



# KINGS PRIORY SCHOOL

SIXTH FORM

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## Rationale

The aim of the Sixth Form at Kings Priory School is to create a challenging and demanding environment for all students, yet enjoyable and rewarding one; where students feel guided and supported. Students are actively encouraged to grasp the opportunities in and out of the classroom. There is a much greater emphasis on independence in the Sixth Form where students are given more freedom in comparison to the rest of the pupils within the boundaries of a school.

## Admission

Admission to Kings Priory School Sixth Form is through the school's published admissions process. For Year 12 it is summarised below:

- The majority of places will be allocated to pupils already on roll in Kings Priory School's Year 11. In addition, a number of places will be available to external applicants.
- All pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements, they will be given the option of pursuing any alternative courses for which they do meet the minimum academic requirements.
- Priority for the allocation of places will go to internal applicants; i.e. pupils already on roll in Kings Priory School's Year 11.
- Course requirements are published annually in the School's prospectus and on its website.
- The School may decide not to run particular courses if the number of students applying for these courses makes it uneconomic to do so.
- When the Sixth Form is undersubscribed, all applicants meeting the minimum academic entry requirements for their course will be admitted.

When there are more external applicants that satisfy any academic entry requirements than the published admission number, after the admission of pupils with Statements of Special Educational Needs where the School is named on the Statement, the criteria for external applicants will be applied in the order in which they are set out below:

- a. "Looked after children" and "Previously Looked after Children";
- b. those children who will have a sibling at the School at the point at which they would be admitted to the School;
- c. those children of staff of the School where the member of staff has been employed at the School for two or more years at the time at which the application for admission to the School is made or, where the member of staff is recruited to fill a vacant position for which there is demonstrable skill shortage;
- d. up to 10% of the admission number to those children who most clearly demonstrate an aptitude for Music (2 children);
- e. remaining places by random allocation;

- f. For the purposes of criterion a), "Looked after Children" are children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a "looked after child" is a child in public care at the time of application to a school. "Previously Looked after Children" are children who were looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). For the purposes of criterion b), the term 'sibling' means a full, step, half, adopted or fostered brother or sister. Cousins are not included within the definition of sibling. For the purposes of criterion c), the term 'child' means a full, step, adopted or fostered child of a member of staff of the School. For the purposes of criterion d), places will be offered to applicants as prioritised by a test for aptitude, not ability, administered by the School. Applicants scoring highest will be prioritised. The test will assess applicants in respect of their musical aptitude through an audition of their musicianship, covering practical activities including aural perception. For the purposes of criterion e), places remaining after stated pupils have been admitted and criteria a) to d) above have been applied will be offered to children by random allocation. The process of random allocation will be supervised by someone independent of the School. The above random allocation will also be used as a "tiebreaker" within each criterion, if necessary.

#### Waiting Lists:

The School will operate a waiting list for each year group. Where in any year, the School receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the School and it will be open to any parent to ask for his or her child's name to be placed on the waiting list following an unsuccessful application. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The above "Admission to Reception" criteria will apply to the year groups of Reception to Year 6, the "Admission to Year 7" criteria will apply to the year groups of Year 7 to Year 11, and the "Admission to Year 12" criteria will apply to the year groups of Year 12 and Year 13.

#### Additional Information on Admissions:

All entrants to Sixth Form must be on the school roll before the October half-term of the academic year to which they are applying. No applications will be accepted after this point into Sixth Form. Prospective applicants are welcome to apply for admission to the following academic year.

The school may accept applicants directly into Year 13 in exceptional circumstances and only when there is a substantial curriculum match and evidence of strong academic performance in Year 12.

#### **Curriculum** (overview with reference to curriculum policy & website for full details)

Students in Sixth Form follow an academic curriculum with the majority of students studying three A Level subjects. Some students may study four A Levels, but this must be agreed after discussion with a member of the school's leadership team.

A full list of the subjects available to study each academic year will be published on the school's website and updated annually.

A list of the entry requirements for each subject will also be published on the school's website and updated annually. Students wishing to study a subject in Sixth Form at Kings Priory School should achieve the entry grade criteria for each of the subjects they select to study.

**Any student wishing to drop or change a subject must:**

- Have met the entry grade criteria for the subject they are intending to change to study
- Discuss their intentions with the subject teacher(s) &/or CTL of the subject under consideration to be dropped or begun
- Agreement must be gained from the CTL in the subject being dropped &/or begun before proceeding
- Written (email or handwritten) agreement must be received from parents giving their consent for the subject change
- Agreement must then be received from the Head of Senior School **before** any change of subject can be actioned

Any subject change either drop or new subject begun should be made before **1 October** of the student's **Year 12** career. Changes after that date are not advised by the school.

Students are not usually permitted to repeat a year in Sixth Form. This may be permitted in exceptional circumstances. These would include student or family illness or other issues which may have disrupted the student's learning.

The Extended Project Qualification is actively promoted by the school. Students in Year 12 are given the opportunity to begin this qualification in the second-half of their first term. Those students who select it are usually allocated one period a week with a supervisor and are given approximately a calendar year to complete the project.

### **Tracking, monitoring and intervention**

Students in Sixth Form will have their academic performance tracked and monitored. If there is a concern then interventions will be put in place.

The process for intervention will be overseen by the Head of Sixth Form with support from Curriculum Team Leaders. Interventions can take many different forms and take place both in lessons and outside them. Students and parents (if necessary) will be informed of the reasons for the intervention and the form it will take. Intervention in one subject will be handled through the relevant faculty. Intervention in more than one subject will be overseen by the pastoral team (tutor and Head of Sixth Form).

### **Pastoral structure**

There are eight Sixth Form tutor groups. There is a mixture of both Year 12 and Year 13 students with a roughly equal split in numbers of students in each year group.

Students are allocated into tutor groups on entry into Year 12 and stay with the same tutor over their Sixth Form career. The school's intention is to link the student to a tutor who teaches one of the subjects the student is studying. Whilst, this is possible in most cases, there are some students (due to subject combinations and numbers) where this is not possible. Tutors are responsible for their tutees' academic and pastoral welfare in the first instance. Tutors will form a strong relationship with their

tutees and have responsibility for writing UCAS references for university applications or other formal applications when required.

The Sixth Form tutor team is led by the Head of Sixth Form (Mr Nick Hunter) and supported by the Sixth Form Administrator (Mrs Gill Vacher). Finally, overall leadership of the Sixth Form sits with Vice-Principal, Head of Senior School (Mr Phil Nicholson) and The Principal (Mr Philip Sanderson).

### **Careers advice – next stage**

Most students in Year 13 make a UCAS application. Support and guidance is given for through this process. Each student's tutor will write a school reference which is checked by a member of the leadership team. The application is sent by the student with Mr Steven Oldham.

Students receive advice on their next stage through a variety of methods. For example, an employers' careers fair, a school-based UCAS conference, visiting speakers and external visits. Advice is offered not just for university applications and students are encouraged to follow what is appropriate for them once leaving school.

Sixth Form students have two allocated Support and Guidance periods on their timetable and these are used to support a variety of student issues. Careers is a major part of this programme. In the Autumn Term of Year 13 all Support and Guidance periods are used for UCAS applications (or the equivalent).

Predicted grades for UCAS applications are given to students during the two-day UCAS conference in July of Year 12. These grades allow students to investigate the courses which are appropriate for them. UCAS predicted grades can change up to the point of application. UCAS predicted grades are expected to be realistically optimistic for students.

### **General Behaviour (including Sixth Form privileges)**

In general Sixth Form students are treated under the same behaviour policy as the rest of the school. Therefore referral to that policy is appropriate when responding to either positive or negative behaviour.

For clarity Sixth Form students are not permitted to smoke cigarettes or E-cigarettes on the school grounds or near to it nor in Sixth Form dress at any time.

There are some privileges which the Sixth Form enjoy. These are highlighted below:

#### **Mobile devices**

Sixth Form students are permitted to use laptops or other devices (including mobile phones) for educational purposes. Their use must still be within the school's BYOD policy and their use should only be in the Sixth Form building or another work space agreed to by staff. Sixth Form students are not permitted to use mobile phones around school generally.

#### **Music**

Sixth Form students may listen to music whilst working in their study periods. This has to be using headphones and playing music through any device without

headphones is not permitted at any time in any part of the school. Sixth Form should not wear earphones whilst walking around school at any time.

### Lunchtimes

Sixth Form students may leave the site for lunch if they wish. Students are permitted to be off-site between 12.55-1.50 for lunch. Students must sign-out when leaving the school site and sign-in on their return. Students should only exit and enter the school building through the agreed place (currently the main school concourse).

Students off-site are allowed into Tynemouth Village for the purposes of buying lunch. Students are permitted onto Front Street, Tynemouth Metro Station and to the shops between Queensway and Seafield View. Other parts of the village are out of bounds and students are not permitted into public houses for any reason.

Students may consume the food bought in the place where it was bought or bring it back to school to eat. Food should not be eaten in the street.

Students are not permitted to go home at lunchtime without a parental request and subsequent school permission.

Food bought in the village and brought back into school for eating, should be eaten in one of two places: (i) Outside on the picnic tables provided for exclusive Sixth Form use on the garden or (ii) in the dedicated Sixth Form eating rooms behind Café K. Food bought in the village must not be eaten in Café Sesto (the Sixth Form café). Pre-prepared (homemade) packed lunches may be eaten in Café Sesto.

### Café Sesto

Sixth Form students have a café for their use, separate to the rest of the school. The café has a self-clearing policy and students are expected to support this.

### Use of Cars

Students may drive to and from school with parental permission and may give lifts to siblings. Students may also with written parental consent drive to off-site venues, such as sporting facilities on a Wednesday afternoon. Students can only do this when agreed with school and parents. Under no circumstances should a student give another student (unless that student is a sibling) a lift during the school day. Students are not permitted to use their cars at lunchtime, unless travelling to a staff approved school event. Any student choosing to drive themselves does so on their own insurance.

### Attendance in school

In general Sixth Form students should attend all lessons and school commitments (i.e. assemblies, chapter/tutor time, etc.) and should not leave site, except at lunchtimes or attending school approved events. Non-attendance of academic lessons is treated seriously and generates an after-school detention. Sixth Form students are expected to be punctual too and punctuality is closely monitored by staff.

Sixth Form students are not permitted to arrange private tutoring during their school study periods (unless they are Year 13s who have signed-out for the day –see below).

Sixth Form students are not permitted to arrange driving lessons during their school study periods (unless they are Year 13s who have signed-out for the day –see below).

Sixth Form students are encouraged to avoid non-urgent appointments during school time. For example, regular dental checks should be outside of school hours whenever possible. When this is not possible, notification should be given in advance for a medical appointment. Proof of medical appointments taken in school time will be required by the Sixth Form Administrator in order to authorise the absence; for example, a copy of the appointment card or letter.

It is the school's policy that students should not miss school for any but the most exceptional reasons. Parents are especially asked not to arrange family holidays during term time. If you really need to withdraw the student for exceptional reasons, you should obtain written permission in advance from the Head of Senior School or Principal. Where this permission is not granted parents should be aware that if they withdraw the student it will be recorded as an unauthorised absence.

Year 13 pupils are given greater privileges with regards attendance after October half-term and not before. These are as follows:

From 12.55pm onwards students may leave school after the last academic lesson of the day. The times and days when this is has to be submitted in writing (school will provide a form) by the student with parental consent before the student may leave. Only when the request has been reviewed and the times and days agreed by a member of the school's leadership team may the student leave early.

Students leaving school early at any time must sign-out via the main reception and then not return to school, during school time on that day

### Games

Sixth Form students are required to attend Games lessons (period 6 & 7) on a Wednesday afternoon. This is to maintain some physical activity in the Sixth Form curriculum for as long as possible. Students will be offered a range of on and off-site options from competitive to recreational. Students unable to participate must remain on site and should provide a parental note or letter to excuse their participation. Non-attendance at Games lessons is regarded as the same as non-attendance in an academic lesson.

The only exception to the above comes after Easter for Year 13 students. In the Summer Term of Year 13, Games becomes optional as students approach their A Level exams. Students may opt to continue to do Games on a Wednesday afternoon or may opt to use the time to study. Student opting not to do Games at this point may leave the site with the correct parental and school permission in place.

### Dress Code

Sixth Form students are expected to be role-models for younger pupils and therefore should maintain a high standard of dress. The Sixth Form Dress Code is detailed below:

## Sixth Form Dress Code

Boys	Girls
<i>KPS Sixth Form (day wear)</i>	
<p>Matching colour suit jacket and trousers (Navy, Black or Grey only).</p> <p>Sixth Form Chapter Tie.</p> <p>Formal shirt, long or short sleeved, plain, striped or plainly patterned only. Bare shoulders are not permitted.</p> <p>Plain round or V necked pullover (black, blue, brown, grey, white, red, pink, green and maroon permitted). Roll-neck, ribbed jumpers and sweatshirts are not permitted.</p> <p>Hoodies should not be worn, unless for a sporting activity.</p> <p>Plain navy, black or grey socks.</p> <p>Plain conventional shoes.</p> <p>Any boots and 'heavy shoes' such as Doc Martins, trainers, canvas shoes and trainers are not permitted.</p> <p>Sixth form boys may wear a discrete amount of make-up, nail varnish and jewellery, but they may wear no more than one simple stud in each ear and no other piercing jewellery. Body tattoos and graffiti are not permitted.</p>	<p>Suit jacket (Navy, Black or Grey only).</p> <p>Tailored suit trousers, suit skirt or suit dress. Skirts must be knee length (Navy, Black or Grey only).</p> <p>The suit jacket and trousers or skirt must be a matching colour.</p> <p>Leggings, legging style trousers or bodycon style dresses are not permitted.</p> <p>Jacket pin badge with chapter colour to be worn at all times.</p> <p>Formal long or short sleeved collared shirt or blouse, plain, striped or plainly patterned only. Bare shoulders are not permitted.</p> <p>Plain round or V necked pullover (black, blue, brown, grey, white, pink, green and maroon permitted). Roll-neck, ribbed jumpers and sweatshirts are not permitted.</p> <p>Hoodies should not be worn, unless for a sporting activity.</p> <p>Plain navy, black or grey socks with trousers.</p> <p>Plain navy, black, grey or flesh coloured tights.</p> <p>Plain conventional shoes.</p> <p>Any boots and 'heavy shoes' such as Doc Martins, trainers, canvas shoes, clogs, sling-backs, platform or raised-heel shoes are not permitted.</p> <p>Sixth form girls may wear a discrete amount of make-up, nail varnish and jewellery, but they may wear no more than one simple stud in each ear and no other piercing jewellery. Body tattoos and graffiti are not permitted.</p>

N.B. The spirit of the Sixth Form Dress Code is to avoid confrontation between staff and students. The 2017 version reflects the school's positive reaction to student voice. Earphones should only be worn by Sixth Formers in study periods and not generally around school. Final decisions on whether the dress of a student is appropriate will ultimately be made by staff.

## **Leadership**

A number of leadership opportunities exist for students in Sixth Form. The Prefect body operate as an extension of the leadership team in school. Prefects are selected after election in the Summer Term of Year 12.

The election of Prefects is overseen by the Head of Sixth Form who will invite applications from all of Year 12. Successful applicants will then be made-up as prefects following input from school staff. From the list of prefects, written applications will be requested from students wishing to be senior prefects. Interviews will then be held (normally with the Principal, Head of Senior School and Head of Sixth Form) to select the senior prefect body and the Head and Deputies of the school. This announcement is usually made in the final assembly of the school year. Prefects are required to fulfil a number of important roles throughout their time in post. These include, supporting First and Middle School pupils and events, leading assemblies, monitoring duties at break and lunchtime and ambassadorial roles. The Senior School Executive Committee usually meet fortnight with senior staff to help the link between the student body and the staff.

Other leadership opportunities do exist, for example, the Sports Leaders Programme can be accessed by students in both Year 12 and Year 13. Additionally, the school encourages other leadership routes such as, Duke of Edinburgh, sport, drama and music.

## **General Expectations**

The expectations for the Sixth Form and its students are summarised in the list below, which can also be found on the school website.

# KINGS PRIORY SCHOOL

## SIXTH FORM EXPECTATIONS

### Students can expect Kings Priory School Sixth Form to:

- ✓ Provide a **supportive learning environment**.
- ✓ Closely **monitor** and report on progress and attainment.
- ✓ **Intervene**, support and help sixth form students in any appropriate way.
- ✓ Ensure **absences** are questioned and followed with parents.
- ✓ Encourage students to **develop** intellectually, scholastically, academically, physically, socially and morally.
- ✓ Provide **Careers and Higher Education** advice and supportive references for Higher Education, any post 18 study/opportunities and/or Employment.
- ✓ Provide **opportunities** for students to have additional **responsibilities** and develop their **leadership** potential.
- ✓ Provide **extra-curricular** and **enrichment** opportunities.

### Kings Priory School expects students to:

- ✓ **Conduct themselves** in line with the **values** of Kings Priory School.
- ✓ Be **positive advocates** for Kings Priory School in the community.
- ✓ **Attend** all lessons unless sick, notifying absence by ringing School on 0191 258 9148, before 8:30 am. Attend registration every day and achieve a weekly attendance of 95% or more.
- ✓ Make medical **appointments**, when possible, **outside** of lesson time and the school day.
- ✓ Not undertake more than 12 hours paid work per week (and not in the school day), ensuring **Sixth Form studies are a priority** over paid work.
- ✓ Meet **all deadlines** set for independent research, homework and coursework.
- ✓ **Complete** all work with **pride** and to the very **best** of ability.
- ✓ Make sure all work produced for assignments and exams is their **own work**. Information used from another source must be referenced appropriately. Plagiarism and/or cheating may lead to disciplinary action by the Awarding Body/Examination Board.
- ✓ Their parents being contacted if there is persistent **absence issue** or **deadlines are not being met**.

- ✓ Work hard in **study periods** in the appropriate places in school.
- ✓ Use the Work Space, Library, Computer Rooms, Café Sesto and Atrium **sensibly** and quietly and keep the Common Room in **good order**, helping to maintain a clean, safe environment.
- ✓ Not book **holidays** during term time.
- ✓ Book **driving lessons outside** of the school day. (Only driving tests are allowed during the school day).
- ✓ Any **private tuition** to be taken **outside** of the school day.
- ✓ Act responsibly and maturely around younger pupils, thus be positive role models towards them.
- ✓ Comply with **safeguarding and health and safety** regulations, such as signing in and out where necessary and using appropriate entrances and exits.
- ✓ Accept **consequences** for any actions that fall under Kings Priory School's behaviour policy.
- ✓ Conform and adhere to the Sixth Form **dress code** at all times. Not making this dress code a point of confrontation.
- ✓ **Not smoke** cigarettes or E-cigarettes on the School grounds or near to it (i.e. Tynemouth Metro Station or Tynemouth Village) nor in Sixth Form dress.
- ✓ Only use **mobile phones and devices** in line with KPS's BYOD policy.
- ✓ Should only access the permitted areas in Tynemouth Village during lunchtime. These are broadly defined as Front Street and the shops opposite the First School site.
- ✓ Students are **NOT** permitted to use their own cars at lunchtime and should park with consideration for local residents.
- ✓ Should **NOT** give lifts to fellow students during the school day to sports fixtures for example and may only use their own cars with permission of the school.