

Year 13 Information Evening

Thom Leat: Director of Sixth Form

Rachael Potter: Year 13 Performance Director



Sandringham School

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Welcome to Year 13



Sixth Form Team

Mr Leat

Director of Sixth Form

Mrs Clark

PD: Year 12

Miss Potter

PD: Year 13

Mrs Coy

Pastoral Support

Ms. Grubb

Sixth Form Manager

**Ms Cooper, Mrs Walker,
Ms Scanes**
Learning mentors

Mrs Boost
Careers and
Employability

Mrs Coombs
Attendance
Officer

Our priorities...

Academic

High quality teaching

Outstanding outcomes

Personal

Social, personal, and life skills

Volunteering and community

Social and cultural

Extra-curricular opportunities

Super-curricular immersion

Future

Destinations and pathways

Careers guidance



About Sandringham Sixth Form

All our students are expected to embody and reinforce our core values and should:

- demonstrate **respect** for our environment, our rules, our staff, and our students;
- and take **responsibility** for their own conduct, behaviour, and learning;
- and develop strong, and productive **relationships** built on kindness and humility.



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Key information



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The school day: registration and assembly

Students are expected to attend **three designated registrations** each week.

In registration, students will complete a **full programme** of study skills and UCAS/pathways support, led by their Form Tutor.

Each **Thursday** morning, the Form Tutors will meet with one or two students for a 1-2-1 meeting. Alongside a general check on wellbeing, this will focus on progress, progress with applications, and plans for next year.

While we **do not have weekly assemblies** in Year 13, we will hold them at appropriate times throughout the year. Attendance at all assemblies is compulsory.



The school day: registration and assembly

Registration opens at 8:30am and closes at 8:50am.

If a student arrives to school after 8:50am they must sign-in with our Sixth Form Attendance Officer.

	Year 12	Year 13
Monday	Year Assembly (Main Hall)	Tutor-led programme
Tuesday	Whole School Assembly (Main Hall)	Tutor-led programme
Wednesday	Weekly Bulletin + TFTW	Tutor-led programme
Thursday	Tutor-led programme	1-2-1 discussions
Friday	House Quiz	House Quiz



The school day: timetable

All students will follow a **full timetable** which consists of:

- a morning registration (x 3);
- a minimum of three subjects / qualifications (A Levels, BTECs, CTECs);
- one hour of Personal Development (PSHE) every week.



The school day: Independent Study

In addition to their timetabled lessons, all students will spend their remaining time in supervised **Independent Study Sessions** in the Sixth Form Centre. These are a compulsory element of their programme of study.

Students all have a minimum of **16 hours** of timetabled sessions.

Students should use this time to complete **homework** assignments, conduct wider reading or subject **enrichment**, or consolidate their learning via **revision**.

We expect our students to be '**full-time students**', working productively for the duration of every school day.

Students are only permitted to 'work from home' where they have a 'blank' on their timetable.



The school day: sample timetable (1)

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Registration	Registration			Registration
Session 1	Sociology	Psychology			Politics
Session 2	Sociology	Psychology	Ind. Study		Politics
Break					
Session 3	Politics	Ind. Study	Sociology	Psychology	
Session 4	Politics	Ind. Study	Sociology	Psychology	
Lunch					
Session 5	Personal Dev.				

The school day: sample timetable (2)

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	Registration	Registration	Registration	1-2-1	
Session 1	Physics	Comp. Science	Maths		Further Maths
Session 2	Physics	Comp. Science	Maths	Personal Dev.	Further Maths
Break					
Session 3	Further Maths	Maths	Physics	Comp. Science	
Session 4	Further Maths	Maths	Physics	Comp. Science	
Lunch					
Session 5	Maths			Physics	

The school day: Consorting to Beau. / Ver.

As part of the **BeauSandVer Consortium**, some students in Year 13 will continue to 'consort' to Beaumont or Verulam.

Mini-buses run from Sandringham each day at **break and lunch** to take students to and from consorting lessons.

The Mini-buses leave from outside the **SandPit Theatre**.

If a student has a lesson at Beaumont or Verulam in Session 1, they should go straight to their consorting lessons in the morning.

The year ahead



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Overview of the Year

Wed. 23rd Sept.	Extended Learning Day (ELD1) - Futures & UCAS
Fri. 13th Nov.	Autumn Reports (Attainment / Effort / Deadlines)
Weds 25th / Thurs. 26th Nov.	Pastoral Review Day (PRD)
Fri. 27th Nov.	Occasional Day (school closed)
Wed. 6th - Tues. 19th Jan.	Year 13 Trial Exams
Thurs. 4th Feb.	Trial Exam Results (and Spring Reports)
Tues. 9th Feb	Year 13 PTC
Fri. 30th April	Year 13 Last Day... (!)

Reports: Spring and Autumn Term

Each term you will receive a School Report from each subject, which will provide a grade for:

- Current Attainment
- Effort / Attitude to Learning
- Homework and deadlines

We do not publish written comments as teachers will make contact directly throughout the year when (and if) any issues or concerns arise.

Reports will be published electronically to MyChildAtSchool (MCAS) with instructions explaining how to access them. [MCAS Guide](#)

Pastoral Review Day:

Wed. 25th - Thurs. 26th Nov.

Our Pastoral Review Day is a well established tradition at Sandringham.

You will have a virtual meeting (on either of the dates above) with a member of the relevant Pastoral Team, which includes Form Tutors, the Performance Director, and Senior Leadership. Appointments will be bookable via SchoolCloud.

The purpose is to check-in after 11 weeks and, rather than focusing on specific subjects, will have a **broad focus** on habits and routines, happiness, wellbeing, and future plans.

Trial Exams: Wed. 6th - Tues. 19th Jan.

Year 13 will sit their '**Trial Exams**' (internal exams) immediately after the Christmas holiday.

The exams will run for two full weeks - and students will be on formal **Study Leave** for the duration (and so will come to school only for their exams).

These exams will give students a clear indication of the progress they have made since their Threshold Exams, and should help to inform final revision plans ahead of their external summer exams.

Normal lessons will resume on **Wednesday 20th January**.

Parent Teacher Consultation: Thurs. 4th Feb.

The Year 13 PTC is an opportunity to meet with your child's subject teachers. Appointments will be bookable via SchoolCloud - appointments are **'in-person'**.

In this meeting, we will discuss:

- Trial Exam Results (and up-to-date predictions)
- current attainment (based on assessment data / classwork);
- effort and attitude to learning;
- and homework and meeting deadlines (including coursework or NEA).

This will be an opportunity for you to ask any questions or raise any concerns.

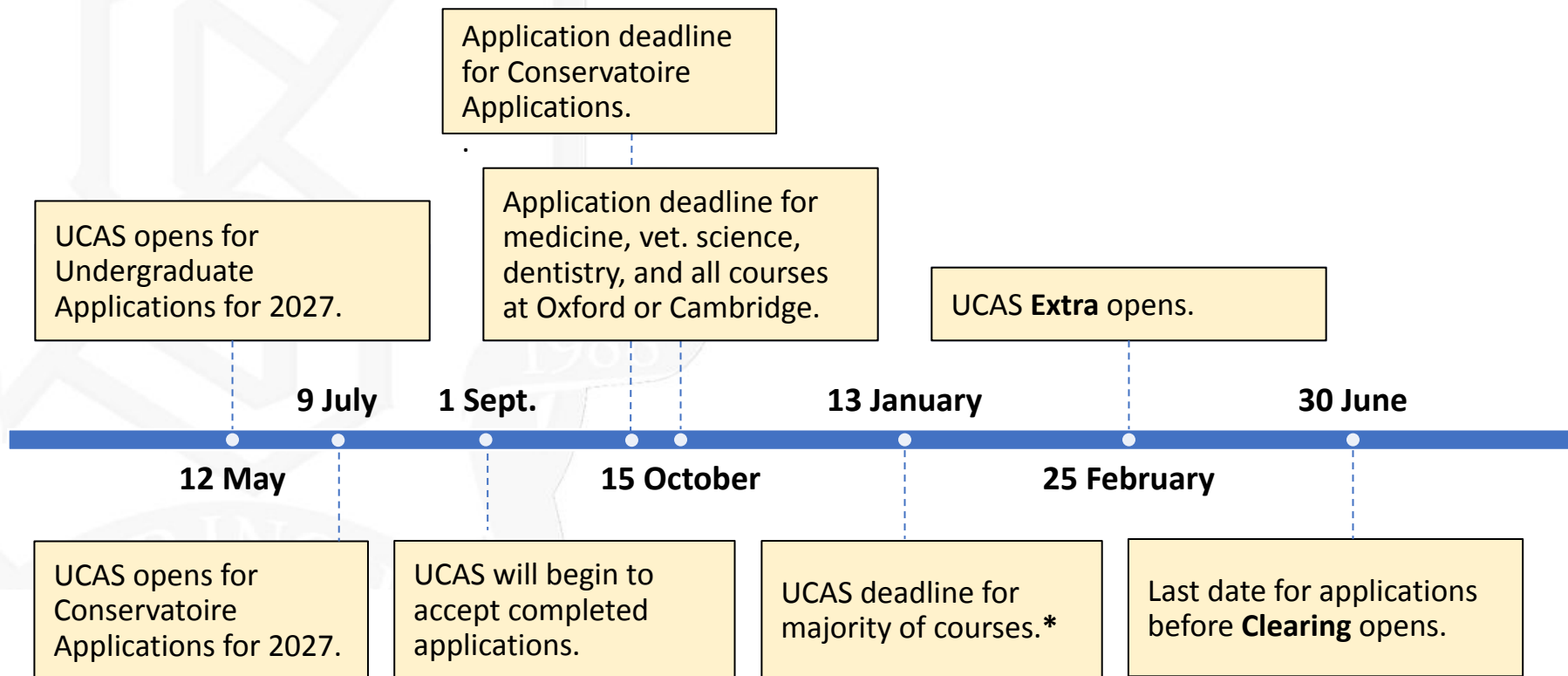
Life after Sixth Form...



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UCAS: 2027 Entry



Post-18 Pathways

University

Apprenticeship

Gap Year

Work place



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UCAS Application - Key information (1)

- Students should use a **personal email address** when applying, not their school email address
- Student can make a maximum of **5 choices**
- Students can apply to **different courses** at the same university
- Students **cannot** apply to **BOTH** Oxford and Cambridge
- Students applying for courses with an **early deadline** must submit all their choices by that deadline



UCAS Application - Key information (2)

- Applying costs **£34.50** for up to 5 choices - this cost is not applicable for students receiving Free School Meals
- Students should make their university and course choices **based on their Predicted Grades**
- We advise students to choose:
 - 2-3 courses with Entry Criteria that **match** their Predicted Grades
 - 2 courses with Entry Criteria **lower than** their Predicted Grades
- Universities **cannot see** your other choices when you apply
- Students will later choose a **firm choice** and an **insurance choice**



Sandringham Internal Deadlines

All students must have their application completed by the following deadlines.

Fri. 25th September: Oxbridge/ Medicine/ Veterinary Science / Conservatoire

Fri. 4th December: All other applications

We recommend students aim to complete their application well before the above dates.

Once a student has 'submitted' their application, it is sent to the Sixth Form Team, who will add a reference, add the Predicted Grades, and check the whole application.



Available support

Personal Statements: students will be given the opportunity nominate / request a member of staff to support them with their Personal Statements. It is the student's responsibility to then make contact with the relevant staff member.

Students will have dedicated time during our first **ELD** (Wed. 23rd Sept.) and in **Personal Development** lessons to work on their Personal Statements.

Predicted grades: were issued to students in July.

All requested 'reviews' of the Predicted Grades will be processed by the Sixth Form and relevant Directors of Learning (Heads of Subject) in the next few weeks/months.



UCAS - References

- As part of the UCAS application, a reference is included.
- There are 3 sections:
 - A **general statement** about the school setting (context which will be the same for each student).
 - Details of any **extenuating circumstances** which may have impacted the student's education or achievement.
 - Other **supportive information** relevant to the applicant and the course they are applying for. This section is completed by subject teachers, based on your Predicted Grades.



Apprenticeship: key information

There is **no fixed window or time** when all Apprenticeship opportunities are advertised - they appear steadily throughout the year (normally from October).

Unlike university courses, there is **no limit to the number** of Apprenticeships you can apply for. However, each application can be very different, and so time consuming

You **don't have to choose** between university or an apprenticeship: we encourage 'dual applications' where students pursue both routes.

You can **search for Apprenticeships through UCAS** - and set up 'Smart Alerts' based on your particular interests.



Apprenticeships timeline: 2026-27

Summer Term:

Identifying Skills & Next Steps Workshop

Developing a CV

Guidance and support (1-2-1)

Apprenticeship Registration Workshop

Autumn / Spring Term:

Recruitment process and interview preparation

Mock Interviews (**Oct/Nov**)

Mock Assessment Centre workshop (**Nov**)

Guidance and support (1-2-1)



Where to look?

 [Sign in or create an account](#)

Find an apprenticeship [Search](#)

Search apprenticeships

41,165 apprenticeships currently listed

What	Where
Enter a job or company	Enter a city or postcode
Search	Browse by your interests instead

<https://www.findapprenticeship.service.gov.uk/apprenticeshipsearch>



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Where to look?

Search apprenticeships

Apprenticeships and graduate jobs

 Hub  For you  Favourites  What to do  Where



Search jobs, employers, locations and industries

Sign up for Smart Alerts! Our email alert service that can match you to apprenticeship opportunities.

< [Search All](#) | 5621 results | Page 1 of 50

Sort by: Relevance 



All filters

Level 

Industry 

Vacancy type 

Sector 

Region 

 Reset filters

<https://www.ucas.com/explore/search/apprenticeships?query=>



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How do we support your young person to get to the right place for them?

**Academic
support**

**Pastoral
support**



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Key messages



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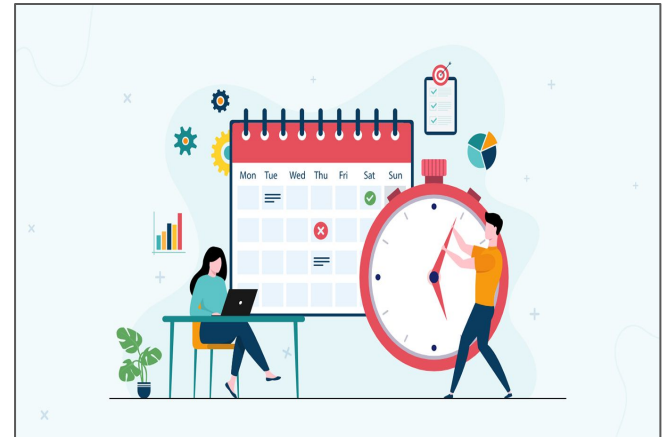
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Attendance

All elements of the timetable are compulsory, including registration, assemblies, games, lessons, and Independent Study Sessions.

Due to the **very serious impact** a low attendance rate can have on academic and social development - and wellbeing - we monitor attendance very closely.

We will always try to identify any barriers to attendance and work positively with families.



Attendance

Attendance at school is incredibly important. We work hard with families to ensure that our students' maximise their attendance to lessons.

Anything **below 95%** is considered to be a concern and will lead to contact with home.

We recommend you read the
Sixth Form Attendance Policy

Attendance Ladder

Equates to:



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Recording absence

Attendance in the Sixth Form is monitored by **Mrs Coombs**, our dedicated Attendance Officer.

If you need to inform the school of an absence, please either:

- call the Absence Line: **01727 799 564** (select 'Sixth Form' - '1');
- email: 6thformattendance@sandringham.aetrust.uk



Punctuality

We believe being punctual is both a mark of respect and a critical life skill.

Attendance and punctuality are monitored by **Mrs Coombs**, our **Sixth Form Attendance Officer**.

Detentions will be issued if our Sixth Form students are:

- marked late to Registration **twice in one week**;
- more than **5 minutes late** to a timetabled lesson.



Expectations: taking ownership

Given that contact time with student is reduced in Year 13, we expect students to **take ownership** of ensuring that they have engaged with important communication and key messages.

All assemblies, bulletins, tutor activities etc. are posted on the year group **Google Classroom**. Students must check this on a daily basis to ensure that they are up to date with the latest announcements.

All staff communicate with students via their **@mysandstorm** email address. Students must check this regularly.



Expectations: Dress Code

Students in Year 13 must adhere to the Sixth Form Dress Code in full.

All students should be mindful that they are **role models** to the younger students (including our new Year 12 students).

A few key reminders:

- jackets / blazers must be worn every day;
- oversized or relaxed-fit jumpers are not permitted;
- shoulders and midriffs must not be visible;
- skirts must be of a suitable length for a professional environment.



Expectations: Lanyards

As per our Safeguarding Policy, we must be able to identify everyone on the school site at all times.

All Sixth Form students have a **PHOTO ID** and **GREY LANYARD**.

Students **must** wear these lanyards at all times.

Students consorting to Beaumont or Verulam will not be allowed on site if they do not have their lanyard and ID card.



Part-time Work

We understand that students may wish to take up paid employment to help fund their social lives, pay for driving lessons, save for their future plans, and gain valuable workplace experience.

However, we strongly recommend that students:

- work a maximum of **8 hours** per week;
- reduce (or pause) their working hours in the run-up to their exams.

Students should not undertake any paid employment during the school day.



SEND Support

SEND CO: Ms. Durrant

KS5 SEND Lead: Miss Leicester

Year 13 SEND PTC: Thursday 8th October

- Miss Leicester will use the PTC appointment to review and update IEPs.
- Updated IEPs / SEND information is shared with teaching staff via our MIS.
- You will receive an email with the booking details from Ms. Durrant.



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Access Arrangements (Exams)

Access Arrangement Assessor: Miss Borman

- All provisionally approved Access Arrangements were in place for the Year 12 Threshold Exams. Students will NOT now be reassessed.
- Access Arrangements will remain in place for Year 13 and will be in place for the Year 13 Trial Exams in January.
- Once we can confirm that the Access Arrangements were used in ALL Year 13 Trial Exams, we will use this as evidence and make a formal application to JCQ.



Post-16 Bursary

The Post-16 Bursary is available to students who may need **financial support**.

If you meet our eligibility criteria, the school will provide all study resources, textbooks, funding for compulsory trips, and a contribution towards both the costs of public transport and purchasing uniform items.

Students will need their own Bank Account - as the Bursary is paid directly to the student (rather than a parent).

Students must hand-in their application form to the Sixth Form Office by **Friday 18th September 2026**.

Free School Meals

Students in Year 12 and 13 are entitled to Free School Meals (subject to eligibility).

Students can receive both the 16-19 Bursary and Free School Meals.

As of this September, the government has changed the eligibility criteria for Free School Meals - all families in receipt of Universal Credit are now eligible.

You can check the eligibility criteria on the Hertfordshire County Council website.

<https://www.hertfordshire.gov.uk/services/schools-and-education/at-school/free-school-meals/free-school-meals.aspx>

If you are eligible, you must apply directly to Hertfordshire County Council who will then inform the school directly.

Safeguarding

All staff at school are responsible for safeguarding - receive regular training - and will report anything of concern.

Our team of **Designated Safeguarding Leads (DSLs)** are very experienced and trained to respond to any concern.

Stuart Kemp is our Designated Safeguarding Lead. You can ask to speak to him if you have a concern, or to any one of our Deputy DSLs.

Thom Leat, Katrina Clark, Rachael Potter, and Viv Boost are the Deputy DSLs within the Sixth Form.



Contacting the school

For general queries, in the first instance please email:

admin@sandringham.aetrust.uk marked **FAO: [Form Tutor / Performance Dir.]**

For communication regarding attendance, please email:

6thformattendance@sandringham.aetrust.uk marked **FAO: Attendance Officer**



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How can you help?

Environment: help them to create a dedicated, distraction-free study space / area

Organisation: share upcoming dates, family events (etc.) and help to create a timetable

Equipment: consider what equipment might be needed (stationery / whiteboard)

Exercise and socialising: encourage a healthy balance of study, exercise, and socialising

Diet: encourage healthy eating (but some special snacks can help too)

Sleep: students shouldn't be working late into the evening - they need rest and sleep

Mobile phone: encourage them to turn them off or put them in another room...

Thank you for listening



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