



Dame Elizabeth Cadbury Sixth Form – Key Policies



Sixth Form Subject Enrolment - Eligibility Criteria

At DEC Sixth Form we offer a variety of A-Level and BTEC Courses. The minimum admissions criteria for each are as follows:

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

A-level: Five grade 4s or above including English & Maths

BTEC: Four grade 4s or above at GCSE including English & Maths. If studied at Level 2 (GCSE or BTEC), a pass or 4+ in the relevant subject.

For each proposed course of study, the minimum requirement for that subject must be met. On occasion, enrolment onto a subject with grades below the requirements, may be permitted in liaison with the Head of Sixth Form and Faculty Directors. For individual subject grade requirements please visit our website <https://decschool.co.uk/sf-admissions/>

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 including form time, lessons, Independent study periods and GCSE Maths/English resits (if required), is expected from all our students. The whole school attendance policy and procedures still apply in 6th Form.

Student Attendance Procedure

To authorise absence, parents/carers are asked to inform the School Office in advance of any absence in the following ways: Phone directly on 0121 464 4040; provide a written letter/note to the School Office who will liaise with the Head of Sixth Form. If no contact is made, text/phone calls home will be made.

Please note the school/trust does not permit students to declare themselves absent from sixth form.

Daily Attendance

All students must attend AM registration, which starts at 8:45am. However, anyone at the school gates later than 8:40am will receive a late mark, which results in a 20 minute on the night detention. Punctuality and time management are of vital importance to all employers and our high standards reflect and promote this.

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



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Any student who has a reason to leave the school site should notify the Head of Sixth Form, where possible, at least 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. Failure to engage in the support may result in follow actions in line with the following thresholds:

- Below 95% (Persistent Absence) may result in examination charges for their qualifications (set out by the examination boards costs)
- Below 90% may result in your placement at Dame Elizabeth Cadbury Sixth Form being withdrawn

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 registration, and participate fully in the form time programme which covers issues relevant to the real world, SMSC & British Values; 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.

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://decschool.co.uk/wp-content/uploads/2023/07/6th-Form-Uniform-Guide.pdf>

6th Form student uniform guide

Permitted	Not Permitted
<ul style="list-style-type: none"> ✓ 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 (Follow link below - not to be worn to school, changing facilities provided) https://decschool.co.uk/wp-content/uploads/2023/05/Dame-Elizabeth-Price-List.jpg 	<ul style="list-style-type: none"> × Logos (e.g. on shirts) × Shorts × Jeans × Denim (including jackets) × Leather jackets × Turtleneck jumpers
<ul style="list-style-type: none"> ✓ Formal black shoes ✓ Formal brown shoes 	<ul style="list-style-type: none"> × Trainers × Dr Martin boots × Sandals
Piercings: <ul style="list-style-type: none"> ✓ 2 studs per ear maximum ✓ 1 clear flat nose stud 	<ul style="list-style-type: none"> × Hooped earrings × Other facial piercings
<ul style="list-style-type: none"> ✓ Professional haircut/style ✓ Lanyard (provided by school) 	<ul style="list-style-type: none"> × 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.	

<ul style="list-style-type: none"> ✓ Person PE kit (not from kids essentials) 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) 	<ul style="list-style-type: none"> × Coats are not permitted inside the school building
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Please see images below to support **permitted** clothing



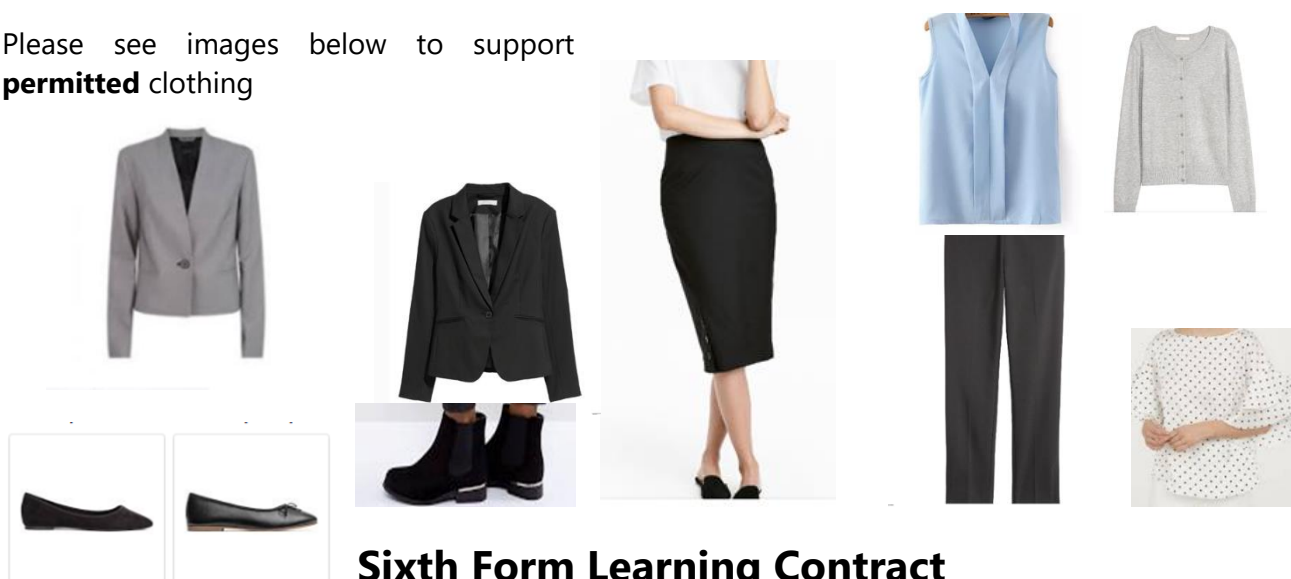
6th Form student uniform guide (continued)

Permitted	Not Permitted
<ul style="list-style-type: none"> ✓ Dark coloured smart trousers/ skirts- black, navy, grey ✓ 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 (Follow link below - not to be worn to school, changing facilities provided) ✓ https://decschool.co.uk/wp-content/uploads/2023/05/Dame-Elizabeth-Price-List.jpg 	<ul style="list-style-type: none"> × 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
<ul style="list-style-type: none"> ✓ Formal shoes ✓ Low heels (max 2 inches) 	<ul style="list-style-type: none"> × High heels/ platform soles × Trainers/Pumps or Sandals × Dr Martin boots

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<ul style="list-style-type: none"> ✓ 2 studded piercings per ear maximum ✓ 1 clear flat nose stud ✓ Discrete and professional looking makeup ✓ Professional single colour nail varnish 	<ul style="list-style-type: none"> × Hooped earrings/ drop earrings × Heavy makeup × Pattern or long nails × Other facial piercings
<ul style="list-style-type: none"> ✓ Professional haircut/style ✓ Lanyard (provided by school) 	<ul style="list-style-type: none"> × Extreme haircuts (patterns) × Extreme hair colours
<p>Minimum daily equipment: pens, highlighters, pencils, rubber, pencil sharpener, pencil case, 30cm ruler, planner/diary (provided by school), calculator, subject appropriate equipment.</p>	
<ul style="list-style-type: none"> ✓ Personal PE kit (not from kids essentials) 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) 	<ul style="list-style-type: none"> × Coats are not permitted inside the school building

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



Sixth Form Learning Contract

The Sixth Form 'Learning Contract' is an opportunity to remind all the stakeholders in a student's education what their individual and collective responsibilities are. It is essential that all students apply 100% effort in all of their activities to enable all students to develop to their full potential, both academically and as high functioning young adults in modern day Britain.

Failure to adhere to any of Dame Elizabeth Cadbury Sixth Form's expectations, indicated below, will result in a review of the student's place within Dame Elizabeth Cadbury Sixth Form. If it is deemed that the student is not engaging with this contract, then the student's future at Dame Elizabeth Cadbury Sixth Form is at risk.



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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 all the necessary equipment for their lessons, as outlined by the Head of Sixth Form and their subject teachers.
- If for any reason behaviour is not of the high standards expected from all of our students, then the whole school behaviour policy will be used.
- An IT user agreement/AUP will be shared and will need to be signed by parents. This can also be found in your induction pack.

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:

- Head Students
- School Council Representatives
- Extra-curricular & subject ambassadors
- Reading role models
- Numeracy leaders
- Careers Ambassadors

You can find out more about the skills required and developed within each role, as well as how to apply by navigating to the bottom of the 'expectations' page, located on the sixth form tab of the school website <https://decschool.co.uk/expectations/>



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Images of students & photograph consent

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. Please ensure you have completed the photo permissions MS forms link provided so we have up to date records of how you would like your child’s image used or not.

Praise & Rewards structure:

<u>Achievement</u>	<u>Reward</u>
Half termly subject nominations. Subject teachers will give 1 nomination per class based on great work ethic, attainment & progress.	Certificate for all students nominated. 3 Randomly selected students from all nominations will receive a £10 voucher
Termly - Head of Sixth form award for outstanding contribution to the local and wider community and modelling our school intent and values on a daily basis.	The selected student will receive a £20 voucher and a certificate of recognition.
Half termly attendance reward All students above 97% attendance for that half term entered into raffle draw.	2 Randomly selected students will receive a £10 voucher

Please note that the list above is not exhaustive. Praise and rewards are subject to change in communication with the school council and alongside whole school initiatives.

Thank you for taking the time to read our sixth form policies. Hopefully, it is evident that we uphold the highest of standards to support your child’s academic and personal development, preparing them for future success beyond our sixth form.

Please turn over to print and sign the agreement and adherence page, which will be signed by all key stake holders.

Finally, to further support your child’s personal development the Head of Sixth form, Mr K Scarth, is keen to improve communication links with parents/carers. This involves putting together an



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email distribution list so all of the key information your child receives in school, is echoed to yourself in good time. Email addresses will of course be kept confidential with only the school being able to see these. If you're happy to receive these ongoing emails, then please tick the 'yes' box on the reply slip overleaf.

We look forward to sharing this exciting part of your child's journey and thank you for all your ongoing support.



Policy agreement and adherence - return slip:

Please remove and return this slip to your form tutor by Monday 11th September 2023

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

Student Full Name: _____

Student signature: _____

Parent/Carer Full Name: _____

Parent/Carer signature: _____

Parents/carers email address (please provide): _____

Parent/carers – I am happy to receive emails from the Head of Sixth form for the reason(s) outlined in the policy above (tick as

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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 appropriate):

Name of Form Tutor: _____

FT Signature: _____

Head of School Signature (Mr C Seager):

Head of Sixth Form signature (Mr K Scarth):