## Appendix 2:

### Phase 1 - initial absence

#### **Day 1 of absence**

- Each school day morning: Attendance officer to send a report through to the sixth form team by 9:15 each day. *All students must be registered for their lesson or sign in at the Sixth form centre for each lesson.*
- This will identify any student within the sixth form who has not reported their absence or who has not registered their attendance p1 (either through timetabled lessons or through sixth study area).
- A text to all unexplained absences to be sent by the attendance team p1.
- NTH to call for any students of concern- such as safeguarding.

#### **Day 2 of Absence**

- A text to all unexplained absences to be sent by the attendance team p1.
- Form tutors to call home and make a well being call and followed up with an email.

#### **Day 3 of Absence**

- A text to all unexplained absences to be sent by the attendance team p1.
- Phone call home made and a home visit conducted by FLO
- Period 5 home study periods removed from student until attendance improves

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### Phase 2 - repeated absence

- With 10 unauthorised sessions (5 days) per term phase 2 is triggered (within a 6 week period).

*Nb - unauthorised absences would be unexplained absence with no evidence etc.*

- Form tutor meets with the student to discuss absence.
- Form tutor to call home
- A report to be issued to the student with a letter to be sent home outlining attendance concerns and report being issued.

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### Phase 3 - repeated absence

- Persistent issues - report to Sixth Form DOP who will host a parental meeting
- Meeting to set targets and review date(s) and issue Verbal Warning.

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### Phase 4 - repeated absence

- Further issues - report to Sixth Form Lead
- Meeting with Attendance Advisor (Bill). Written warning issued.
- Principal informed

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### Phase 5 - repeated absence

- If attendance concerns continue a meeting with the Vice Principal is held where a final warning is given
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### **Stages of Support and Intervention**

#### **Stage 1- Subject teacher intervention**

- Intervention is put in place within the curriculum area. Subject teachers will monitor and report the impact of Stage 1 intervention to the Head of Department.
- The tutor and Sixth Form team have the role of supporting the curriculum areas with intervention.
- Review meeting set

#### *Strategies:*

- Class teacher to set targets for the student to work towards.
- Parents/carers informed

#### **Stage 2 – Director of Progress and Subject Leads intervention**

If a student does not respond to Stage 1 Intervention, then they move onto Stage 2.

The Director of Progress & Head of Department will be involved at this stage to put intervention in place to support the student and ensure that parents/carers are informed and a meeting is arranged to discuss the issue.

#### *Strategies:*

- Meeting with parents.
- Extra time agreed to catch up with any outstanding work before the review meeting
- Subject report.
- Review meeting set

#### **Stage 3 – Head of Sixth Form intervention**

If a student does not respond to Stage 2 intervention, at any time before the review date or following an unsuccessful review, then a meeting with the Head of Sixth Form and parents/carers is set in order to determine further support.

#### *Strategies:*

- Meeting with parents.
- Further targets set
- Review date set.
- Timetable reviewed.
- Failure to meet targets will result in a written final warning.

Students who continue to not meet the set targets after a final written warning may result in their place at the sixth form being withdrawn (permanent exclusion). The decision to withdraw a student's place from the sixth form will be made in liaison with the Vice Principal and the Principal.

Any appeals to decisions of the Head of Sixth Form must be made to the Vice Principal who oversees Sixth Form who will consult with the Principal. The outcome from this decision will be final.