

18th May 2025

Dear parent/carer

As we approach half term and the final half term of this academic year, I would like to reiterate the high expectations that we have for our Sixth Form students.

Our mission is very simple and so very important – we want all of our students to become successful citizens with excellent academic success and the ability to be kind yet influential citizens. Our aim is that over their two years with us, students will benefit from a range of opportunities to learn, achieve and develop both academically and personally.

In order for our students to be successful, we expect them to follow our ‘Sixth Form Six’ and our Attendance, Punctuality and Dress Code protocols as detailed below:

Sixth Form Six:

OUTSIDE LESSONS – PRIMED TO BE ROLE MODELS	INSIDE LESSONS
1. Punctual - Be on time to school and all lessons	1. Vision - have a clear goal that you want to achieve
2. Respect - Treat all with respect – be role models to those around you	2. Effort – work hard in lessons
3. Identifiable - Lanyards to be worn at all times	3. Systems - be equipped and ready to learn; be organised
4. Mobiles - Mobile phones or Airpods/headphones should be used in the designated Sixth Form areas only	4. Practice – listen to your teachers; master your learning
5. Engage with Study and Enrichment time purposefully	5. Attitude - listen attentively and act on advice given
6. Dress code to be worn with pride	6. Resilience - never give up!

The Sixth Form day:

- Sixth Form students enter and leave via Victoria Road entrance. Students should use their pass and the InVentry system to beep in and out and sign in, in the Common Room.
- **Sixth Form students attend to the timings of the school day.** This includes students being punctual and present at the start of the day (8:45am) for Tutor Time. (The Common and Study Rooms are open from 7.30am for students who wish to study or arrive early to school).

- **Sixth Form students are NOT allowed to leave school during the school day (unless at lunchtime) unless authorised by the Head of Sixth Form or in their absence, a member of the Sixth Form Team. Leaving the school site without permission constitutes a safeguarding risk.**
- **Students can leave the premises at lunchtime but they must be punctual on their return to lesson 5.** Students can use the school canteen and make use of the kitchen facilities and the vending machine throughout the day
- **If students are late on a given day (after 8.45) they will not be permitted to go out to lunch/benefit from 'Relaxed Reg'**

Attendance and Punctuality:

- If for any reason a student is ill or unable to attend Sixth Form then a parent/carer/guardian should call in and leave a message on the Sixth Form Absence Line (0121 706 4200 Option 2). The message will be picked up by the Sixth Form Administrator and your appropriate mark for the day will be entered on to the school system.
- Where possible all appointments should be scheduled outside of school hours. However, we understand that this is not always possible. In the event that your child has an appointment, please inform the Sixth Form Administrator and provide evidence of the appointment that your child will be attending. By doing this, we keep your child's attendance accurate and up to date.
- Students can use their 'Relaxed Reg' and leave at lunchtime if they do not have a period 5 lesson, have good attendance and are not required by a teacher. **This however, is by agreement with the Sixth Form team and dependent upon the individual student and their performance. This privilege is earned and subject to review**
- Students must attend Tutor Time and there is a programme of activities that will be delivered by your tutors

Attendance Protocols:

<p>Attendance over 97%</p>	<p>This is good attendance. This is our expectation for all students. Students will be eligible for rewards that are linked to attendance</p>
<p>Stage 1 - Attendance between 94-97%</p>	<p>Form tutor monitors attendance and has discussion with student about strategies to ensure good attendance</p>
<p>Stage 2 - Attendance drops below 94%</p>	<p>KS5 Coordinator puts support in place: Discussion about strategies to ensure good attendance; review of Sixth Form contract; increased supervised study; contact with parents. Students in receipt of bursary may have payments reduced/withheld. Students with attendance below 94% will not benefit from 'Relaxed Reg' or go out at lunchtime</p>
<p>Stage 3 - Attendance below 90%</p>	<p>Attendance below 90% is persistent absenteeism. KS5 Coordinator contacts home. Increased supervised study; contact with parents. Students in receipt of bursary may have payments reduced/withheld. Students with attendance below 94% will not benefit from 'Relaxed Reg' or go out at lunchtime. Additional Support Contract in place for 2 weeks. Poor attendance impacts academic progress and is likely to jeopardise a Year 12 student's progression to Year 13.</p>
<p>Continuing poor attendance</p>	<p>If persistent absence, an Attendance Contract will be put in place and monitored.</p> <p>Parents/carers will be brought into school for a meeting with Head of Sixth Form.</p> <p>Where attendance causes such a negative impact on learning, the right of the student to free examination entry will be reviewed. Students in receipt of bursary may have payments reduced/withheld. Students risk losing their place in Sixth Form if attendance falls below 85% or a student fails to attend for a period of 4 weeks</p>

Dress Code:

Smart dress is required in the Sixth Form. Sixth Form students must remember that they are role models for young pupils and are seen by the school as working adults. Therefore, clothing should be appropriate, practical and businesslike. Please see particular guidance for our dress code on our website here <https://www.ilsley.bham.sch.uk/sixth-form/expectations-and-guidelines/>

Students can participate in 'Dress Down' Friday where students can wear more casual attire. Clothing should remain appropriate in terms of no offensive logos; no hats; no shorts; no cropped tops with midriff showing; no spaghetti strap tops. We ask all students to pay £1 which goes towards Leavers' Celebrations, Hoodies, tea, coffee supplies etc. If a student arrives wearing something that is deemed inappropriate by a member of the /sixth Form team, they will be sent home to change.

Finally, as part of the dress code, Sixth Formers should not walk around with their mobile phones in hand/wearing airpods etc. Phones/ airpods should not be seen in lessons.

We are very proud of our Sixth Form and our students. Meeting our expectations will ensure that all students can benefit from success. May I take this opportunity to thank you for your continued support and thank the vast majority of our students, who already arrive in good time to start the school day, are punctual to all lessons and are ready for their day's work. Might I also ask that you discuss these expectations with your child.

Yours sincerely

L. Grant

Mrs L Grant

Assistant Head teacher and Head of Sixth Form