



Holy Family Sixth Form Terms and Conditions of Attendance

Attendance/Punctuality to Registration

- a) Attendance to registration/tutorials from 8.40-9am daily, is mandatory in the sixth form. Exceptions to regular attendance to registration can only be made via sanction from the AHT (KS5) or Director of Sixth Form.
- b) Students who attend registration/tutorials after 8.40am but before close of registration at 9am will count as late.
- c) Students who fail to attend registration must sign in at either front office, otherwise will count as absent (no reason given)
- d) Regular attendance/punctuality records will be published for individual students with each report check.
- e) If students fall beneath 90% attendance to registration they will be placed on the three stage report cycle. If students fail to improve their attendance/punctuality to registration by the end of the three stage report cycle their place in sixth form will be removed.
- f) Students who have a valid reason for missing registration should ensure they **self-certificate** or bring in valid proof of their absence (eg: Parental letter, Doctors appointment letter) to the Sixth Form administrator.
- g) In the case of a planned valid absence, students should ensure they complete the Request for absence form in advance of the day off, or their absence will be counted as unauthorised.

Attendance/Punctuality to lessons

- a) Attendance to all lessons is mandatory in the sixth form.
- b) Students who are late to a lesson will be allowed entry at the discretion of the subject teacher. Subject teachers are asked to apply a '10 minute' rule in this instance. Students who are late to a lesson will be marked late via electronic registration
- c) Regular attendance/punctuality records to lessons will be published for individual students with each report check.
- d) If students fall beneath 90% attendance to any lesson they will be placed on the three stage report cycle. If students fail to improve their attendance/punctuality by the end of the three stage report cycle their place in that subject, and possibly the sixth form, will be removed.
- e) Students who have a valid reason for missing a lesson should ensure they self-certificate or bring in valid proof of their absence (eg: Parental letter, Doctors appointment letter) to the subject teacher.
- f) In the case of a planned valid absence, students should ensure they complete the Request for absence form in advance of the day off, and ask their subject teacher(s) to sign it, or their absence will be counted as unauthorised.

Dress Code

- a) Students should ensure that they abide by the Sixth Form Dress Code as outlined in the A-Z of Sixth Form document, available from the school website and in hardcopy at Enrolment.
- b) If students do not adhere to the Dress Code they may be asked to leave the site to go home to change. Persistent non-adherence to the dress code will result in the student being placed on the three-stage report cycle. If students fail to improve their attendance/punctuality to registration by the end of the three stage report cycle their place in sixth form will be removed.

Compulsory study sessions

- a) Students who are performing beneath their target grade in any subjects as measured by their performance in the end of half term assessments, will be required to attend compulsory study sessions. These will be added to the student's timetable.
- b) Non-attendance to the compulsory study sessions will result in the student being placed on the three stage report cycle. If students fail to improve their attendance by the end of the three stage report cycle their place in sixth form will be removed.

Entry to exams

- a) Entrance to exams/coursework modules is dependent on students adhering to a number of criteria. Entrance to exams is not automatic and students should be aware that if they fail to meet the set criteria they
- b) Students must have a minimum attendance to all subject lessons of 90% otherwise they will
 - Be asked to pay for their own examination entries in that subject
 - Withdrawn from the exam(s) in that subject
 - Have their place in sixth form withdrawn
- c) Students that miss an exam, without a provable valid reason will be charged the standard Exam board fee for that module.
- d) Students should be granted one 'free' attempt at any AS or A2 module (unless points a) or b) above apply).
- e) If students wish to re-sit a module they must pay for their own entry (in cash or Cheque to the Exams Office), by the specific deadlines advertised. In the case of a first re-sit, this will be refunded if they increase their UMS score for that module. In the case of second or further re-sits, no refund will be given, regardless of an increase in UMS score.
- f) Any student re-sitting GCSE Maths/English will be allowed one 'free' attempt at the exam in sixth form. Further exam entries in GCSE Maths/English will be at the full cost of the student.
- g) Students will be provided with an Examination Entry slip in advance of any public exams, which clearly states the time and date of each exam.

Withdrawals from exams

- a) A student requested withdrawal from any module in any subject can only be sanctioned via a conversation with the AHT (KS5)
- b) The Sixth Form retains the right to withdraw a student from an exam module as outlined below.

Dropping of Subjects/Changing subjects

- a) A student requested dropping of a subject can only be sanctioned via a conversation with the AHT (KS5). Students will also need to provide a completed Subject Change form, signed by parent/carer and subject teachers. In the case of a subject change, the form should also be completed by the class teachers of the new subject
- b) **Subject changes will not be allowed during the first full week of the autumn term, or past the end of the fourth full week of term.**
- c) The Sixth Form retains the right to withdraw a student from a subject should they:
 - Fail to attain the minimum attendance as outlined above
 - Fail to gain an A2 Transition Pass Grade (D or above) in their Mock exams
 - Fail to gain an A2 Transition Pass Grade (D or above) in any further assessed work

Progression to Year 13/A2 study

- a) Progression to Yr 13/A2 study is not an automatic right. Progression relies on the following criteria being met:
 - A minimum of 90% Attendance/Punctuality to registration
 - A minimum of 90% attendance to lessons
 - Completion of all coursework to at least a Pass level

- The achievement of an A2 transition pass grade (AS grade of D or above) at the end of Year 12
- No behaviour/attitude concerns raised

Further conditions:

Students should ensure that they adhere to the conditions of the following criteria, all of which are outlined in the A-Z of Sixth Form document, available from the school website and in hardcopy at Enrolment.

- a) Behaviour**
- b) Use of school resources/buildings**
- c) ICT policy**
- d) Security and Passes**
- e) Enrichment**

Re-sitting the Year (Yr 12 or 13)

- a) A re-sit year is not an automatic right. Re-sitting the year will depend on the intake of the following year group and may also be dependent on subject numbers.
- b) A re-sit year will depend entirely on students having adhered to all the above conditions.