



# Holy Family Sixth Form Terms and Conditions

## 1. Attendance:

Consistent good attendance plays a vital role in academic achievement and personal development which is why at Holy Family Sixth Form, we have an expectation that students should have a minimum of 95% attendance. All students agree to our terms and conditions of attendance when they apply to our Sixth Form.

All our courses in the sixth form are intensive and students cannot afford to miss valuable teaching and study time. As well as timetabled lessons, students also have non-contact periods on their timetable for private study, supervised study and independent work.

### Holy Family Sixth Form aims to:

- Make attendance and punctuality a priority for all students, parents and teachers.
- Provide support, advice and guidance to parents and students regarding their attendance.
- Take accurate registers for all lessons and form related activities and provide analysis on attendance data.
- Implement a system of rewards and sanctions based on this data.
- Send a text message to parents daily for any student who has recorded an absence during that day.

### What is expected of the student:

- Attend regularly, on time and ready to learn.
- Attend all assemblies and form related activities.
- Speak to a member of the Sixth Form Team if there is any problem which may prevent them from attending school.
- All medical appointments or planned absences **must be submitted on the online form**. Evidence of the appointment must be provided. If the absence has been approved, an email will be sent to both the student and their parent.
- If students feel ill during the day, they **MUST sign out** at the main office on Fridays. A text message to parents will be sent home to inform them of this.

### What is expected of parents:

- To ensure their child attends school regularly, on time and prepared for the day.

- **Phone the school to inform of their child's absence by 8.30am** on EVERY day of the absence.
- Contact a member of the Sixth Form team if they know of any problem which may prevent their child attending school.
- Provide evidence to support an absence.
- Do not take holidays in term time.
- To complete an absence request form to request exceptional leave of absence.

If students fall below the expectation of our attendance the following actions will take place.

- **Stage 1 Concern** - Tutor and Head of Year to monitor  
**Attendance is below 95%**
- **Stage 2 Concern** - Head of Year/Sixth Form and Student Meeting  
**Attendance is below 90%**  
The student will attend a meeting with the Head of Year and Head of Sixth Form to discuss issues or barriers preventing them from attending. Students will be put on an attendance report to monitor and sign a contract. A letter will be sent home to parents to inform them that the meeting will take place.
- **Stage 3 Concern** - Parental meeting with students, Head of Year and Head of Sixth Form.  
**Attendance is below 80%:**  
An Attendance Agreement will be issued and action points put into place that are agreed by the Head of Sixth Form and the student.
- **Phase 4 concern** - Continued failure to meet requirements of attendance agreement
  - Persistent attendance below 80% will result in the student being asked to pay for their own exam/qualification entry (this will be reimbursed if the student achieves their target grade.)
  - Persistent attendance below 75% may result in a reduction of the discretionary bursary.
  - Failure to attend school for four weeks will result in the student's removal from their study programme following ESFA funding guidance.

### Examples of Absences

**Acceptable reasons** for being absent from school, set by the Department for Education:

- The student is too ill to leave the house
- The student has a hospital appointment
- The student has a toothache and has booked an emergency appointment
- A day of religious observance for the faith to which the pupil and/or parent/carer belongs
- The student is prevented from attending by an unavoidable cause
- There is a close family bereavement
- Interviews for courses/employment that will begin **after** the end of their time in Sixth Form. (Students should not miss lessons to attend interviews, shifts and inductions for part-time work)
- University and Employer Open Days – students may attend no more than two of these events in an academic year
- Work experience – requests for term-time leave for essential work experience (e.g. medicine, law) will be dealt with on a case-by-case basis. These requests should be submitted at least a month in advance

**Unacceptable reasons** for absences are:

- To mind the house
- To look after siblings
- To go shopping
- To celebrate a birthday
- Sleeping in
- One child is ill, so all are kept off school
- Minor ailments such as a tummy ache or headache
- Because it is the end of the week or term
- Driving lessons
- Adverse weather conditions

If a student is absent from school longer than a period of 5 days due to illness, parents/carers will be asked to provide medical evidence to support the student's absence.

Leave of absence may not be given to enable a pupil to undertake employment during school hours unless it is to engage in work experience arranged through school.

## **2. Dress Code**

- a) Students should ensure that they abide by the Sixth Form Dress Code
- 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.
- c) Details of the Dress code can be found in the A-Z of Sixth Form

## **3. Raising Achievement Plans**

Students who are performing below their target grade in any subject (as measured by their performance in the end of half term assessments), will be placed on a 'Raising Achievement Plan.' This will involve:

- Receiving a booklet from a member of the sixth form team and discussing possible reasons for underachievement.
- Bringing this booklet to subject teachers to discuss and agree two SMART targets. (If a subject is taught by two teachers, then both need to give targets)
- Attending compulsory study periods which can be used to complete targets. Each session will be registered and signed off in their booklets.
- You will show BOTH your tutor and your subject teacher evidence of the target being completed before it can be signed off.
- After two weeks (and providing the targets are completed) you will discuss and agree new targets with your subject teacher and continue for another two weeks.

## **4. Compulsory Study Sessions**

- a) Year 12 students, with the exception of those on 4 subjects, are required to attend compulsory study sessions as outlined on their timetable. These should be treated as any other lesson.

- b) Year 13 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.
- c) 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, they will be subject to disciplinary action as detailed in the attendance section.

## 5. Exam Entries

- 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 they must meet the required level of attendance, academic ability and complete the required coursework in order to be entered.
- b) Students must have a minimum attendance to all subject lessons of 80% otherwise they will
  - o Be asked to pay for their own examination entries in that subject
  - o Withdrawn from the exam(s) in that subject
  - o 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 module (unless points a) or b) above apply).
- e) 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.
- f) 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. Arriving at the exam venue on time with the right equipment is the responsibility of the student.
- g) Students may have their level of exam entry changed by the centre if doing so is deemed in the best interest of the student's academic achievement.

### 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 entry as outlined below.

## 6. Dropping of Subjects/Changing Subjects

- a) A student request to drop a subject can only be sanctioned via a conversation with the Head of Sixth Form. Students will also need to provide a completed Subject Change form, signed by a 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 Transition Pass Grade (D or above) in their Mock exams (A Levels)
  - Fail to gain an Transition Pass Grade (Pass) in any externally assessed module (BTECs)
  - Fail to submit all required coursework to at least Merit grade (BTEC)

## 7. Progression to Year 13

- a) Progression to Yr. 13 study is not an automatic right. Progression relies on the following criteria being met:

- A minimum of 90% Attendance/Punctuality to registration/tutorials
- A minimum of 90% attendance to lessons
- Gaining a Transition Pass Grade (D or above) in their Mock exams (A Levels)
- Gaining a Transition Pass Grade (Pass) in any externally assessed module (BTECs)
- Submitting all required coursework to at least Merit grade (BTEC)
- No behaviour/attitude concerns raised

## 8. Resitting the Year (Yr12 or 13)

- A resit year is not an automatic right. Resitting the year will depend on the intake of the following year group and may also be dependent on subject numbers.
- A resit year will depend entirely on students having adhered to all the above conditions and is at the discretion of the Head of Sixth Form.

## 9. 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

- Behaviour - code of conduct**
- Use of school resources/buildings**
- ICT policy**
- Security and Passes**
- Enrichment**

By clicking agree on our online application form, you are agreeing to these terms and conditions set out in our learning agreement.