



Ashfield Girls' High School



“Each different. Each talented. All valued.”

Sixth Form Policy



Author(s)	Mrs L Hanvey - Principal
Adopted Date:	March 2025
Review Date:	March 2027



Sixth Form Policy

AGHS Sixth Form Policy

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Executive Summary

Sixth Form study is different to study at Key Stage 3 and 4 in several ways. Firstly, the choice to study is elective, the student holds a greater maturity and level of independence, and the choice to study of is often centred around high value outcomes which carry a substantial student workload.

Additionally, the greater maturity of the student creates a need for wider provision in terms of personal development both in terms of the preventative curriculum and the need to develop holistically.

The Sixth Form Policy is a point of reference document which outlines the key elements of the Sixth Form experience within Ashfield Girls' High School in relation to attendance, Academic Progress, the expected Code of Conduct for Sixth Form students, Personal Development, Off Site provision and those areas of school life which are specific to Sixth Form students.

The Sixth Form Policy also outlines the roles and responsibilities of all stakeholders involved in Sixth Form: Home – School – Student collaboration. The policy is reviewed annually and in line with legislative or Department of Education directives.



Section A

Aim

The overarching aim of the Sixth Form Policy is to provide a reference point for all stakeholders in Ashfield Girls' High School; with regards to Sixth Form provision and procedures.

Sixth Form study is both challenging and rewarding both personally and academically. It requires a high degree of commitment and application and as such success in post 16 study requires the development of a range of positive behaviours and sound decision making by students. Additionally, Sixth Form students occupy a high-profile role in terms of modelling behaviour and attitude that feed directly into the cohesion of the learning community within Ashfield Girls' High School. As such this policy sets out the requirements and organisational procedure that will support academic success and personal development, as well as ensuring Sixth Form pupils engage positively with the school community to facilitate and support all stakeholders thus ensuring the journey through Sixth Form is an enjoyable, engaging experience that encompasses support, leadership opportunities, pupil voice and high standards.

Every School a Good School - Effective Performance Indicator

'A school culture of achievement, improvement and ambition exists – with clear expectations that all pupils can and will achieve to the very best of their ability.'

The aims of the Sixth Form Policy are to:

- Ensure that entrance requirements are clear and transparent.
- To challenge poor attendance given the central role attendance plays in academic progress.
- To prevent underachievement and ensure pupils have the opportunity to complete the post 16 courses they have selected.
- To ensure students receive appropriate support when they experience barriers either to attendance or academic progress.
- To ensure parents/ carers are informed when either attendance, academic progress or behaviour fall below the expected standard, so they can work in collaboration with the student and the school to remedy challenges.



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- To promote autonomy, responsibility, and independence in Sixth Form Students in relation to academic progress, conduct and life beyond the school building.
- To ensure that students are provided with appropriate opportunities to develop the life skills and knowledge which will allow them to protect their health and enhance their personal wellbeing and success.
- To ensure that students are provided with appropriate opportunities to develop leadership skills.
- To provide clarity on Sixth Form Specific activities.



Section B

Legislative Context

DENI Emotional Health and Wellbeing Framework (2021)

DENI Circular 2015/22 - Relationship and Sexuality Education Guidance

DENI: Every School a Good School (2009)

DENI: Attendance Guidance and Absence Recording by Schools (2023)

Linked Policies

The Sixth Form Policy should also be read in relation to other school policies including:

- Access Arrangements
- Curriculum, Teaching, Learning, Assessment and Reporting Policy
- Study Leave
- Relationship and Sexuality Education Policy
- Attendance
- Positive Behaviour
- Pupil Voice
- Pupil Wellbeing
- SEND
- Internal Examinations
- External Examinations
- School Uniform
- BYOD to school



Section C

Policy and Procedures

Admissions into Sixth Form

Admissions into Sixth Form is dependent on achieving a minimum of.

- 5 GCSEs at grades A*-C, or
- 4 GCSEs at grades A*-C, plus 1 BTEC at Level 2 graded MERIT, or
- 3 GCSEs at grades A*-C, plus 2 BTECs at Level 2 graded MERIT.

A Level 2 PASS in OCN IT or OCN Applied Science will be accepted as an equivalent to a GCSE or BTEC qualification.

Occupational Studies qualifications or Prince's Trust (Personal Development & Employability) qualification cannot be accepted as an equivalent, for purposes of admission.

Administration Fee

The school requires an administration fee of £30 per pupil for Years 13 and 14 to cover costs of printing and texts. Students will ensure that:

- The fee is paid each school year by the end of September.

Arrangements can be made if an instalment plan is needed.

Sixth Form Curriculum

Sixth Form will study a minimum of three qualifications over the two-year programme. Students will also receive timetabled lessons in Careers Education, Information, Advice and Guidance (CEIAG) and Physical Education. The Head of Sixth Form will also plan for an Enrichment Programme to include areas of learning relevant to sixth form learners. Learners will also have study periods on their timetable (when they are not in subject classes, careers class or PE class). There will be a social period timetabled for learners.

Attendance

Students are expected to maintain attendance of 95% or above.

Students will receive regular communication from school in relation to attendance including truancy calls, school reports and concern letters.

When expectations are not met:

If a student's attendance falls below 90% in the first term, they will receive a letter of concern from the Head of Sixth Form.

If the student's attendance remains below 90% in the second term the student and parent will be invited to attend an interview with the Head of Sixth Form and Pastoral VP. The purpose of this interview will be to discuss barriers to attendance, implement support strategies and plan to effect improvement.

Attendance below 85% after two consecutive terms may result in a student's place in Sixth Form being withdrawn.

It is expected that students in Year 13 attend until the end of June in Year 13. This ensures that courses are completed in Year 13 and UCAS procedures can begin in a timely fashion.



Submission of work

Success in post 16 study requires both a strong work ethic and a significant time commitment. Students who fail to submit work in line with deadlines set within each subject area ultimately do not achieve their academic potential. To ensure students make the necessary progress to complete their chosen qualification and avoid under achievement it is expected that:

- Students attend all timetabled classes. This includes Careers, resit English and Math if appropriate and PE classes.
- Students submit work according to the deadlines set by their subject teachers and their exam board timeline.
- In the event of a deadline being missed students arrange to meet with the relevant subject teacher to explain the reason and set a no fail deadline.
- Students attend Personal Development sessions.

When expectations are not met:

Students who regularly miss deadlines or fail to prepare for assessed work within the first term will be required to meet with the subject Head of Department.

The subject Head of Department will contact home to advise of underperformance.

The Head of Department in consultation with the student will discuss barriers to performance and put in place a plan to enhance performance.

Students who continue to miss deadlines or fail to prepare for assessed work within the second term will be required to meet with the Head of Sixth Form and Curriculum VP. This will be at the request of the subject Head of Department.

If a Head of Department ascertains in the third term that so much work has been missed that a qualification cannot be completed a student's Sixth Form place may be withdrawn.



Reporting

Sixth Form pupils will receive both a progress report and a full written report each academic year.

Parents or carers will be offered the opportunity to attend an online parent consultation once in each academic year.

Progression into Year 14

By accepting a place within Sixth Form students:

- Agree that in the event of not achieving grades A-E in three subjects at AS level or a pass at BTEC they may not be permitted to take up a place in A2, medical issues may be discussed with the Principal and parents/carers.
- Will ensure that all BTEC work is complete at the end of year 13 and, if not complete, accept their place on the course may be withdrawn.
- Pupils may only progress into Year 14 if they are studying a minimum of 3 A-level /BTEC qualifications.
- It is expected that pupils will continue in their chosen course of study until the end of Year 14 and withdrawal will only be accepted in exceptional circumstances and in term 2 of Year 14.

Access Arrangements and Special Considerations during Exam periods

It is the responsibility of the student in the first instance to request and subsequently provide supporting evidence to the SEND/ Examination teams when applying for either Access Arrangements or Special Considerations.

Shared Provision - AGHS / ABHS

Students are expected to attend all classes timetabled either within Ashfield Girls' High School or Ashfield Boys' High School. Students who miss timetabled classes will be required to meet with the Head of Sixth Form. If the issue persists it will be



referred to the curriculum VP. Students are expected to arrive at all classes punctually.

As school calendars can vary students are expected to attend timetabled classes in ABHS during periods of study leave/exam weeks unless the class clashes with one of their exams.

Examinations

Sixth Form students are expected to attend all internally and externally timetabled assessments and exams. Personal holidays should not be taken during these periods. If a pupil misses an exam, it will be dealt with in line with the school's Internal and External Examinations Policies.

Behaviour

Sixth Form students occupy a unique and important position within the school community. As senior students they are role models to younger pupils, act as peer mentors and engage frequently with both the local community, outside organisations and other learning providers. It is expected that Sixth Form pupils will maintain the high standards set out within the Positive Behaviour policy and the Sixth Form Code of Conduct.

Pupils must sign to acknowledge their acceptance of the Sixth Form Code of Conduct at the beginning of each academic year.

When expectations are not met:

Poor behaviour will be addressed in line with the Positive Behaviour Policy.

Study Periods

As part of Sixth Form students will have several study periods. Students are expected to remain in school during study periods. Study periods are spent in supervised study unless pupils have been signed out to another designated space by the study supervisor. Students are expected to make productive use of study periods to ensure they meet academic deadlines.



Personal Development

Personal development is a key part of a holistic post 16 education. As such Sixth Form begins with the Y13 Induction programme which support students' entry into A-level study. This programme runs over the first three days of Year 13.

Beyond the induction programme Sixth Form students will have access to a wide range of personal development sessions as part of the preventative curriculum including where possible, but not limited to –

- Careers Events
- Building Revision Skills
- Team Building Activities.
- Positive Mental Health
- Cancer Awareness
- Road Safety
- Financial Capabilities
- First Aid
- Alcohol and Drugs Awareness
- Sexual Health
- Promoting Positive Relationships
- Consent
- LGBTQ+ Awareness

Personal development is provided by external providers, teaching staff and support staff as appropriate, in line with the school's RSE policy.

Pupil Voice

The school operates a Sixth Form Council which meets once a term. The council is comprised of the Sixth Form Leadership Team and two representatives from each Year 13 class. Pupils will have the opportunity to raise any issues they would like considered by the school Senior Leadership Team through the Sixth Form Council. Beyond school pupils are encouraged to participate in Pupil Voice organisations such as SSUNI.



Pupil Leadership Positions

The school operates a wide range of Leadership opportunities including Head Girl, Deputy Head Girl, Senior Prefects, Prefects, House Captains, and a variety of peer mentor programmes.

The appointment to these positions often involves an application or selection procedure. In these instances, pupil conduct, attendance and academic effort will be considered.

Pupils who do not adhere to school policy, meet the minimum attendance threshold, or regularly fail to meet academic deadlines may have their leadership position withdrawn. This will be a discretionary decision by the Principal in consultation with the Chair of the Board of Governors.

Pupils Leadership is also promoted through association with external initiatives including the Career Ready Programme, Ignite and the Sisters IN female leadership initiative.

Peer Mentoring

The school operates a range of peer mentoring initiatives including a Year 8 walk and talk. Sixth form students are expected to maintain the school standards for behaviour and uniform when involved in these programmes as they are acting as role models within the school community. Any safeguarding guidance given must be adhered to when participating in these initiatives. All safeguarding issues should be directed to the relevant Head of Progress or member of the school Safeguarding Team.



School Events

It is expected that students attend, participate and support school events as required. A positive school community is developed when all stakeholders support each other.

Permission to leave school at lunchtime.

Sixth Form pupils are permitted to leave the school grounds at lunch time. This privilege can be withdrawn if pupils are late to pm registration.

Cars

While it is at the discretion of parents to allow students to drive to and from school independently. Students are not permitted to drive during the school day or carry other students in their cars. The school accepts no liability for any student either driver or passenger who violate this rule. Students are not permitted to park within the school car park.

Activities beyond school grounds (Off Site).

The diverse nature of Sixth Form study often requires activities beyond school grounds. School trips which fall within the parameters of a Category 1 or 2 Educational Visit will be covered by a single permission slip which students and parents/carers will be asked to sign in September each year. This includes but is not limited to the school Carol Service, visits to other schools and Careers events.



Section D

Roles and Responsibilities

Board of Governors

The Board of Governors has strategic responsibility for deciding the admissions criteria that are to be applied to admit any pupil into Sixth Form. The Board of Governors are also responsible for ratifying the Sixth Form Policy.

Principal

The Principal will contribute to the review and monitoring of the Sixth Form Policy in collaboration with the Head of Sixth Form. The Principal will also provide support to the Head of Sixth Form in the development of Sixth Form Provision.

Sixth Form Team

Sixth Form takes place under the guidance of a wide range of staff.

The Vice Principal for Curriculum - responsible for the Sixth Form Policy relating to Admissions, Curriculum and Academic Progress in collaboration with the Head of Sixth Form. The Vice Principal for Curriculum also holds responsibility for Shared Educational provision within Sixth Form.

The Vice Principal for Pastoral Care - responsible for Sixth Form Policy relating to Pastoral Care in collaboration with the Head of Sixth Form.

Head of Sixth Form – responsible for the strategic leadership of Sixth Form provision, Pastoral Care for Sixth Form students and has the day-to-day operational responsibility for Sixth Form.

Form Tutors – responsible for Pastoral Care of specific form classes.

Heads of Departments – responsible for the Academic Progress of Sixth Form students within their subject area.

Subject Teachers – responsible for the Academic Progress of specific classes.

Sixth Form Supervisor – responsible for administrative tasks and monitoring Sixth Form study classes.



Section E

Consultation, Communication, Monitoring and Evaluation

The Sixth Form Policy will be communicated to pupils, parents, staff and the Board of Governors on the school web site. The Sixth Form Policy will also be communicated to pupils by the Sixth Form Pastoral Team. A hard copy of the policy is available, on request.

The Sixth Form Policy will be monitored and reviewed every two years by the Head of Sixth Form.



Appendix 1

SIXTH FORM CODE OF CONDUCT

As a member of the sixth form, I will:

- Attend school regularly, only being absent for legitimate reasons, to ensure that my attendance does not limit my progress.
- Maintain an attendance above 90%.
- Attend all my timetabled lessons when present without exception.
- Attend form class on time.
- Be punctual to school and all lessons.
- Complete set work on time.
- Catch up promptly on any missed work.
- Make good use of the time available in school for study.
- Strive to be fully involved in the school life, making the most of the opportunities that are offered within Sixth Form.
- Do my best to bring credit to myself and the school wherever possible.
- Have respect for all other members of the school community.
- Strive to be an appropriate role model in my behaviour for the younger girls in the school.
- Demonstrate care and responsibility of the Sixth Form room and POD areas.
- Show leadership in all the extra-curricular activities and sporting opportunities offered by the school, supporting social functions and fund-raising activities.
- Wear my uniform with pride and as a role model for Years 8-12 following the school Uniform Policy.
-

Note: Social Media, Video and Photography

Pupils are not permitted to engage in photography, video, or live uploading to social media, either of themselves, other students or staff during the school day unless directly involved with an activity requiring this as directed by a member of teaching staff.

Signed: **Date:**



Appendix 2

Sixth Form Contact Information Requested

Name _____

Form _____

Form Teacher _____

Address _____

Email address _____

Mobile telephone number _____

Name of parent / carer _____

Name of parent / carer you live with _____

Relationship to you _____

Home telephone number _____

Parent / Carer's mobile number _____

Appendix 3



Media Consent Form

2023-24

(Please take time to read this form)

I **do/ do not** (please delete as appropriate) give permission for my daughter to participate in all publicity (for promotional use e.g., press/ photography/social media/ website/filming/evaluation use) associated with **Ashfield Girls' High School or any of its working partners**.

Working partners are organisations who work directly with the school e.g., workshop facilitators, presenters or organisations who offer student development opportunities. They also include as local and global news organisations.

-By giving us your permission, you are agreeing for an image/s and/or footage to be used by **Ashfield Girls' High School and its partners** in its marketing and communications activities e.g., on website, social media channels and/or related publications.

- We may use the person's name alongside the image/footage.
- We will not use the images/footage taken, or any other information you provide, for any other purposes.

You may ask Ashfield Girls High School to stop using the images/footage at any time, in which case every effort will be made to prevent them being used in future, but they may continue to appear in publications already in circulation.

Pupil Name _____

Signature of Pupil _____

Signature of Parent/ Carer _____

Appendix 4



6th FORM VISITS PERMISSION FORM – 2023/24

September 2023

Dear Parent / Carer

As your daughter is now a member of our Sixth Form and has embarked upon 'A' Level GCE study, from time to time she will be required to undertake out of school visits e.g. Young Enterprise, Careers or activities directly related to her course of study. Sixth Form pupils are also permitted to leave the school grounds at lunch time if they wish.

Normally, for younger pupils going out on visits / activities, we require a Permission Form, signed by a parent / carer on each occasion. However, due to the number of visits anticipated, and your daughter's greater maturity, we are requesting one signed permission form for the year to cover **all** out of school visits.

You may still receive permission forms for certain school trips however this form is designed to cover most regularly occurring out of school events such as :

- Being offsite at lunch time.
- Local theatre or business visits.
- Short visits offsite such as the school carol service.
- Visits which take place at short notice e.g. an invitation to a media broadcast.
- Careers / Leadership events.

Please note that:

- In most instances a teacher will accompany the girls however some events require pupils to attend independently.
- Where possible several days notice will be given to your daughter, however some visits only become available at short notice.
- While Sixth Form pupils are permitted to leave the school grounds at lunch time if they wish to visit the shop they are not permitted to drive during lunch time.

If you are happy for your daughter to participate in as many out of school visits as her 6th Form Programme requires during the school year please sign the consent form attached.

P Doak
Head of Sixth Form

Appendix 5



Educational Visits Consent Form / Code of Conduct

Pupils Name (in full):

Form Class: Date of Birth:

I consent to my daughter taking part in as many Category 1/2 out of school visits as her 6th Form Programme requires during the school year.

Signed: Date:.....

Parent/Carer

I confirm that she is medically fit to participate in off-site activities.

Please give details of:

1. Any current medical condition/any medication being taken

.....

.....

2. Any other relevant information which may affect his/her participation in the visit (including allergy or dietary requirements).

.....

.....



3. Emergency contact numbers

Home: Work:
Mobile: Other:

I agree to my daughter receiving emergency medical treatment including anesthetic, as considered necessary, by the medical authorities present (in emergency situations).

Signed: **Date:**
Parent/Carer

I accept the established code of conduct for the educational visit (as outlined in the Positive Behaviour Policy).

Signed: **Date:**
Pupil

Signed: **Date:**
Parent/Carer

Appendix 6



Acceptable use policy
Bring Your Own Device

The following equipment is covered by the policy: laptops, tablets, and mobile phones.

In order to use your own equipment in school and access our wireless internet connection you **MUST** sign and agree to the following policy.

- The security of the equipment you bring into school is your responsibility. Ashfield Girls' High School cannot be responsible for any theft or damage of the equipment. This includes both inside school and if you are taking part in any school related visits.
- It is not the responsibility of Ashfield Girls' High School to provide software on your device.
- Repair of the equipment is the responsibility of the owner, not Ashfield Girls' High School.
- **All power cables, from the devices you intend to use, in school, must be PAT tested and approved.**
- When using power cables they must display the label to indicate they have been PAT tested and approved.
- **You must make every effort to ensure your device is fully charged before bringing it into school. It may not always be practical to charge your device in school.**
- You are advised to have your device(s) marked to identify it, in the case of theft.
- Activities carried out, on your personal equipment, within school, must be school related.
- Your device must not be shared with other pupils, or used during break or lunchtimes.
- You must follow the school's internet policy when using the wireless internet.



- Abuse of the system will result in a ban from using your own equipment in school.

Is your device less than 1 year old?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Please sign below:

Parent / Carer _____ Date _____

Student _____ Date _____



Challenging girls today; creating women of value in the future



Principal: Mrs Louise Hanvey BSc (Hons) PGCE, PQHNI, PGDH

Hollywood Road, Belfast
BT4 2LY

Tel: 028 9047 1744

www.ashfieldgirls.org
info@ashgirls.belfast.ni.sch.uk