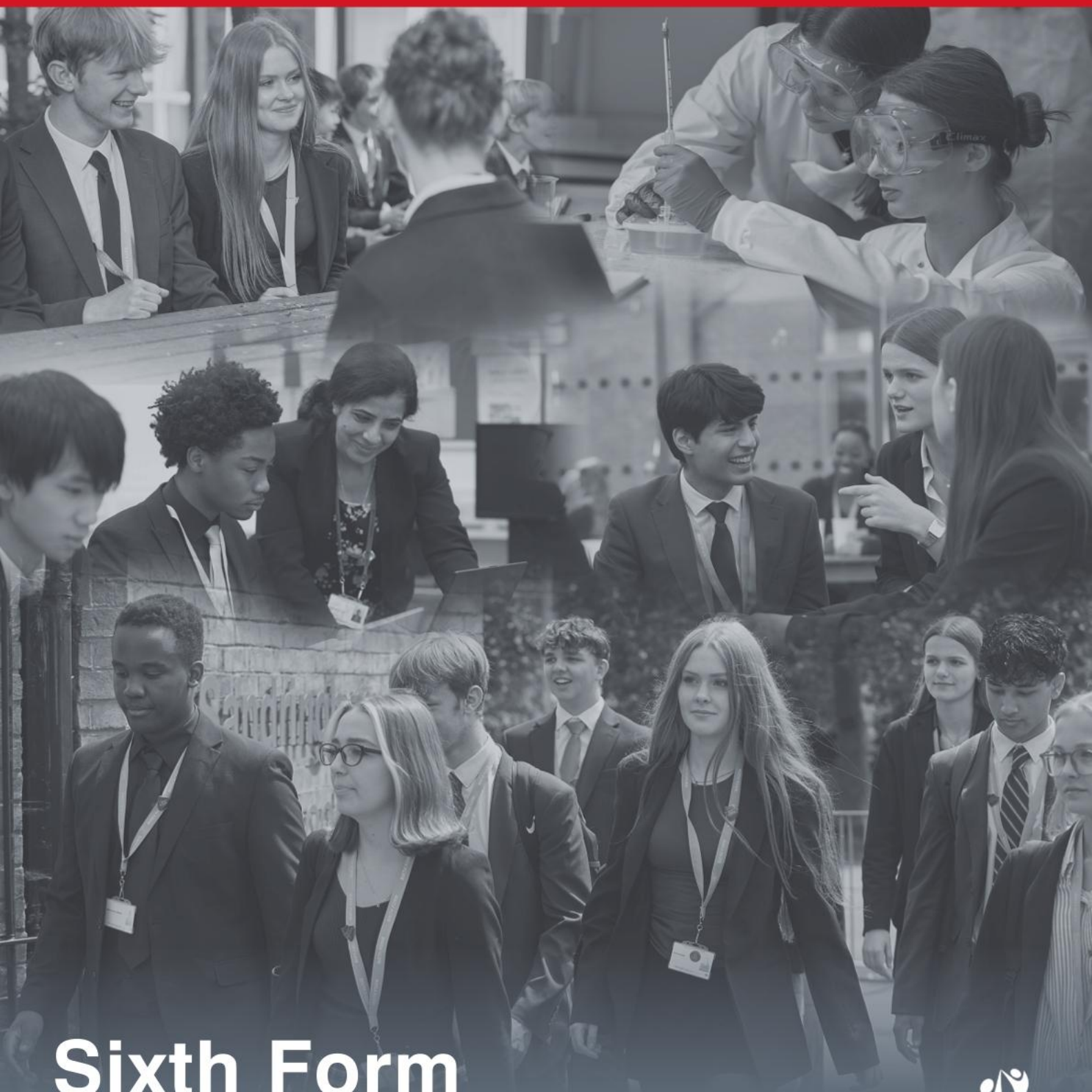
Sandringham School

'Everybody can be Somebody'



Sixth Form Handbook

Ambition Education Trust

Contents:

1. Welcome to the Sixth Form
2. The School Day
3. Standards and Expectations
4. Learning, Reporting, and Enrichment
5. Technology, Devices, and Communication
6. Safeguarding
7. Sixth Form Bursary

Appendix 1: Sixth Form Dress Code

Appendix 2: Sixth Form Attendance Policy

Appendix 3: Sixth Form Code of Conduct

Appendix 4: Sixth Form Home-School Agreement

Appendix 5: Financial Support and Post-16 Bursary

1. Welcome to the Sixth Form

We are looking forward to working with you to ensure success at the next stage of your academic career. Post-16 qualifications offer a very different challenge to those posed by GCSEs. You will move from a broad programme of study in Year 11 to a more specialised one, allowing you to study fewer subjects in greater detail. With this comes higher expectations of you from subject teachers: they will be requiring more from you in lessons and expecting a high level of commitment to your studies.

The next two years will be both demanding but also exciting as you undertake new studies, take advantage of a wealth of opportunities on offer and make decisions about your future once you leave school. As well as enabling you to gain vital academic qualifications which will give you a wide choice of courses and careers, your time in the Sixth Form at Sandringham will give you the opportunity to gain valuable transferable skills.

The Sixth Form is not simply about academic opportunities. Many of our students play a unique and valuable role in contributing to the wider life of the school. There are plenty of ways in which you can become involved, through Sport, Drama, Music, mentoring lower school students, representing your House or becoming House Captain, or Senior Prefect. Indeed, if there are opportunities for involvement that the school doesn't currently offer, then let the school know and see what can come of enthusiasm, initiative, and a good idea.

2. The School Day

In joining our Sixth Form, you are taking the exciting step out of secondary education and into post-16 education. Although there are many differences between the Sixth Form and the lower school, the Sixth Form is very much a part of the wider school.

We share the same values and have the same high expectations of your behaviour, conduct, appearance, and attendance. We expect students to make every effort to attend every day, be punctual to registration and lessons, and to meet all deadlines.

Our school day is structured in the same way as the lower school and follows the same timetable. Students register each morning, have regular assemblies, and spend the whole school day on site in lessons or supervised study sessions.

The structure of the school day is as follows:

8.30-8.50	Registration / Assembly
8.50-9.50	Session 1
9.50-9.55	Movement time
9.55-10.55	Session 2
10.55-11.15	**BREAK**
11.15-12.15	Session 3
12.15-12.20	Movement time
12.20-13.20	Session 4
13.20-14.05	**LUNCH**
14.05-15.05	Session 5

2.1 Assemblies and Registration

Registration starts each morning at **8.30am and lasts until 8.50am**. Registration is an important part of the day and is compulsory for all students.

Each registration, your tutor will lead you through a specific activity. For example, you will hear and discuss the whole-school Thought for the Week, complete short study-skills activities, or reflect on elements of the Personal Development Curriculum.

You will also have **two Morning Assemblies** throughout the week: a Whole School Assembly linked to the Thought for the Week and a Year Group Assembly led by the Director of Sixth Form and your Performance Director.

As with lessons, it is important for you to arrive on time for Registration and Assembly. Lateness will be recorded and may result in a detention or reduction in your free sessions.

2.2. Study Sessions

All students will have a number of Study Sessions allocated on their timetable to complete Home Learning, consolidation, and revision. As with your subject lessons, these are compulsory sessions which will be overseen by a supervising Learning Mentor or subject teacher.

You will be expected to ‘sign-in’ using your Student ID card at one of three signing-in stations located in the Study Rooms in the Sixth Form. Failure to sign-in will result in an unauthorised absence being recorded. Repeated failure to sign-in will result in a Sixth Form detention.

2.3. Free Sessions

Where there are lesson sessions not allocated, these are ‘free’ sessions and students can leave site for these sessions to study at home if they wish. Students do not need to sign out of school for these, it is assumed that they are not on site. If they choose to study in school during a free session, they must sign in with the Learning Mentor.

2.4. Lunch time

Students have the option to leave the school site to take their lunch break elsewhere, but must return to school promptly for the start of Session 5. Students are not required to sign-out or sign-in at lunchtime.

Food purchased from shops or take-away outlets cannot be brought back onto the school premises.

2.5. Food and Drink

The Sixth Form Cafe is open from 8.30am until 2.00pm each day selling a variety of hot and

cold drinks and food. The school canteen is also available for you to purchase food or drink at break and lunch. All venues across the school site operate a cashless catering system.

There is no eating allowed in classrooms and/or during lessons. Similarly, only water is permitted during lessons.

2.6. Transport between Consortium Schools

Minibuses to Beaumont and Verulam leave from the bottom gate in front of the SandPit Theatre at the ***start*** of break (10.55am) and lunch (1.20pm) every day. There are no minibuses at the start or the end of the day so be prepared to make your own way to/from Consortium schools at these times.

3. Standards and expectations

3.1. Behaviour and conduct

We have very high expectations of our students and expect your behaviour and conduct to be exemplary. As a member of the Sixth Form, you will be role models for the younger students and must endeavour to exemplify our core values of respect and responsibility.

It is very important that the **highest levels of behaviour** are upheld and sanctions will be issued for anyone who does not uphold our high expectations. This includes the possibility of exclusions for any form of harassment, bullying and racist or homophobic language amongst other things.

3.2. Independent Study Expectations

You will be expected to spend at least **4 hours per subject** each week completing independent study outside of your lessons.

You are expected to complete all Study Sessions at school. You will register with the Learning Mentor or teacher for each Study Session. You should try to get into the habit of planning what work you will complete in these sessions. Learning Mentors are available to help put study plans in place.

3.3. Home Learning and deadlines

Students will be expected to complete regularly set homework for each of their subjects. Homework will be explained in class, but also published online via the Google Classroom (this will include the task, guidance, expected duration, and the deadline).

Students are expected to meet all deadlines, and complete all work to the best of their ability. Should students fail to meet deadlines, or fail to complete work to a satisfactory standard, they will be issued with sanctions in line with the Behaviour Policy.

In many cases you will also be expected to read up on a topic before you cover the material in class. Your preparation for lessons is vital to success.

Reading around your subject will not only help you to pass assessments, it will also help you to gain a deeper understanding of the topic and help prepare you for university. Each subject will provide you with a reading list and many of the texts are available in the Learning Resource Centre.

3.4. Smoking

Sandringham is a non-smoking site. Smoking or vaping while on (or in close proximity to) the school site is strictly prohibited and will result in a fixed-term exclusion.

3.5. Conduct off Site

If a student is off site during the school day, they are expected to conduct themselves in line with the same high expectations and behaviour as required by all school policies.

3.6. Behaviour Policy and Sixth Form Code of Conduct

Please familiarise yourself with the school's **Behaviour Policy** before you start in September.

For specific information relating to the Sixth Form, please read **Appendix 3: Sixth Form Code of Conduct**, found at the end of this document and available on the school website.

4. Attendance and punctuality

4.1. Registration

You must attend registration at **8.30am** every day with your tutor. You will be marked as late if you arrive after 8.30am.

If you arrive after registration closes at 8.50am you must sign in with the **Sixth Form Attendance Officer**. You will be marked late in the register and will be asked to explain your lateness.

4.2. Reporting an absence

If you are unable to attend school, a **parent/carer** must call the absence line on **01727 799564** and email 6thformattendance@sandringham.aetrust.uk.

Where possible, appointments must not be made during the school day. While we understand that the time of GP or hospital appointments cannot always be arranged for outside of school hours, we would politely ask that all Dentist or Optician / Optometrist appointments are not arranged during school hours.

4.3. Leaving the school site

If you leave the school site for any reason, you must first sign out with the Sixth Form Attendance Officer. Students will only be permitted to leave the site if we have been given prior authorisation from a parent / carer (e.g. notification of an appointment).

If a student becomes unwell during the school day, they will not be permitted to leave the site until authorisation has been given by a parent / carer. In such circumstances, we will always

contact a parent / carer.

If you miss a lesson for any reason it is your responsibility to complete the work set and arrive prepared for the next lesson.

4.4. Teacher Absence

If your teacher is absent, they will set work for you via **Google Classroom**. You should attend your lessons as normal where you will be registered and supervised.

4.5. Requesting absences

All requests for absences related to educational opportunities or visits to other educational institutions (including Open Days, Taster Days, Applicant Days, or Residential Courses) must be submitted by the student to the relevant Sixth Form Performance Director by a parent / carer.

A request for any planned absence relating to the below categories should be given to the Sixth Form a minimum of 5 working days in advance.

- **Work Experience:** we will not approve an absence for a Work Experience placement or Work Shadowing day, as time is set aside by the school for this purpose in February.

- **University Visits and Open Days:** families must arrange such visits at the weekend or during school holidays. Where this is not possible (e.g. there is no weekend date advertised) each request will be revised on a case-by-case basis. No more than two absences for University Visits (including Open Days and Applicant Days) will be approved for each student across Year 12 and 13.

- **Driving Lessons and Tests:** we will not approve an absence for a Driving Lesson (these should be booked for outside of school hours). We will approve an absence for the Practical Driving Test but will not approve an absence for a Driving Theory Test (as these should be booked for outside of school hours).

- **Family holidays, weddings, and events:** All other types of absences, including family events, holidays, weddings, and travel for sporting fixtures, must be submitted to the Headteacher via the process outlined on the school website.

For clarity, all absences - including approved absences - will negatively impact your attendance record. You should therefore minimise, wherever possible, any type of absence.

4.6. Paid employment

It is not permitted to undertake any paid work during school hours. If you choose to take up paid employment in the evenings or weekends, we suggest a maximum of **6-8 hours a week paid work**.

Post-16 education courses are designed as full-time courses, with a heavy emphasis on independent study outside of lessons. A typical A Level course will involve five hours of lessons per week, an additional four hours of home learning, and additional consolidation, revision, and

wider reading. For this reason, we recommend that paid employment is kept to a minimum.

4.7. Activities within the School Day

In all free sessions which are taken off site, students should not arrange any other activities, such as driving lessons or part-time work. Staff can ask for students to attend school in the free sessions with no notice if there is work to complete or concerns about progress or wellbeing. There may also be a long-term arrangement to bring a student into school for all sessions.

4.8. Attendance Policy

Please familiarise yourself with the school's **Attendance Policy** before you start in September.

For specific information relating to the Sixth Form, please read **Appendix 2: Sixth Form Attendance Policy**, found at the end of this document and available on the school website.

5. Learning, Reporting, and Enrichment

5.1. Reports and PTCs

You will be given **target grades** based upon your GCSE performance and you will be expected to work towards these grades. Throughout the year, you will complete assessments in each subject which will be used to assess your current attainment and progress towards your targets.

Each term, we publish a Report which will indicate your current attainment, effort, and organisation, which will be shared with your parents. If, at any stage, you are working significantly below target we will work with you and your parents to help you get back on track.

In addition to the above, the **Year 12 Parent Teacher Consultation** evening is in the first term.

5.2. Year 12 Threshold Exams

Year 12 students sit 'Threshold Exams' in the Summer Term.

The Threshold Exams are an important milestone in your Sixth Form journey and should be treated seriously. They are not only an important indicator of your progress after one full year of study, but are also a vital part of the process by which we generate **Predicted Grades for UCAS**.

Furthermore, in order to progress into Year 13, we expect students to have gained a pass (a grade 'E' or above) in the Threshold Exams in each subject.

For more information, please read **the 'BSV Progression Policy'** which can be found on both the **Sandringham School and BSV Consortium website.**

5.3. Personal Development (PSHE)

As part of your programme of study, you will have a one-hour lesson per week on **Personal Development**. This will cover important topics such as Health and Wellbeing, Community and Citizenship, and Futures and Careers. This is a compulsory part of the curriculum that all Sixth Form students undertake.

5.4. Sandringham Enrichment Programme

Sandringham runs a well established Enrichment Programme which encompasses a range of enrichment across six specific categories:

- Leadership and Responsibility
- Fitness and Sport
- Creativity and Performance
- Community and Volunteering
- Independence and Achievement
- Futures and Destinations

We offer a wide variety of extra-curricular clubs and opportunities including sports teams, music ensembles, dance and drama companies, and lots more. You will be given more information on all the opportunities available to you in September.

One hour per week is allocated for further enrichment and you will have a choice to undertake Sixth Form Games, volunteering in the local community, or subject specific support for lessons lower down the school.

We encourage students to participate in specific community involvement such as a weekly work experience placement, helping in lower school lessons or with clubs. All volunteering opportunities will be advertised in September.

We also offer the opportunity to complete an EPQ or take part in Young Enterprise:

- The **Extended Project Qualification (EPQ)** is a stand-alone qualification. It provides you with an opportunity to pursue an interest outside your A-level courses, showing your ability to work independently.

- **The Young Enterprise Company Programme** gives you the opportunity to prepare for working life through the experience of running your own company, supported by volunteer advisers from business.

5.5. Subject Enrichment

Many opportunities exist for students to extend their learning in chosen subject areas beyond the classroom. These include:

- attending lectures and visits recommended by subject staff;
- attending trips organised by subject staff;
- participating in essay writing competitions run by universities;

- attending Oxbridge and competitive university sessions/activities;
- joining one of our Sixth Form ‘Subject Societies’.

These activities are highly recommended for all students looking to apply to university and apprenticeships as well as any student wishing to enter employment or work based training after A Levels. We will issue guides to subject and extra-curricular enrichment in your first term and would strongly encourage you to look into pursuing these extra activities.

6. Technology and Communication

6.1. Google Suite

Sandringham is a ‘Google School’ and makes extensive use of Google Suite. Students will be given a Sandringham email account and added to a Year 12 ‘Google Classroom’ through which all messages and announcements will be communicated.

All lesson resources and home learning tasks will be posted by subject teachers to ‘Google Classrooms’ linked to each teaching group.

In addition, students will have full access to a range of Google tools including Google Docs and Google Sheets.

6.2. Devices

For the reasons above, all students are expected to have a **laptop** which they should bring to school. Students who are eligible for the post-16 Bursary will be provided with a long-term loan laptop, which they will keep for the duration of their time in the Sixth Form.

6.3. Mobile phones

Sandringham School is a **phone-free environment** and mobile phones should not be seen at any point during the school day.

Sixth Formers are permitted discretionary use of their mobile phone at either break or lunchtime, within the confines of the Sixth Form Centre. Using a mobile phone at any other time or in any other location will result in either a sanction or a confiscation of the phone, in-line with the school Behaviour Policy.

6.4. Headphones

Students are permitted to use headphones to listen to music or watch videos related to their learning during study sessions in the Sixth Form Centre. If headphones are used, they must be linked to a laptop, not a mobile phone.

The school is not liable for the misplacement or damage to your possessions.

6.5. Communication

We will advise parents via email of key events and dates, and the weekly issue of the Sandprint will also list the school’s latest news and dates.

7. Safeguarding and Safety

7.1. Reporting concerns

The most important aspect of school life is that every student feels safe. Students must report any concerns that they have about themselves, or others, to a trusted adult. There are several **'Designated Senior People'** in the school who are specifically trained to deal with concerns. Their names and locations are printed on posters around the school.

In the Sixth Form, the **'Designated Senior People'** responsible for safeguarding are **Mr Leat**, **Miss Potter**, and **Mrs Clark**. Should you have any concerns or worries, you should always speak to a member of staff.

7.2. Student ID Badges

All Sixth Form students have a school **ID badge and lanyard** that allows them access to and from the site. The ID badge and lanyard are a crucial element of our safeguarding policy and must be worn at all times.

Students from our consortium schools (Beaumont and Verulam) have similar ID badges to identify them on site.

7.3. In Case of Emergency

If the fire alarm sounds please make your way to the **Tennis Courts** at the back of the Sixth Form Centre and line up with your tutor group in alphabetical order. Follow the fire marshal's instructions. Please see the emergency evacuation route signs in each classroom.

8. Sixth Form Bursary and Financial Support

16-19 Bursary

If you have been receiving Free School Meals or if you have an identifiable financial need, you may be entitled to the 16-19 Bursary.

Eligible students will receive resources necessary for their courses, such as textbooks and practical equipment. Students will also be given a long-term loan of a laptop, should this be needed. Students in receipt of the bursary will receive funding for all compulsory trips, and a contribution towards their travel costs where applicable.

More information about the eligibility criteria and process for applying will be made available at the time of induction and in September, and is on the school website. Please see Mr Leat or a member of the Sixth Form Team for more information.

For specific information relating to financial support available in the Sixth Form, please read **Appendix 5: Post-16 Bursary**, found at the end of this document and available on the school website.

Appendix 1: Sixth Form Dress Code

All Sixth Form students at Sandringham are expected to set an example to the rest of the school through the way they present themselves. As a school, we expect our students to maintain a high standard of behaviour and conduct and present themselves in a manner suitable for a professional environment.

The intention of the Sixth Form Dress Code is to maintain the smart appearance of the lower school uniform, while allowing a degree of flexibility in acknowledgement that our Sixth Formers are progressing towards higher education or the world of employment.

Ultimately, a Sandringham Sixth Form student should be able to leave the school site and immediately attend a formal interview without having to change their appearance.

We expect our students to wear either a formal suit or blazer with a collared shirt and tie, or a trouser / skirt suit with a formal top, blouse, or fitted shirt.

All students must wear smart business attire, which includes:

- A tailored suit jacket or smart blazer;
- Collared shirt and tie;
- Formal top, blouse, or fitted shirt (no t-shirts, and no exposed shoulders);
- Tailored suit trousers;
- Tailored skirt or smart dress;
- Smart, plain jumper (no sweatshirts, hoodies, or over-sized / relaxed-fit jumpers);
- Smart black or brown shoes / boots (no knee-high boots or trainers);
- A hijab, should you wish.

Please note:

- A jacket or blazer must be worn when walking around the school site, as well as for assemblies and other formal occasions.
- A lanyard with Student ID must be worn at all times throughout the school day.
- Make-up and jewellery should be kept to a minimum.
- Facial piercings (including nose / tongue studs) are not permitted.
- Hair must be a natural colour and may not be extreme in style, and beards should be neat and trimmed.
- For Art, Games, PE, Dance and Drama lessons, students must bring in appropriate
- clothing to change into.

Any student who breaches the Sixth Form Dress Code can expect to be issued with either a warning in the first instance, a Sixth Form Detention for repeated breaches, or to be sent home to change. All decisions regarding the Dress Code rest with the Director of Sixth Form.

All students must also recognise and respect the Dress Codes of our Consortium partner schools, when attending their establishments.

Appendix 2: Sixth Form Attendance Policy

Aims:

This policy should be read in conjunction with the AET Attendance Policy.

Sandringham Sixth Form, in line with government guidance in relation to attendance, expects excellent attendance from its students.

This policy sets out both the expectations of our students and the steps the school will take to ensure high levels of attendance are supported and maintained.

Absence from school can have a serious impact on a student's academic development and can have a broader negative impact on a student's social development and overall well being. Furthermore, repeated or prolonged absence from school can be an indicator of a safeguarding concern.

As part of the formal enrolment process, all students wishing to take-up a place at Sandringham Sixth Form will complete an electronic declaration to confirm their Programme of Study. As part of this declaration, all students will commit to maintaining an overall **minimum attendance record of 95%** and will confirm that they have read and understood this policy.

The Sixth Form will monitor attendance via monthly attendance reports and will work with students and their families to encourage and support high attendance. Where this support and encouragement does not lead to the expected attendance, students will be placed on a programme which will provide a defined period in which to meet the expected attendance. More detail on this process can be found later in this policy.

Throughout this policy, 'attendance' refers to all the timetabled elements which appear on a student's timetable, which includes but is not limited to: Morning Registration (including Assemblies), timetabled lessons, Independent Study Sessions, Personal Development, Games, and Volunteering. Missing any timetabled element will count as an absence and will negatively impact a student's overall attendance percentage.

At Sandringham, our curriculum is our whole educational offer, and we monitor every element for attendance. This is because we recognise that students' best preparation for the next stage comes from a complete Sixth Form experience and not just from qualifications.

Expectations:

Sandringham is a Sixth Form within a school - all Sixth Form students follow the same daily schedule as our lower school students.

Every day begins with either a morning registration or assembly: students should arrive at 8.25am for a prompt 8.30am start. Students will stay on site until the end of the school day at 3:05pm.

Sixth Form students at Sandringham follow a full-time timetable and are expected to attend every timetabled element.

In **Year 12**, the timetable will be comprised of the below:

- a daily morning registration or assembly beginning at 8:30;
- a minimum of three subjects / qualifications (A Levels, BTECs, CTECs);
- one hour of Personal Development (PSHE) every week;
- timetabled Independent Study Sessions;
- subject intervention or support sessions (as required);
- one hour of Games **or** volunteering every week (if not studying 4 subjects);
- an optional additional subject, including Core Maths, EPQ, Young Enterprise.

In **Year 13**, the timetable will be comprised of the below:

- a morning registration or assembly beginning at 8:30 (three days per week);
- a minimum of three subjects / qualifications (A Levels, BTECs, CTECs);
- one hour of Personal Development (PSHE) every week;
- timetabled Independent Study Sessions;
- and subject intervention or support sessions (as required).

The Sixth Form reserves the right to make changes to a student's timetable at any point in the academic year. This may involve adding additional Independent Study Sessions, additional Registration periods, or additional subject intervention or support sessions.

Independent Study Sessions:

All students will have a number of timetabled Independent Study Sessions. On average, students will have between four and six Independent Study Sessions, however, the number will vary depending on the individual timetable. For example, a student studying four A Levels will have fewer Independent Study Sessions than a student studying three A Levels.

Students will spend these Independent Study Sessions in the Sixth Form Centre, in one of our three dedicated supervised **Study Rooms** (S10, S11, and S12).

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.

Working from home:

Year 12:
Students in Year 12 are permitted to leave the school site at lunchtime and work from home on a **Wednesday and a Friday**, provided they do not have a lesson, intervention session, meeting with a teacher, or an after-school detention.

Should concerns arise about a student's punctuality, attendance, or academic progress, the freedom to work from home will be removed.

Year 13:
Students in Year 13 are permitted to leave the school site and work from home wherever they do not have a timetabled session (including Independent Study and Personal Development), a meeting with a teacher, or a Sixth Form Detention.

Should concerns arise about a student's punctuality, attendance, or academic progress, the freedom to work from home will be removed.

As stated above, the Sixth Form reserves the right to make changes to a student's timetable at any point in the academic year.

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.

A Sixth Form Detention will be issued if a student:
- is marked late to AM Registration / Assembly twice in one week (2 x 'L');
- is marked as having arrived after AM Registration ('U');
- is marked more than 5 minutes late to a timetabled lesson ('L' > 5 min).

Repeated lateness will result in contact or a meeting with a student's parents, as well as the removal of specific Sixth Form privileges (e.g. working from home).

For more information on our approach to managing punctuality, please refer to the Punctuality Support Programme at the end of this policy document.

Reporting absences:

Attendance in the Sixth Form is monitored by our dedicated Attendance Officer.

If you need to inform the school of an absence (e.g. for illness) please either:

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

Informing us of absences

Where possible, appointments must not be made during the school day. While we understand that the time of GP or hospital appointments cannot always be arranged for outside of school hours, we would politely ask that all Dentist or Optician / Optometrist appointments are not arranged during school hours.

Our Sixth Form Attendance Officer, Mrs Coombs, must be notified 48 hours in advance of any appointments or pre-arranged absences.

Requesting absences:

1. Educational opportunities

All requests for absences related to educational opportunities or visits to other educational institutions (including Open Days, Taster Days, Applicant Days, or Residential Courses) must be submitted by the student to the relevant Sixth Form Performance Director.

A request for any planned absence relating to the below categories should be given to the Sixth Form a minimum of 5 working days in advance.

- **Work Experience:** we will not approve an absence for a Work Experience placement or Work Shadowing day, as time is set aside by the school for this purpose in February.

- **University Visits and Open Days:** families must arrange such visits at the weekend or during school holidays. Where this is not possible (e.g. there is no weekend date advertised) each request will be revised on a case-by-case basis.

No more than two absences for University Visits (including Open Days and Applicant Days) will be approved for each student across Year 12 and 13.

2. Other

- **Driving Lessons and Tests:** we will not approve an absence for a Driving Lesson (these should be booked for outside of school hours). We will approve an absence for the Practical Driving Test but will not approve an absence for a Driving Theory Test (as these should be booked for outside of school hours).

- **Family holidays, weddings, and events:** All other types of absences, including family events, holidays, weddings, and travel for sporting fixtures, must be submitted to the Headteacher via the process outlined on the school website.

In the event of any unexpected or unexplained absence from school, our Attendance Officer will contact a parent / carer with parental responsibility by phone or email. It is therefore important we have prior knowledge of any pre-arranged absence.

For clarity, all absences - including approved absences - will negatively impact a student's attendance record. Students should therefore minimise, wherever possible, any type of absence.

Leaving the school site:

If a student needs to leave the school site for any reason (e.g. Medical Appointments) they must first sign-out with our Attendance Officer, Mrs Coombs.

Students will **not be permitted** to leave the school site if we have not been given prior notification by a parent. If we have not received prior notification, we will attempt to contact a parent / carer with parental responsibility.

If a student wishes to leave the school site due to illness, they must first speak to our Attendance Officer, Mrs Coombs. Students will **not be permitted** to leave the school site until we have received permission from a parent / carer with parental responsibility.

Attendance Support Programme:

Student attendance will be formally reviewed every **four weeks** by the Sixth Form Pastoral Team via an Attendance and Punctuality Report.

Where overall year-to-date attendance (YTD) is, or has fallen below, the expected 95% the student will be entered into the relevant stage of the Attendance Support Programme below.

Depending on the stage, the relevant member of staff will meet with the student and / or their parents / carers to discuss our concerns and offer any support as appropriate. A review date will be agreed - this will usually be after the next four-weekly Attendance Report - with an agreed attendance target (this will normally be 95%).

If, following the agreed review period, attendance has not sufficiently improved, the student will either remain on the current stage of the Attendance Support Programme or will be moved to the next stage.

Attendance	Concern	Actions / Notification
Stage 1: Early	Attendance = 96% - 93%	Tutor: Meet with student to discuss concerns
Stage 2: Moderate	Attendance = 92.9% - 90%	Attendance Officer: Notify parents / carers (Letter 1 / 1a)
Stage 3: Persistent	Attendance = 89.9% - 85%	Performance Director: Notify parents / carers (Letter 2 / 2a) Changes to student timetable (e.g. Additional Supervised Study Sessions)
Stage 4: Serious	Attendance = Below 84.9%	Performance Director / Director of Sixth Form: Notify parents / carers (Letter 3) Meet with parents / carers Changes to student timetable (e.g. Removal of permission to work from home)
Stage 5: Severe	Continuing concerns	Director of Sixth Form / Head of School: Meet with parents / carers Consider alternative pathways / institutions May be asked to withdraw from the Sixth Form

Punctuality Support Programme:

Student punctuality will be formally reviewed every **four weeks** by the Sixth Form Pastoral Team via an Attendance and Punctuality Report.

Arriving late to Morning Registration or to a timetabled lesson will be recorded as a 'Late' (L) for that session. Arriving after the close of Morning Registration will be recorded as an 'Unauthorised Absence' (U).

If a student arrives late to school without an acceptable explanation on two separate occasions in one week, they will be issued with a Sixth Form detention. If a student is more than 5 minutes late to a timetabled lesson, they will be issued with a Sixth Form detention. Where a student is regularly late for school, the student will be entered into the relevant stage of the Punctuality Support Programme below.

Punctuality	Concern	Actions / Notification
Stage 1: Early	2 x 'L' in one week 1 x 'U' in one week	Tutor: Meet with student to discuss concerns
Stage 2: Moderate	4 x 'L' in a four week period 2 x 'U' in a four week period	Attendance Officer: Notify parents / carers (Letter 1)
Stage 3: Persistent	6 x 'L' in a four week period 3 x 'U' in a four week period	Performance Director: Notify parents / carers (Letter 2) Changes to student timetable ● Additional Study Sessions ● Additional AM Registrations
Stage 4: Serious	8 x 'L' in a four week period 4 x 'U' in a four week period	Performance Director: Notify parents / carers (Letter 3) Meet with parents / carers Changes to student timetable ● Removal of work from home ● Removal of flexible timetable
Stage 5: Severe	10 x 'L' in a four week period 5 x 'U' in a four week period	Director of Sixth Form Meet with parents / carers Consider alternative pathways / institutions

Appendix 3: Sixth Form Code of Conduct

Aims:

The aim of this document is to clearly state the standard of behaviour and conduct we expect from all students in the Sixth Form, and to set out the steps the Sixth Form Team will take to manage incidents of poor behaviour, including repeated or persistent incidents.

While all students in the Sixth Form are subject to the main school Behaviour Policy (available on the school website) and associated Consequences Grid, this document sets out the specific ways in which the application of sanctions by the Sixth Form Team varies from the main policy.

Standards and expectations:

We have very high expectations of our students and expect behaviour and conduct to be exemplary. We expect our Sixth Formers to exemplify our core values of respect and

responsibility and be role models for the younger students.

The main school **Behaviour Policy** applies to students in the Sixth Form, including the application of ‘consequences’ and sanctions for behaviour which falls below our expectations.

In recognition that our Sixth Form students are on a journey from compulsory education to independence, we deviate from the main school Behaviour Policy in relation to the management and application of sanctions in some specific ways.

For example:

- **C3s** (Detentions) are managed by the Sixth Form Team and will run from 3.05pm to 4.05pm on a fixed day each week. Students will be expected to complete work in silence for the duration. Failure to attend will result in an additional detention.

- **C4s** (Supervised Study) are managed by the Sixth Form Team and will involve students completing additional hours of ‘Supervised Study’ in the Sixth Form Centre, in hours where they might normally be free. Failure to abide by these measures will result in longer-term restrictions on freedoms and independence.

A student who does not respond or abide by the above measures, or who repeatedly fails to meet our expectations of behaviour and conduct, will find their freedoms curtailed and their free time more heavily supervised.

Repeated incidences of behaviour which fails to meet our expectations, or that which carries a sanction defined in the main school Behaviour Policy, will result in more serious sanctions and involvement from the Director of Sixth Form and Senior Leadership Team.

Consequence	Associated behaviours	Sanctions
C1 **H1**	Disrupting the learning of others Breach of Sixth Form Dress Code Lack of equipment/ device Not wearing a lanyard* Homework deadline not met	Verbal warning and reminder Amended deadline
C2 **H2**	Repetition of any C1 offence Amended deadline not met	Second verbal warning and reminder Faculty Detention
C3	Repetition of any C2 offence Inappropriate behaviour, language, or conduct Rudeness to a member of staff / arguing Refusal to follow instructions Inappropriate use of mobile phone / device Repeated failure to bring appropriate equipment Provoking another student/situation Chewing gum 2 x Late to AM Registration within one week ('L' code) Missing AM Registration ('U' code) Lateness to lessons (>5mins) Failure to sign-in for / attend Independent Study Failure to attend Faculty detention	Sixth Form detention (Wed) ● Wed. 3.05-4.05pm
C3F	Failure to attend Sixth Form detention (Wed)	Sixth Form detention (Fri) ● Fri. 3.05-4.05pm
C4	Repetition of any C3 offence Dishonesty / lying to a member of staff Deliberate defiance, including appearance Bullying incident (cyber / verbal / physical) Fighting Truancy (leaving site without permission) Failure to attend Sixth Form detention (Fri)	Supervised Study (1 day) Internal suspension (1 day)
C4F	Failure to attend Supervised Study (C4)	Supervised Study (1 week) Removal of 'free sessions'
C5	Repetition of any C4 offence Cultural intolerance / discriminatory language Gross disobedience Physical assault Persistent bullying Graffiti or Damage Smoking/e-cigarettes and/or the possession of cigarettes, lighters and/or alcohol Being in the vicinity of smokers Swearing at or about a member of staff Threatening behaviour against staff or student Persistent failure to attend Supervised Study (C4)	Fixed-term exclusion

Appendix 4: Sixth Form Home School Agreement

	As a student I will...	As a school we will...	As a parent /carer I will...
Learning and progress	Work hard, giving my best effort in all lessons Complete all work (including home learning) to the best of my ability Make productive use of all timetabled study sessions React to the feedback and targets given to me by my teachers Attend Parent Teacher Consultations and Pastoral Review Day	Deliver a broad and balanced curriculum Provide appropriate guidance for all students about the options available Set ambitious targets for students Provide opportunities for each child to achieve full academic potential by regularly setting and marking of appropriate task Track the progress of students and put strategies in place to help those in danger of underachieving	Support my child's learning Attend consultation and discussion meetings at school regarding my child's work and progress
Home learning	Complete all home learning tasks to a high standard Meet all deadlines for submitting work (especially those relating to NEA)	Ensure purposeful and appropriately challenging home learning is set regularly Assess home learning according to the school's assessment policy	Provide a suitable environment at home for the completion of work Give encouragement and appropriate support
Attendance and punctuality	Arrive at school for registration or assembly on time each morning Arrive to all lessons on time Attend all timetabled study sessions, ensuring you have signed-in each time Aim for 100% attendance	Monitor and encourage good attendance and punctuality Follow up on issues with attendance and punctuality with parents and student Provide support and intervention where issues with attendance / punctuality arise	Ensure their child attends school regularly and punctually Notify the school when this is not possible Request leave of absence in only the most exceptional of circumstances
Behaviour and conduct	Respect all members of the school community - including staff and students Engage positively with all staff and students Respect the school facilities, property, and surroundings Take responsibility for my own learning and behaviour Be a good role model to those in the lower school	Uphold and promote the values of integrity, compassion, and tolerance Provide a safe and positive learning environment Create an environment conducive to hard work and focus Encourage and support students to organise their time efficiently Define clear expectations with regard to behaviour Hold students to account for their conduct and sanction poor behaviour in-line with the school behaviour policy	Ensure my child respects others and acts as a role model to others Encourage my child to uphold the values of integrity, compassion and tolerance Encourage my child to behave responsibly and in-line with the school rules Respect and support the school's decisions in relation to the issuing of sanctions (e.g. detentions)

		Provide guidance and support through the pastoral care system	
Uniform and equipment	Wear the correct uniform as set out in the Sixth Form Dress Code Arrive at lessons with folders and correct equipment	Make our dress code and equipment requirements clear Hold students to account and enforce our dress code and equipment expectations	Ensure that my child leaves home each day appropriately dressed, and equipped for the school day
Communication	Take responsibility for reading the notice boards in the Sixth Form Centre regularly Talk to parents/carers about school life Talk to my tutor, teacher, or member of the Sixth Form Team if I encounter problems	Provide clear information to parents in the form of regular email communication and information evenings Contact parents/carers at the earliest appropriate moment should concerns or problems arise Respond to parental concerns promptly in-line with the school's communications policy	Attend PTCs and other information evenings / meetings Read and respond to any communications regarding their child Draw matters of concern to the attention of the school at the earliest possible moment Respect the school's communication policy

Appendix 5: Financial Support and Post-16 Bursary

16-19 Bursary:

The school is in receipt of the DfE 16-19 Bursary Fund to distribute to Sixth Form students in need of financial support. The fund is intended to help students with the essential costs of participating in their study programme; for example, to help with the cost of essential books or equipment or with the cost of travelling to school. A student must be aged 16 or over but under 19 on 31st August to be eligible for help from the bursary fund in the following academic year.

Individual bursary awards are made to each student based on calculated need. This includes individual travel costs and resource costs for each course within their programme of study. A full list of the support offered via the 16-19 Bursary at Sandringham is outlined below.

For eligible students, the 16-19 Bursary will be used to cover the costs of the following:

- the cost of essential books / textbooks or equipment (e.g. lab coat) for each subject;
- the cost of resources needed to access your studies (e.g. stationary, paper, folders);
- the cost of essential or required school trips (e.g. Field Work) for each subject;
- a contribution towards the purchase of clothing / shoes listed in the Dress Code;
- a contribution towards essential travel costs (e.g. public transport);
- a contribution towards travel to university visits, interviews, or assessment centres;
- and the long-term loan of a new or fully refurbished laptop.

Eligibility Criteria:

Sandringham provides two levels of Bursary: a **Vulnerable Students Bursary** and a **Discretionary Bursary**.

To be eligible for the 16-19 Bursary you must be aged over 16 and under 19 on 31st August 2026, taking a full-time further education course in 2026/27, and must satisfy the DFE's residency criteria for post-16 provision.

Students aged 19 and over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began when aged 16-18, or have an Education Health Care Plan.

Eligibility for the two levels of 16-19 Bursary Awards are set out clearly in the application guidance which can be found on the Sixth Form section of the school website. Students should state which level they are applying for and must include some evidence of financial need:

Bursary Fund for Vulnerable Students (Level 1)

A bursary is available for young people in the defined vulnerable groups listed below:

- you are in or recently left local authority care;
- you receive Income Support (IC) or Universal Credit (UC) either because you financially support yourself or financially support a dependent (e.g. your child);
- you receive Disability Living Allowance (DLA) or Personal Independence Payments (PIP) **in addition** to Employment and Support Allowance (ESA) or Universal Credit (UC).

When you apply for the Vulnerable Bursary you will be required to provide evidence of the above via the documents listed below:

- written confirmation from the Local Authority of your current / previous looked-after status;
- a copy of your Income Support (IC) or Universal Credit (UC) award notice;
- a copy of your Disability Living Allowance (DLA) or Personal Independence Payments (PIP)

Discretionary Award (Level 2)

A Discretionary Award is available to students who are not in the defined vulnerable groups, but who may need financial support. The Discretionary Bursary is available to students who meet the eligibility criteria below:

- you currently receive Free School Meals or have received Free School Meals at any point during secondary school;
- your family receives Income Support (IC), Universal Credit (UC), or Child Tax Credits.

When you apply for the Discretionary Bursary the school will verify your current or historic receipt of Free School Meals. If your family receives any of the other forms of financial support outlined above, you will need to submit a copy of the relevant award notice (e.g. Universal Credit aware notice).

The individual bursary awards will be communicated with students once the allocations have been made, with the first monthly instalment being paid in mid-late October. Instalments will be paid monthly after this until April. Laptops will be provided by the school and do not have to be purchased from the monthly payments made. Compulsory school trips will be paid for directly by the Fund, not from student's individual allocations. The school may choose to buy items for students rather than paying all of the bursary into a student account.

The school can withhold payments if a student does not meet agreed standards, for example, if there are concerns about unauthorised absences or a student does not meet the required standards as set out in Sandringham School policies, such as the Behaviour Policy. However, a full consideration of the individual circumstances of the student will be made carefully before withholding bursary payments.

For full details about the DfE 16-19 Bursary Fund, please use this link: https://www.gov.uk/1619-bursary-fund