

Attendance expectations

Students are required to:

- Be in school from 08:45 – 15:00 each school day.
- Attend both AM and PM tutor periods, timetabled lessons, Silent Study (SS) periods, assemblies and enrichment sessions.
- Be in the SFC, canteen, upper LRC or a subject related room during non-timetabled periods Independent Learning Periods (ILPs).

Students that are absent from school for any reason must notify the school by contacting the sixth form office by telephone or email before 08:30 that day.

Sixth form students are permitted to leave the school site during lunch only unless they have a valid reason to leave. They must sign in and out at the sixth form office. In Year 13, some students are granted flexi-time.

For planned absence, a planned absence form must be completed at least 24 hours in advance. Students that leave school early/arrive at school late must sign in/out in the sixth form office with a valid reason. These include the following but must be avoided during periods of trial examinations:

- A driving test;
- A medical appointment that cannot be organised outside of school hours;
- Sickness or illness;
- A university visit;
- A driving lesson provided that it is P2, P4 or P5 only, and they do not have a lesson or SS.

If students are absent from a lesson for any reason, it is their responsibility to communicate with their teacher in order to catch up on any work missed.

Students are required to maintain at attendance of 95% or more; an attendance record of less than this and with no supporting medical reason, may not be allowed to continue in the sixth form.

Dress expectations

Students are not required to wear uniform in the sixth form but there are guidelines concerning clothes and accessories. Clothes should be smart, modest and worn with dignity. Minimal jewellery /accessories should be worn.

Students are **NOT** permitted to wear the following items as they are considered inappropriate and do not present a professional image either in terms of the sixth form or to lower school students:

- Very short shorts, skirts or dresses —with or without tights/leggings;
- Leggings can only be worn if there is a skirt or dress covering them to mid-thigh length;
- Cropped and/or strappy or strapless tops/very low tops;
- Clothing containing inappropriate slogans;
- Flip flops;
- Ripped clothing;
- Board shorts
- Inappropriate jewellery, including very obvious facial piercings;
- Hair which is not a natural colour.

If students do not adhere to these expectations, they may be sent home to change into more appropriate clothing.

Academic and enrichment expectations

The Purbeck School has high expectations of its sixth form students. All students are expected to:

- Complete all work to a high standard.
- Conduct themselves professionally in each lesson; fully engaging with each task they are asked to complete.
- Meet all deadlines set by teachers and sixth form staff.
- Complete coursework, assignments and tests to at least their target grade, demonstrating how they will improve where this has not been achieved.
- Remain silent during SS. Students who fail to meet this expectation will be asked to leave the session and subsequent sanctions will be put in place by the head of year.
- Use SS and ILP periods to carry out wider reading, research and to complete homework assignments.
- Complete 2-3 hours of enrichment activities per week; in enrichment sessions, tutor time and during ILP periods.

We recognise the importance of financial independence and support students who choose to seek part-time employment. It is however, vital that students do not jeopardise their success on academic courses by taking on too much in addition to their commitments to study. It is recommended that a maximum of 6 hours paid employment per week is reasonable. Work within the school day is obviously unacceptable.

As part of the sixth form offer, year 12 students are expected to undertake at least 1 week of work experience. You are encouraged to research companies of interest and liaise with Mrs Beale to find a rewarding placement.

If students do not meet these expectations, action will be taken and students may be asked to leave The Purbeck School Sixth Form.

Conduct expectations

Students within the sixth form are considered young adults who should set a model of good behaviour for students in younger years. As such, they are considered to be able to make informed choices about their conduct.

Students are expected to:

- Exhibit responsible behaviour in and around the school site.
- Show respect for all within the school community and environment.
- Leave all areas of the sixth form centre, and any other study areas, clean and tidy after use.
- Refrain from swearing and/or smoking and vaping around or near the school site, including Allstars Sports Bar terrace.
- Drugs, alcohol and offensive weapons are obviously not allowed.

Whilst sixth form students are permitted to use electronic devices around school, they must be mindful that lower school students are not. Therefore, the use of electronic devices is **not allowed** in areas where lower school students are present. This includes the use of phones and headphones in corridors.

We have a fantastic sixth form centre which together with the Learning Resources Centre are available for students to use. In the sixth form centre there is a communal area, including kitchen appliances, for socialising before school, break and lunch.

In any circumstances where there is an exceptional behaviour incident the main school behaviour policy will prevail.

The Purbeck School Sixth Form policy for the support of students of concern

Expectations of a Purbeck Sixth Former

As the 'Attendance, Expectations, Support and Praise Policy' states:

Attendance and punctuality: Students are required to maintain an attendance of 95% or more, attending school punctually and engaging in all timetabled lessons. *Students who do not meet these expectations will be supported as outlined below.* It must be noted that we do, in consultation with parents, occasionally make provision for reduced timetables for students with specific medical needs.

Students must also maintain the expected standards of conduct and appearance.

Academic: Students are to study the equivalent of three significant post-16 courses (e.g. three A Levels; two A Levels and a single award BTEC; three BTECs or a programme such as the triple Sport qualification). Any exception to this has to be supported by medical information and be made in consultation with the Head of Sixth Form, parents, the student and, where applicable, external agencies. The vast majority of students will, therefore, study three subjects* and, should issues arise surrounding their ability to complete one of these, their place at the sixth form will be withdrawn.

The sixth form retains the discretionary ability to allow students to change subjects subject to HOD approval until mid-December in Year 12.

*Following GCSEs, some high-attaining students study four A Level subjects.

Support for students of concern

Attendance and punctuality

The parents of students failing to maintain strong levels of punctuality and support will be contacted. In the first instance, the student will be placed on report to the HOY which will be removed following a successful period of improvement (normally a fortnight) with monitoring to follow thereafter. If issues continue, parents will be invited to school to speak with the HOY/Head of VI Form with the student present. Here, any complicating issues and specific needs will be considered but unless these are agreed to exist then, following a further fortnight's unsuccessful HOY report, the student's place will be withdrawn.

Academic

In the first instance, subject teachers should work with students of concern to manage work, support increased challenge and meet deadlines. At this stage parents can be contacted in order to signpost concerns and the support that has been offered.

If concerns continue, a subject support plan must be put in place (see document proforma on Teams). This must have clear, time-based targets, offer teacher support where necessary, and be agreed by the Head of Department. It is important that the relevant Head of Year is informed, and that the information is shared with parents. The SSP should be saved in SIMs and in the SSP folder in Sixth Form/Teams. This support plan must be timely and allow sufficient time for the student to make improvements to address the specific concerns, and complete outstanding work. Upon completion of the time period, the subject teacher must review the success of the plan and

communicate this to the student, parent and relevant head of year, with any further support agreed and, if necessary, an additional, modified support plan be put into place.

Following the completion of the subject support plans, if subject teachers remain concerned about the student's progress, they must contact the relevant head of year to this effect immediately. Once the head of year has reviewed the situation, a meeting with the subject teacher(s), head of year, parent(s) and student will be scheduled to take place as soon as possible. The resultant meeting will address continued concerns around the standard of work, work completion etc. and seek to secure a final period of monitored support (overseen by the HOY) in those subjects that require it.

Should this period not secure improved and satisfactory student performance, then, after review by the head of year and Head of Sixth Form, the student will lose their place on the course, and in likelihood, their place at the sixth form. The Sixth Form Team work with MST to arrange and provide alternative careers advice. Prior to the decision being shared with the student, the Head of Year will contact parents to explain and confirm the decision.

This process is in place to ensure that levels of expectation and support are communicated to both the student and the parent in a timely and fair manner, in the hope that issues can be remedied and success attained. A student will not, therefore, be told by a subject teacher or head that their place on any course is under threat without those steps outlined above having taken place, namely subject support plan(s) and subject communication, and personal meetings, with parents.

In summary:

- Subject teacher meets with student in the first instance and call home to raise concern
- HoD meets with student if no improvement has been made (where the teacher is not HoD). A subject support plan is put in place and a meeting or phone call takes place with parents sharing the details – this to be logged on SIMs and details shared with the relevant HOY. Clear review deadlines of at least two weeks are given and all information is recorded centrally on TEAMS for the Sixth Form Team to monitor.
- If, after two reviews, no improvement is seen, the HoY is directly involved.
- The HoY schedules an in-school meeting with subject teacher(s), parents and student. A formal warning that the place could be withdrawn is given and recorded on SIMS. Placed on HoY support plan with two fortnightly reviews.
- If this is unsuccessful, the HOY and Head of VI Form will communicate the decision to remove a place at the sixth form to the parent and student, setting up careers advice as appropriate.