

Sunday 7th September 2025

Dear Parents and Carers,

Welcome back! As our Year 13 students begin their final year in Sixth Form, I would like to take this opportunity to highlight the importance of making a strong and focused start. Year 13 is a crucial year: it builds on the foundations of Year 12 and prepares students for the next stage of their journey, whether that is university, an apprenticeship, or entering employment.

The expectations we set are designed to help students achieve their very best and to develop the professional habits they will need for life beyond school:

**Attendance and Punctuality** – Consistently good attendance and arriving promptly to school and lessons are essential. Missing lessons at this stage can seriously affect progress and may jeopardise future plans. Punctuality also reflects a professional approach, which will be expected in any Post-18 pathway. We expect students to aim for **at least 97% attendance or above**; this is good attendance and students will be eligible for rewards that are linked to attendance. We do understand that at times, students may be required to attend medical appointments. 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 a medical appointment, please inform the Sixth Form Administrator and provide evidence of the appointment. By doing this we keep your child's attendance accurate and up to date. All Sixth Form students are expected to be in school by 8.40am at the latest. Students who are late will incur sanctions. Students' attendance and punctuality is monitored weekly. Absence can be reported using the **MyChildAtSchool App (MCAS)**. Please see an additional communication regarding this.

Students can continue to leave the premises at lunchtime but they are not permitted to leave at any other time during the school day. Students can use the school canteen and make use of the kitchen facilities and the vending machine throughout the day.

**Relaxed Reg** - Students will soon be able to access a 'Relaxed Reg' privilege and leave at lunch time if they do not have a period 5 lesson, have good punctuality 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.

**Dress Code** – We expect all students to follow the Sixth Form 'business' dress code. This fosters a sense of community and professionalism, as well as preparing students for the standards expected in higher education and the workplace. On a Friday, students can participate in 'dress down' Friday for the cost of £1.

**Homework and Independent Study** – Year 13 students are expected to complete homework on time and to spend considerable time consolidating their learning outside of lessons. Independent study is not optional but a central part of A Level and Level 3 success. Developing these habits now will also prepare them for the self-directed nature of study or training after Sixth Form. Research shows that the most successful students (i.e. those that make the most progress and get the highest grades) are doing between 20 and 25 hours of independent study per week by the end of Year 13. Students have access to two study rooms and the school Library during their school day.

**Commitment and Attitude** – This year requires resilience, focus, and maturity. A positive attitude towards study, deadlines, and responsibilities will ensure students are in the strongest possible position when exams arrive and when applications for Post-18 destinations are made.

**Assessment and Feedback** - Please see the following Assessment and Feedback schedule and make a note of the Year 12/13 Parents' Evening in your diaries.

Date	Event
Each half term	Half Termly PAR (Progress, Action, Response) Assessments in all subjects. These mini assessments help to consolidate students' understanding of the work that half term. The assessment may consist of a knowledge test or an extended question or a mixture of both. These are classroom based and linked to the subject specification. Students' progress can be assessed by the teacher and any gaps in knowledge, the action[s], are highlighted. Students complete a response in order to close these gaps.
Week commencing Monday 6th October	Assessment Week 1. Assessments take place in the main Hall. Topic guidance and revision lists sent out to parents and students
Friday 19th December	Report 1 sent home to parents
Week commencing 19th January	Assessment Week 2. Assessments take place in the main Hall. Topic guidance and revision lists sent out to parents and students
Friday 6th February	Report 2 sent home to parents.
Thursday 12th February (3:45 - 6.15pm)	Year 12/13 Parents' Evening

In addition to their academic work, Year 13 students will also be preparing for their next steps after Sixth Form. All students will be completing **UCAS applications** for university although we understand that some students may not wish to pursue university studies and so will not submit these applications. Other students will be exploring **apprenticeships or employment opportunities**. To support this process, our dedicated **careers guidance programme** provides students with advice, resources, and one-to-one support. Parents and carers play an important role in these decisions, and we encourage you to engage with your child about their plans and make use of the guidance available through the Sixth Form team and on our website here <https://www.ilsley.bham.sch.uk/sixth-form/ucas/>



We greatly value your continued support in reinforcing these expectations. By working together, we can ensure that your child has the best chance of success in Year 13 and is well prepared for life beyond Sixth Form.

If you have any questions or would like further guidance, please do not hesitate to contact the Sixth Form team.

Yours sincerely,

**Louise Grant**

**Assistant Head teacher and Head of Sixth Form**