



# Trinity Sixth Form Guidelines for Success and Attendance Protocol 2023-2024

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# Guidelines for Success

We are delighted to welcome you to Trinity Sixth Form. We believe success comes from clear expectations; this document contains a guide to what we expect in approach to studies, conduct and curriculum in Sixth Form.

We would like you to read this document carefully, along with your parents/carers, and indicate that you have done so **by Monday 2 October 2023** (via the link at the end of the document). We aim to give you as much information and support as we can and if, at any time, you have any concerns please contact us through your Form Tutor, Sixth Form Pastoral Tutor, Pastoral Leader or Assistant Head (Sixth Form).

## **Attendance and Punctuality**

100% attendance is expected from all students. Students must attend all registrations, scheduled lessons, private study, supervised study, development days, EPQ, assemblies and mentoring interviews. We do recognise, however, that this is not always possible and students who have genuine, authorised reasons for their absence will be treated in a supportive way. Students should aim to have 100% attendance and no lower than 95% overall. (Every time students miss a taught lesson it impacts on the grade they could achieve: less than 90% drop ½ grade, less than 85% drop 1 grade & less than 80% drop 2 grades).

In the case of absence, the Sixth Form Office **must be notified daily by a parent/carer on 01228 516051 ext. 263** before 9.00am. Alternatively an email from a parent/carer may be sent to [6form@trinity.cumbria.sch.uk](mailto:6form@trinity.cumbria.sch.uk). An absence due to illness of more than a one-week period requires a doctor's note.

Requests for leave during term time for unavoidable reasons such as medical/practical driving test/ (not driving lessons or theory test) religious observation/sporting activities/university visits etc. should be made on the 'Leave of Absence' form, available from outside the Sixth Form Office or on the Sixth Form area of the school website. It should be completed and signed at home and then by appropriate members of staff, before being returned to the Sixth Form Office as soon as possible **prior** to the first day of absence. Medical and dental appointments should be made outside of school hours where possible. As timetables are subject to change, students should not book appointments, driving lessons etc during the school day.

Parents/Carers should not arrange family holidays during term time. Absence will only be authorised in exceptional circumstances. Please provide a supporting letter from employers where family holidays cannot be taken at any other time due to annual leave entitlements.

Persistent poor attendance (below 95%) will be tackled via monitoring by the pastoral staff, additional study sessions to help students catch up and keep up with work, and regular contact with parents/carers to update them on their child's progress.

We place great emphasis on **punctuality**. Late arrival is unacceptable and students should arrive to lessons at 8:25am. Students who are late to lessons, or have an unauthorised absence during the school day, will be held back for 10 minutes after registration.

Please see the attendance protocol below which outlines the process in relation to attendance.

## **Approach to Learning**

Success on Sixth Form courses depends on a positive approach to learning and a high level of commitment to completing work to as high a standard as possible. We expect students to meet all deadlines for handing in work.

We expect all students to be responsible learners and have agreed the following criteria in consultation with students and staff.

Responsible, independent learners:

- Find things out for themselves
- Take responsibility for making sure they understand, asking for help if it is needed
- Read around a subject and carry out extended research
- Manage time well in order to meet deadlines
- Arrive at lessons with preparatory work completed
- Work well in a group, focusing on the task
- Take action based on feedback and listen carefully to advice
- Know, with the teacher's help, what the examiners are looking for
- Organise themselves well with folders for each subject
- Find out work missed when absent and complete it promptly  
(For known absences the work should be sought prior to the absence)
- Challenge themselves
- Reflect on their learning and progress

Planning your work carefully and good time management are essential skills for all courses and subject teachers will give students clear guidelines on what they are expected to do outside class time. As a general rule, for each hour spent in the classroom students are expected to spend one hour on private study. Overall, we recommend between 15-20 hours of private study a week.

## **School Communications**

Students should check their school email account **twice daily** (preferably am and pm) to keep on top of school communication. We use the school email system to send details of appointments, careers guidance and general information. Any problems with email accounts should be discussed with IT services.

## **Monitored Start**

Students may be placed on a Monitored Start for a trial period if we have concerns they may find the transition to Sixth Form difficult. This means they will be given support and guidance from the outset to ensure they are successful in their studies.

## **Compulsory Study**

In Year 12 we require students to follow a full course of study comprising three subjects plus enrichment options. This may also include a re-sit core GCSE subject, English or Maths. Students will also be timetabled private study to provide an opportunity for them to complete independent work from their chosen subjects.

In Year 13, students will continue with all three subjects plus an enrichment option.

## **Work Experience**

Work Experience is scheduled to take place during the summer term of Year 12 after the exams and students will be required to organise their own placements usually by the beginning of February each year. This is a valuable opportunity for students to experience the world of work and helps them to make informed decisions about future career options. We have found that the references received from employers help to give the students an edge when applying for university or apprenticeships/employment.

## **Enrichment**

In addition to their studies, all students are required to take part in our enrichment programme. Students are able to choose from a range of activities (the list of choices is published at the start of the year) and are expected to record their activities and log their progress. There are many other enrichment opportunities that

students may choose to be involved in e.g. DofE, Young Enterprise etc. Students will receive more information about these at the start of term. All students will complete the Extended Project Qualification over the course of Year 12 and Year 13; these lessons will be timetabled.

Students are also expected to take part in an activity supporting the school or the community, such as mentoring other students, helping with a lower school group or pastoral team, or in the wider community, for example volunteering at Eden Valley Hospice.

## Mentoring

Every student is allocated a Form Tutor Group. The Form Tutor mentors each student in their group and is responsible for tracking progress and monitoring attendance, behaviour and rewards. Each student will have at least one meeting with their Form Tutor every half term.

## Registration and Assemblies

All students will be required to attend registration with their Form Tutor from 8:30-8:55 and 2.40pm-3.05pm each day. Year 12 assemblies are held every Monday during registration and Year 13 assemblies every Tuesday during registration. Students will register at the beginning of assembly in the hall. Additional assemblies may be held and **attendance is compulsory**. PSHE is delivered during registration time, as well as talks from outside providers, university representatives and health professionals.

## Examinations

- a) The final entry decision is made by the Heads of Department.
- b) Once entered, students have a commitment to complete all coursework by the required deadlines and to attend examinations.
- c) In subjects where units can be retaken, agreement must be given by the head of department.
- d) It is the students' personal responsibility to manage their own re-sit entries if applicable. All re-sit fees must be paid in advance, by the student.
- e) Students are responsible for paying university entrance exams where appropriate.

FAQ: What happens if I miss an examination?

You will have to wait for the next examination period before you can re-sit it. If you fail to turn up for an examination, you will be charged for the entry fee unless there are extenuating circumstances.

FAQ: How do I pay for the re-sit fees?

The preferred method of payment is on-line using ParentPay. Alternatively, payment can be made by cash or cheque (made payable to Trinity School) to the Main Reception desk in the 11-16 school.

## Progression from Year 12 to Year 13

Progression from Year 12 to Year 13 is dependent on students fulfilling the Guidelines for Success criteria (attendance, approach to learning and behaviour) and qualification-based entry requirements.

- Students must continue with all three subjects into Year 13. Where problems arise, students should seek advice from subject staff and the Sixth Form pastoral team.
- Students who have not achieved Grade 4 in Maths or English GCSE will be required to attend lessons until they have completed the course to the required standard.
- Students will be required to continue with a timetabled enrichment option into Year 13 where applicable.

- Students who have not finished their EPQ will be required to complete and submit it during Year 13, ideally for November entry.

## Safeguarding

It is imperative that all students wear their ID cards visibly at all times when on the school premises. This is for safeguarding reasons and to enable staff and other students to easily identify Sixth Form students. If parents/carers have any concerns about the safety of a student please contact Mr Winter, Assistant Head (Sixth Form)



## Conduct in the Sixth Form

We are proud of the conduct of our Sixth Form and have very high standards. There are some aspects of behaviour which, should they occur, we will treat very seriously and will apply the same sanctions as in the 11-16 school. Please see the school website for more detailed information in relation to policies on behaviour, attendance, exclusions etc.

Students who fall behind with deadlines, give concern to attitude to learning and/or incur two behaviour logs or more in a week will be placed in an additional supervised study session to enable them to catch up. This session will be supervised, and help is on hand for those needing guidance or help with organisation.

## Dress Code

Members of the Sixth Form may wear non-uniform clothes, but they must adhere to our **smart casual** Dress Code as set out below. The Sixth Form Dress Code is not meant to inhibit individuality but to ensure that students are sensibly dressed in a way which does not distract from their studies and provides a positive role model for younger students. This Sixth Form Dress Code is intended to give students guidance as to what is the appropriate manner of dress. The table below gives some examples of what is and is not acceptable. This list is not exhaustive and is meant as a guide. Please consult your Sixth Form Pastoral Tutor if you are unsure.

Acceptable 	Not acceptable 
<ul style="list-style-type: none"> <li>• Jeans</li> <li>• Trousers</li> <li>• Leggings, but only when worn with a top of appropriate length*</li> <li>• Skirts of an appropriate length *</li> <li>• T-shirts/shirts</li> <li>• Jumpers/cardigans/sweaters/hoodies</li> <li>• Smart footwear (trainers and canvas shoes are acceptable but must be clean)</li> </ul> <p><b>In extremely hot conditions (e.g., 25°C or above) smart, tailored shorts of appropriate length *</b></p>	<ul style="list-style-type: none"> <li>• Gym wear</li> <li>• Jogging bottoms</li> <li>• Leggings, not covered by a top of appropriate length</li> <li>• Short/clingy skirts/dresses</li> <li>• <b>Crop tops which will not stay tucked into a waistband</b></li> <li>• Vest tops/tops with thin straps/low cut tops/cropped tops showing midriff/transparent tops</li> <li>• Flip flops</li> <li>• Extremely styled/unnaturally or vibrantly coloured hair e.g., green, yellow or pink. Parents/Carers who permit their children to do so will be asked to ensure that the dye is reversed back to the original natural colour)</li> <li>• Hats worn indoors</li> </ul>
<ul style="list-style-type: none"> <li>• *Appropriate length is where the tip of your middle finger touches your thigh if your arm is held down by the side of your body – anything shorter is inappropriate</li> </ul>	

- Students should seek advice from a member of the Sixth Form Team if they are unclear about what is/isn't acceptable, and in particular before making any changes to hair colour/visible piercings
- Any students who do not abide by this code may be required to go home and change into something more acceptable

## Sixth Form Bistro

Sixth Form students have exclusive access to the Bistro where a selection of hot and cold food and drinks can be purchased using our cashless catering system. The Bistro is open for food and drink between 8:15am and 2:30pm Monday – Friday and is available to use for personal study between 8:00am and 3:05pm Monday to Friday. Packed lunches may be eaten in the Bistro. **Food purchased from other outlets (e.g. Greggs or McDonalds) should not be consumed within the Bistro.**

The Bistro is a **sociable work area** and students should not use it to play games (e.g. computer games or traditional games like cards) or socialise in non-contact lessons. Students should avoid making excessive noise and remember to put all rubbish in the bins provided.

## Learning resource areas (LRAs)

There are two LRAs in Sixth Form equipped with computers for students to study in. These have been designated silent areas. Those who wish to work collaboratively may use the Bistro or the outdoor seating for discussion based work.

## Sixth Form Library

Access to the Library is available Monday – Friday from 8:15am until 3.30pm. The library is a place of work and noise should be kept to a minimum. The 'silent' end of the library is for silent study only.

FAQ: How do I borrow books and laptops?

During the library induction, the process of borrowing books and laptops will be made clear to you. To make sure everyone has a fair chance of using laptops, we ask that they be returned promptly at the end of the maximum one-hour loan period.

## Employment

We advise no more than 8 -10 hours of paid employment per week, and less in the run up to examinations. More than that seriously interferes with your ability to perform well in your studies. As a full time student, your first 37 hours must be committed to your studies.

**Under no circumstances should paid employment take place during the school day. Please be aware that some subjects require you to be in school from 3:10–5:00pm.**

## Parking

There is no car parking provision for students on the school site. A permit to park a scooter must be issued prior to the vehicle being left on school property. Enquiries for this provision should be made at the Main School Reception in the Armstrong Building. Bicycles can be secured in the covered shelter behind the Leisure Centre.

# **Attendance Protocol**

## **1. Lessons**

- 1.1. All courses that students are enrolled on, are given a timetable of up to 6 hours per week.
- 1.2. All students are registered at the start of each timetabled lesson with a teacher.
- 1.3. Where students have a timetabled lesson, but no teacher allocated, this is a subject study lesson and students must remain in the Sixth Form building completing work for that timetabled subject.
- 1.4. Lesson attendance is monitored on a daily and weekly basis and recorded for information.
- 1.5. Parents/carers will be notified by the Sixth Form office daily where students are absent or if they leave school premises due to illness etc.
- 1.6. Absence from lessons will be followed up by subject staff and the Sixth Form pastoral team.
- 1.7. Students who request absence from lessons in advance should clear this up with the subject staff prior to completing the Leave of Absence request form (see section 6)
- 1.8. If subject staff and the Sixth Form Pastoral Team are not satisfied with reasons/amount of absence, the Attendance Procedure will be pursued (see section 8)
- 1.9. We endeavour to alert students where staff are absent from lessons. In the event of staff absence, students are expected to register and remain in their classroom, or any alternative location as requested. In these instances, students will be registered by Sixth Form office staff (Mrs Ledingham or Mrs Little)

## **2. Private Study**

- 2.1. Students are allocated 2 mandatory Private Study sessions per week. Students should treat this time as they would a usual lesson.
- 2.2. Private Study sessions are timetabled in the Carloli Library, upstairs in the Sixth Form building.
- 2.3. Use of the Library resources is permitted during this time. The library is monitored by the school librarians.
- 2.4. Use of any space other than the library is NOT permitted during this time.
- 2.5. Students should ensure they have all materials, resources, and equipment they need to study effectively and efficiently during Private Study sessions.
- 2.6. Appointments and other reasons such as driving lessons are NOT permitted during this time.
- 2.7. In exceptional circumstances, driving tests and other reasons such as this during this time are permitted at Head of Sixth Form (Mr Winter) discretion.

### **3. Tutor Period**

- 3.1. All students are allocated a Form Tutor and must to attend all form time periods at the start of the day and the end of the day.
- 3.2. Students should treat this time as they would a usual lesson.
- 3.3. Students should seek guidance from their Form Tutor if a session is missed.
- 3.4. Absences from the Tutor Period will be followed up according to the Attendance Procedure (see section 8)

### **4. Punctuality**

- 4.1. Lateness to all contact time (Lessons/Private Study/Tutor Period/enrichment) is not acceptable and will be recorded at the discretion of the member of staff taking the register.
- 4.2. Students are expected to arrive by 8:25am for morning registration each day.
- 4.3. Poor punctuality will be pursued by Form Tutors and the Sixth Form Pastoral team as per the Attendance Procedure (see section 8)

### **5. Enrichment**

- 5.2. All students are expected to enrol in at least one of the many activities the Sixth Form offers.
- 5.3. Attendance to this session each week is mandatory, and students should treat this time as they would a usual lesson.
- 5.4. Absence from enrichment activities will be pursued as per the Attendance Procedure. (see section 8)

### **6. Absences & Leave Requests**

- 6.1. Students are required to alert the Sixth Form of any unexpected absence by completing a Leave of Absence form. These are available from outside the Sixth Form office. Students should complete and put in the post-box outside the Sixth Form office in advance of the absence.
  - 6.1.1. Reasons should be outlined on the form where possible/appropriate and a courtesy email to your subject staff/lessons should be sent.
- 6.2. Leave Requests can be made for several genuine reasons, e.g., hospital appointments, funerals etc. Family holidays during term time cannot be authorised but a leave of absence form must still be completed.
- 6.3. Genuine illness will not be pursued but must be reported in the first instance. Parent/carers should telephone the Sixth Form office before 9am on each day of the absence on 01228516051 ext 263. Alternatively, parents/carers can email [6form@trinity.cumbria.sch.uk](mailto:6form@trinity.cumbria.sch.uk)
- 6.4 The Sixth Form is committed to supporting students who are absent for long periods of time due to illness and will work with parents/carers/students on the best possible outcome.



6.5. Weekly attendance averages should not drop below 95%. When this happens, students are highlighted as a concern and the Attendance Procedure will be pursued (see section 8)

## **7. Signing in/out at Reception and ID Cards**

7.1. Students are expected to have their lanyards and ID cards on their person when inside the building.

7.1.1. ID Cards should be reported and replaced if lost/stolen/defaced.

7.1.2. ID Cards should be visible outside classrooms and Sixth Form areas.

7.1.3. Students without visible ID can be challenged by any member of staff employed by Trinity School. Staff who are unsatisfied will report students to the Sixth Form Pastoral team.

7.2. Students must sign in using the electronic devices located at Sixth Form reception, Bistro and the student entrance to the Armstrong Building.

7.3 When leaving the premises students should also swipe out using the above devices.

7.4 Students must swipe in and out when leaving premises during the day. They do not have to do this if they are moving between buildings on Trinity School premises.

## **8. Attendance Procedure**

8.1. Stage 1: Where students miss registered lessons during the day without a valid reason, or where weekly attendance average drops below 95%. Parents will be notified by email at the end of each day.

8.2. Stage 2: A second occurrence of missed registered lessons, meaning their attendance average drops below 95% and is now having a significant impact on their overall Sixth Form attendance.

8.2.1. Student/main home contact are notified via email, and subject staff alerted that interventions are taking place.

8.2.2. Student attends a meeting with their Sixth Form Pastoral Tutors.

8.3. Stage 3: A third occurrence within one half term (up to 8 weeks) meaning the student's Sixth Form attendance has become a concern.

8.3.1. Student/home main contact are notified by email or phone call and invited to attend a meeting with Mrs Medley and Sixth Form Pastoral Tutors to discuss the next steps.

8.3.2. A support/intervention plan will be put in place regarding attendance and adapted timetable which may include 'frozen frees'.

8.3.3. Head of Sixth Form, Mr Winter, will be notified at this stage.

8.4. Stage 4: Head of Sixth Form Referral.

8.4.1. Students who show no sign of improvement will be referred to the Head of Sixth Form, Mr Winter, for the next wave of intervention.

8.4.2. A meeting will take place with parents/carers, student and Sixth Form pastoral tutors.

8.4.3. An adapted timetable will be made relevant to the individual and their situation.

8.4.4. The place at the Sixth Form will be dependent on the outcome of the next wave of intervention and will be at the discretion of the Sixth Form Pastoral Team. Alternative options will be discussed at this stage.

8.5. Lateness: Students who are late more than 3 times per week will initiate a similar procedure to that of the 4 stages listed above.

**Students: use the link below (by Friday 22 September) to indicate that, along with your parents/carers, you have read and understood Trinity Sixth Form Guidelines for Success and Attendance Protocol 2023-2024.**

[Trinity Sixth Form Guidelines for Success and Attendance Protocol 2023-2024](#)