

Eligibility Criteria

At DEC Sixth Form we offer BTEC subjects as well as A-level courses. The admissions criteria for each are as follows:

All students need a grade 4 in English & Maths. Re-takes during year 12 are compulsory for students who have not achieved this at the end of year 11.

BTEC: Level 2 in the chosen BTEC subject, grade 4 in GCSE of chosen subject (unless not studied previously).

A-level: Five grades 9-4.

For each proposed A-level course of study, the minimum requirement for that subject must be met. This is usually a grade 6 in the subject at GCSE or associated subject e.g. if you are applying to study A-level English, you must have achieved a grade 6 in GCSE English. For individual subject grade requirements please visit our website (<https://www.decschool.co.uk/admissions-2/>)

Attendance

It is recognised that students need to maintain a high rate of attendance and punctuality to be successful in their studies and to prepare for Higher Education or future careers. A minimum of 97% attendance rate is expected from all our students. The whole school attendance policy and procedures still apply in 6th Form.

Student Attendance Procedure

To report an absence, parents are required to inform the Attendance Office in advance of any absence in the following way:

Phone number: 0121 464 4040

If no contact is made, text/phone calls home will be made and the attendance policy will be followed.

Daily Attendance

All students must attend AM & PM (during Period 5) registration.

If for any reason a student arrives late to school e.g. due to a medical appointment, students sign in at the School Reception.

- Any student who has a reason to leave the school site should notify the Head of Sixth Form 24 hours before (where appropriate) and the student will be issued with a relevant pass.
- Any student not meeting the expectation of 97% attendance will be supported to improve their attendance.

Student responsibilities- attendance & punctuality

Students are responsible for making sure that their attendance and punctuality is maintained at the highest level.

- Every student is responsible for their own attendance and punctuality. Students must make every effort to attend school each day (this includes work experience & enrichment), arrive for form time and assembly on-time, also ensuring they attend all lessons fully equipped and ready to learn.
- Students who are absent are responsible for catching up with work that they have missed. They should make every effort to complete missed work and subject teachers will support and check.
- Students must follow the correct procedures when arriving late to school- signing in at reception.
- Students who are late are responsible for attending any sanctions (e.g. late detention), support sessions set and failure to do so will result in further sanctions.
- Any problems with attendance should be discussed with their form tutor in the first instance.
- All students are expected to attend AM & PM registration, and participate fully in the form time programme which covers issues relevant to the real world, SMSC & British Values and preparing them for life beyond 6th form.

Dress Code

DEC Sixth Form dress code has been devised by closely working together with the elected members of the Sixth Form Council. The Sixth Form is a key part of our 11 to 19 School, our Sixth Form students reflect their commitment by establishing themselves as role models both for the local and wider community. The expectation of DEC Sixth Form students is to uphold exemplary standards of dress so that students in Years 7 to 11 follow their example. As leaders of learning in their own right, students in the Sixth Form will appreciate that appearance creates a learning environment which is conducive towards a positive working atmosphere. The student agreement, sets out the duties and responsibilities Sixth Form students have within school, includes adhering to the smart dress code.

If it is deemed that a student is inappropriately dressed, action will be taken according to the Behaviour Policy. In some instances, we will require the student to return home and change their clothes before returning to school or use clothes from our uniform cupboard. Please see the Sixth Form uniform guide for students on the following pages, it can also be found on this webpage.

<https://www.decschool.co.uk/expectations/>

Images of students

On induction, students will have their photos taken so as to follow our safeguarding policies. Sixth Form students have to wear lanyards to identify the student as a member of our Sixth Form. This image will be placed on the student's card that is connected to their lanyard, this lanyard must be worn at all times (unless a teacher gives permission due to Health & Safety). Where appropriate we like to celebrate our student's success as much as possible and this may mean we use images of some students on publications to be displayed around school, on the school website or the school social media accounts or in any marketing documents. A consent letter can be found in the students induction pack.

6th Form student uniform guide

Permitted	Not Permitted
Full suit - black, navy, grey Dark coloured formal trousers- black, navy, grey Shirt (tucked in with buttoned collar) and tie Formal jumper or cardigan School approved PE kit (not to be worn to school, changing facilities provided)	Logos (e.g. on shirts) Shorts Jeans Denim (including jackets) Leather jackets Turtleneck jumpers
Formal black shoes Formal brown shoes	Trainers Dr Martin boots Sandals
Piercings: 2 studs per ear maximum 1 clear flat nose stud	Hooped earrings Other facial piercings
Professional haircut/style Lanyard (provided by school)	Extreme haircuts (patterns) Extreme hair colours
Minimum daily equipment: pens, highlighters, pencils, rubber, pencil sharpener, pencil case, 30cm ruler, planner/diary (provided by school), calculator, subject appropriate equipment.	
PE kit for non-subject exercise sessions: black t-shirt, black shorts and black tracksuit bottoms Trainers Logos (discrete as possible and a maximum of two inches in size)	Coats are not permitted inside the school building

Please see images below to support **permitted** clothing



6th Form student uniform guide

Permitted	Not Permitted
Dark coloured trousers/ skirts- black, navy, grey Smart trousers Knee-length skirt / pencil skirt Blouse (patterned/ colours) Shirt (tucked in with buttoned collar) Full suit - black, navy, grey Formal jumper or cardigan School approved PE kit (not to be worn to school, changing facilities provided)	Logos (e.g. on blouses) Shorts Jeans Denim (including jackets) Leather jackets, trousers or skirts Leggings or Bodycon Low necklines/ off-shoulder Crop tops Turtleneck jumpers
Formal shoes Low heels (max 2 inches)	High heels/ platform soles Trainers/Pumps or Sandals Dr Martin boots
2 studded piercings per ear maximum 1 clear flat nose stud Discrete and professional looking makeup Professional single colour nail varnish	Hooped earrings/ drop earrings Heavy makeup Pattern or long nails Other facial piercings
Professional haircut/style Lanyard (provided by school)	Extreme haircuts (patterns) Extreme hair colours
Minimum daily equipment: pens, highlighters, pencils, rubber, pencil sharpener, pencil case, 30cm ruler, planner/diary (provided by school), calculator, subject appropriate equipment.	
PE kit for non-subject exercise sessions: black t-shirt, black shorts and black tracksuit bottoms Trainers Logos (discrete as possible and a maximum of two inches in size)	Coats are not permitted inside the school building

Please see images below to support **permitted** clothing



Conduct around school and in lessons:

- Head phones and mobile phones are not permitted either in lessons or around the school building. Sixth Formers are role models to our younger pupils, therefore must conduct themselves in a sensible and calm manner around the school building. If students do not follow this then their phone will be confiscated in line with whole school policy.
- Sixth Form students are expected to study during non-contact time, in these study periods students should study in a quiet and professional manner in the Study Rooms and be mindful of others in the room and in the surrounding areas.
- Conduct in the Library must be exemplary. Younger pupils will be in the Library, and the Sixth Form students must model correct usage and work ethic.
- Conduct in the common room and work room must also be exemplary. Pupils must look after their space, be respectful of all equipment and of keeping the Common Rooms litter-free.
- Sixth Formers are expected to meet all deadlines. When deadlines are not met, students will be issued with a sanction in order that they catch-up on the work as necessary. Continual failure to meet set deadlines will result in a review of their place at DEC Sixth form, in line with whole school policy.
- Sixth Form students are expected to be well equipped for their learning. Folders must be well organised (in line with subject folder list) and they must have the necessary equipment for their lessons, as outlined above.
- If for any reason behaviour is not of the high standard expected from all of our students then the whole school behaviour policy will be used.
- A Sixth Form student AUP will be shared and will need to be signed by parents.

Student Leadership:

We are very proud of our Sixth Form at DEC, and encourage our students to be role models to our main school pupils. Students will also benefit from any extra responsibilities they have in applying for university and for future employment. In light of this, students have the following opportunities:

- Senior Prefect positions
- Senior Anti-bullying Ambassador
- Literacy Volunteers- in class support for lower school pupils
- Numeracy Volunteers- in class support for lower school pupils
- Paired Readers- supporting younger pupils with their reading during form time
- Duke of Edinburgh Award
- School Council Representatives

Praise & Rewards structure:

<u>Achievement</u>	<u>Reward</u>
<p>Half termly subject nominations.</p> <p>Subject teachers will give 1 nomination per class based on great work ethic, attainment & progress.</p>	<p>Certificate for all students nominated.</p> <p>All nominees displayed in Common Room.</p> <p>Random selection from nominations.</p> <p>1st drawn = £15 voucher (e.g. Amazon)</p> <p>2nd drawn = £10 voucher (e.g. Amazon)</p> <p>3rd drawn = £5 voucher (e.g. Amazon)</p>
<p>Head of Sixth form termly award for outstanding contribution</p>	<p>Certificate for all students nominated.</p> <p>£15 voucher (e.g. Amazon)</p>
<p>Half termly attendance reward</p> <p>All students above 97% attendance for that half term entered into raffle draw.</p>	<p>1st drawn = £10 voucher (e.g. Amazon)</p> <p>2nd drawn = £10 voucher (e.g. Amazon)</p>

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By signing below you are stating that you have read all of these policies and agree to support us with them.

Student signature:

Parent signature:

FT Signature:

Head of Sixth Form signature: