



SIXTH FORM POLICY

School Policy/Procedure No: P30

Last Reviewed: April 2021

Last Amended: April 2026

Next Review: April 2027

Sixth Form students at Beauchamps High School are given an education that will prepare them for the next phase of their life whether it be Higher Education or employment. The staff at Beauchamps High School ensure that students:

- study the right courses to suit their interests, ability and prospects
- have the opportunities to obtain the highest examination results possible
- are equipped with the skills for employment and life-long learning
- experience a wide range of extra-curricular activities
- are given regular advice regarding grade improvement
- have a clear understanding of the school's expectations with regard to study commitment
- set a good example to other students
- work in partnership with teachers, parents, carers and other outside agencies
- continually review their studies and experience a clear programme of self-assessment

For all courses students are required to do significant amounts of private study and research. A minimum of five hours private study per week per subject is the expected from all students.

COURSES

Courses are provided according to sufficient demand. Beauchamps offers a variety of A Level and Applied Learning courses. A-Level-courses are completed over two years with examinations taken at the end of the second year. Applied Learning courses have assessments at appropriate points throughout the two years.

Students normally choose their courses in Year 11 but if their GCSE results do not fulfil requirements, they have the option to change to a more suitable course. Each subject outlines their entry requirements in the Sixth Form Prospectus. This will also be communicated at the interview. Full advice is given at both the application phase and during the individual interview process. After beginning in the September term of year 12, there will be a 4 week window of opportunity in which a course change may be applicable.

EXTRA CURRICULAR ACTIVITIES

In addition to normal study, students will have the opportunity to experience a wide range of extra-curricular activities. Students are encouraged to contribute to the life of the main school by taking on additional responsibility, such as becoming an ambassador or joining the Sixth Form Leadership Team, assisting in lessons and running activities for students. There are opportunities to become involved in drama productions, theatre visits, social events, foreign excursions, the Duke of Edinburgh Award Scheme, charity fundraising, competitive team sports, recreational sport and supporting lower school students. All students are expected to complete 2 weeks of work experience at the end of Year 12.

Football Academy students will lead additional extra-curricular activities in line with the Football Academy Code of Conduct.

THE SIXTH FORM LEADERSHIP TEAM

The Sixth Form Leadership team, consisting of students from year 12 and 13 is seen as an important way of representing student views. The views of the Sixth Form Leadership Team are valued and are presented to the senior leadership for their consideration. Sixth Form committees, made up of students and staff, will also be set up as needed to organise specific events, such as social events and charity work.

CAREERS AND HIGHER EDUCATION

The Independent Advice and Guidance Coordinator, Sixth Form tutors and the Sixth Form leaders are all involved in offering student guidance whether students intend to move on to higher education or directly into employment, or take another pathway.

DRESS

- Sixth Form students are professional people and are required to dress smartly and be well groomed, according to the Sixth Form Dress Code as published on the website (September 2026)
- Football Academy students must wear suitable kit/uniform in accordance with the Football Academy Code of Conduct or comply with the normal school dress code.
- Sixth Form students are required to wear their ID card and lanyard; this must be worn around the neck on the front of the body on the outmost clothing.
- Sixth Form students who do not maintain the standards as specified in the Sixth Form dress code (as published on the website September 2026) will be subject to disciplinary procedures.

REGISTRATION

Students are expected to register each morning by 8:30am using any of the electronic entry points located in the school and to attend form class every morning on time.

ATTENDANCE

Attendance each day is compulsory, and students are expected to be in school for periods 1-4 whether they have a taught lesson or not. Assembly, PSHE, Wednesday Enrichment, careers activities, work experience and all lessons are compulsory, and students are not permitted to take holiday during term time. Notes for absence are expected as a matter of courtesy and should be addressed to the Pastoral Lead. The attendance of all students will be monitored every month by the Head of Sixth Form. This is to ensure that Sixth Form students are fulfilling their potential by attending all lessons. From October half term onwards, students who have a positive reported ATL, and attendance and punctuality of 95% and above will be allowed to study from home during P5 on days when they have no timetabled lessons. This is reviewed each half term.

Throughout the Sixth Form a student's attendance, attainment and attitude to learning are carefully monitored. If standards fall below expectations, that student will follow the Sixth Form disciplinary procedure, which may result in the student leaving the Sixth Form.

Attendance expectations and consequences for unauthorised absence are outlined in the student handbook and on the website (September 2026).

PAID EMPLOYMENT

We recommend that Sixth Form students should only be engaged in no more than five hours of paid employment per week. This must be scheduled outside of school hours. The nature of Sixth Form study is such that students should not have time for more outside work than this.

STUDENT VEHICLES

Students are not allowed to park on the school premises. Students are required to schedule driving lessons outside of school hours.

INDEPENDENT STUDY PERIODS

Students are required to study quietly in PC6, LP1 and the Sixth Form area of the Learning Resource Centre (Library) or in other rooms allocated by teaching staff, the timetable for which will be displayed in the Sixth Form area. These sessions will be supervised and supported by teaching staff. Group work that requires discussion must take place in the East Hall. On occasion, students will be given timetabled hours in the Silent Study Room in order to assist them in their studies.

SMOKING

Smoking and vaping are not allowed on the school premises. It is also requested that students do not smoke within the vicinity of the school site, and particularly not at the gates.

THE SIXTH FORM TRACKING AND MONITORING SYSTEM

The Beauchamps High School Sixth Form aims to provide students with an education which will prepare them for the next phase in their life. Examination results are of crucial importance, whether for employment or Higher Education purposes.

In order that students reach their full potential, a formal system of monitoring and recording progress is necessary, with the aims of maximising student examination results and personal development by frequent review and reporting of progress, and encouraging students to take responsibility for their own learning.

The system of reviewing progress is a partnership between subject teachers, form tutors, the Head of Year, the Senior Leadership Team and parents/carers. All have responsibilities in the process.

Academic performance is monitored closely; students complete mock examinations at the end of year 12 and at the start and end of year 13 in order that we may continually assess progress in each subject.

If we have cause for concern at the end of year 12 following the end of year examinations, parents/carers and students will be called in for a meeting with the Head of 6th Form. If there is no improvement by the November Year 13 exams, and where it is apparent that a student is unlikely to achieve a grade in their final qualification, the 6th form leader reserves the right to enter the student for an alternative qualification where applicable.

The system will ensure termly academic reviews (three for Year 12, two for Year 13) on every student in each of their subjects and annual progress meetings with subject teachers for each student. The Head of Sixth Form will keep records of any reviews or incidents - these to be retained in a folder and passed to the student record folder. Sometimes written or telephone contact with parent/carers will be made by the Head of Sixth Form, Tutors and Subject Leaders. Homework and classwork expectations are laid out in the 6th Form handbook as on the school website (September 2026).

POST 16 DISCIPLINE PROCEDURE

This is a procedure to ensure that all students are supported in fulfilling their potential and will be initiated by:

1. Concerns highlighted by the Student Tracking and Monitoring Systems
2. The request of the student's subject teacher(s)
3. Poor attendance
4. Dress Code
5. Behaviour

The procedure consists of the following stages:

Stage 1 Meeting with student and parent(s); targets set, intervention and support

Stage 2 Formal warning(s)

Stage 3 Dismissal from the Sixth Form

Note: All data on Sixth Form stored in school is only shared in accordance with the school's Privacy Notice (eg other educational establishments, Local Authority, DfE).