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@Sixth Sheringham

sheringhamsixthform.co.uk

Inclusive
Collaborative
Ambitious

Sixth Form Student Handbook 2025 – 26

	Page
Welcome	3
The Sixth Form team	4
The Safeguarding team	5
The site	6
Key dates for 2025 – 2026	7
Code of Conduct	8
The Sixth Form day	9
Attendance	9
Signing in/out & lanyards	9
Registration	9
Lessons	9
Enrichment programme	10
Personal Development Days	10
What to do during illness and absence	10
What to do during staff absence	10
In the event of a fire	10
Paid employment	10
Sixth Form dress code	11
Communication	11
Digital devices	11
Parking	11
Lockers	11
Resources	11
Private Study	11
Transition from Year 12 to Year 13	12
Monitoring, assessment and reporting	12
Examination entries	12
Guidance and advice	12
Norfolk Higher Aspiration Scheme	13
Educational trips and visits	13
Work Experience	13
Volunteering	13
Disciplinary procedures in the Sixth Form	14

Welcome to Sheringham Sixth Form

Welcome to Sheringham Sixth Form and to the exciting next stage of your education. Sixth Form is both an exciting and challenging time. It involves greater levels of freedom and choice, new opportunities, and the chance to develop a distinct identity, whilst playing a greater role in the Sheringham community. The following two years will be amongst the most important and fun in your life, studying subjects you are passionate about, making important decisions about your future, and developing on both academically and socially. The Sixth Form team will help you at every stage. Our highly qualified team have expertise in a range of areas, meaning you will be well supported and challenged to ensure you excel in all you do with us.

As a member of the Sheringham Sixth Form community you will receive a personalised learning experience. In addition to the challenges of new subjects studied with an enhanced level of difficulty, the Sixth Form team will prepare, inform and advise you when it comes to considering your next Further Educational choices, be that going on to university, an apprenticeship or seeking employment. We will provide the foundations for your future success, providing support when needed, as well as giving you the freedom to develop and grow as individuals. We want you to enjoy your time with us, leaving Sheringham with fantastic qualifications which will help you achieve what you want to do, as well as having enjoyed developing a wider range of skills to enable you to continue on that same path of enjoyment and success.

University admissions tutors and employers are both looking for fully rounded, enriched individuals. To support you achieve this, and to supplement the learning that takes place in lessons, we expect you to take part in all activities which we put on, from attending assemblies on a Monday morning, to engaging in enrichment opportunities including Personal Development sessions and Work Experience placements; these will be informative, fun and will evidence your wider skills.

I am sure you will find your Sheringham Sixth Form experience hugely enjoyable and successful.

Good luck.

Mr Keshavarz
Director of Sixth Form

The Sixth Form team

		Room	email
Director of Sixth Form:			
Mr R. Keshavarz		Director of Sixth Form office	rkeshavarz@sheringhamhigh.org.uk
Assistant Head:			
Miss R. Shepherd		Behind Sixth Form office	rshepherd@sheringhamhigh.org.uk
Sixth Form Administrator:			
Miss L. Bannister		Sixth Form office	lbannister@sheringhamhigh.org.uk
Tutors and tutor group:			
Mr J. Arthur (***JA***)		51	jarthur@sheringhamhigh.org.uk
Miss M Escobar (***ME***)		52	mescobar@sheringhamhigh.org.uk
Miss C. Lucas (***CL***)		41	clucas@sheringhamhigh.org.uk
Mrs K. Smith (***ST***)		40	ksmith@sheringhamhigh.org.uk
Mrs P. Tosney (***PT***)		47	ptosney@sheringhamhigh.org.uk

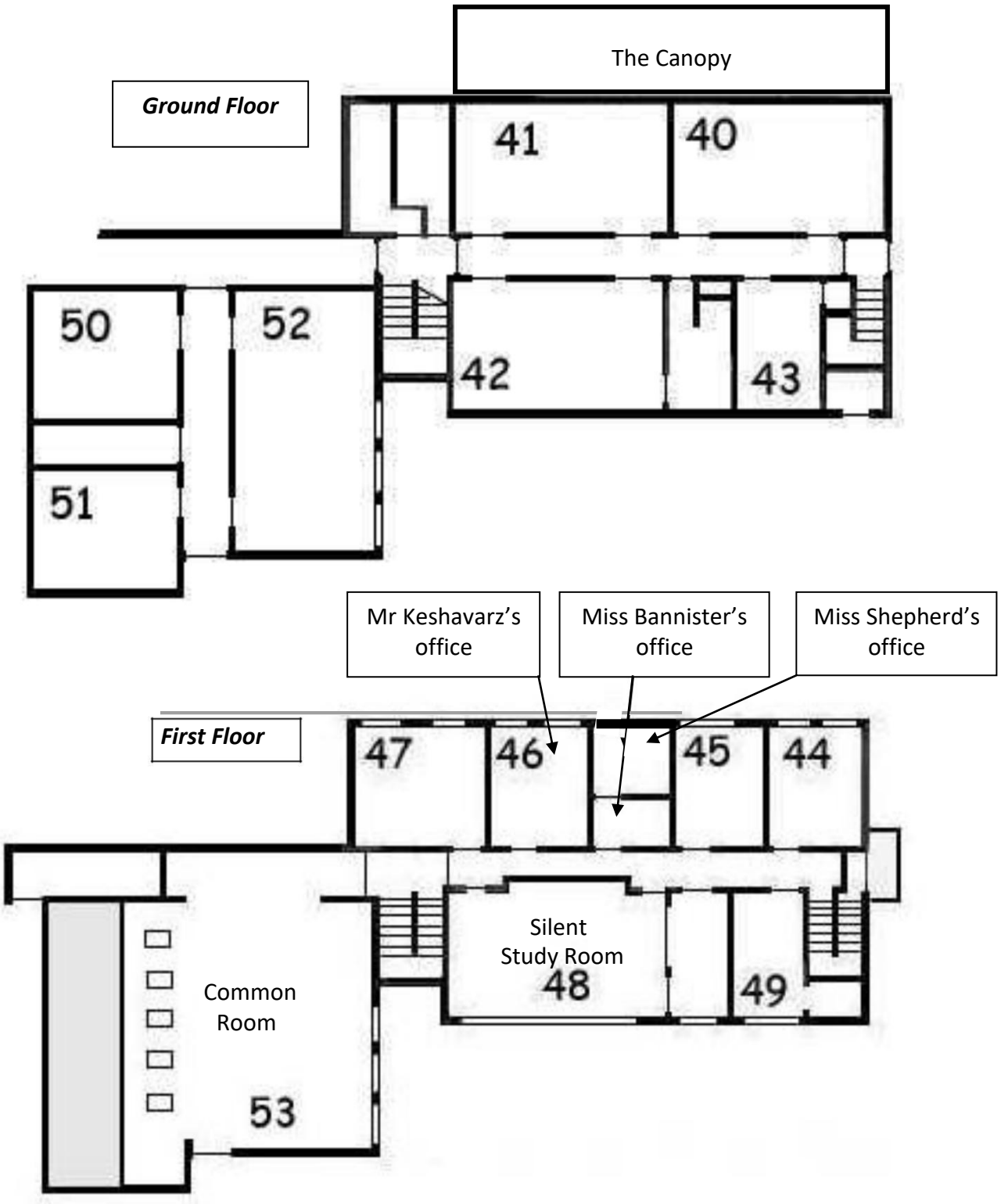
Mrs K. Turner (***ST***)		40	kturner@sheringhamhigh.org.uk
Ms R. Vellacott (***RV***)		50	rvellacott@sheringhamhigh.org.uk

Careers and Personal Advisers:			
Ms Emma Edgill		TBA	eedgill@beacon-east.co.uk
Mrs Tash Drury		LSU	ndrury@sheringhamhigh.org.uk

The Safeguarding team

If you are worried about something or someone, you should immediately report it to a member of staff, or go straight to the following Safeguarding staff:

Mr. B. Phillips	*Designated Safeguarding Lead*		Mrs. S. Ransome	*Alternative Safeguarding Designate*	
Mrs. Tash Drury	*Alternative Designate Safeguarding Lead*		Mr. R. Keshavarz	*Alternative Safeguarding Designate*	
Mrs. Stacie Ives	*Alternative Safeguarding Designate*		Mrs. D. Hollidge	*Alternative Safeguarding Designate*	


The Canopy
Ground Floor
41
40
50
52
42
43
51
Mr Keshavarz's office
Miss Bannister's office
Miss Shepherd's office
First Floor
47
46
45
44
Silent
Study Room
48
49
Common
Room
53

Key dates for 2025 – 2026

Wk	*Wk type*	*w/b*	*Event date*	*Event description*
1	i	1 September	**3 September**	First day of Autumn Term (Yr12&Yr13)
2	ii	8 September	**12 – 14 September**	DoE Silver Expedition practice
3	i	15 September	**17 September**	Whole school photos
			19 – 21 September	DoE Silver Expedition
4	ii	22 September	**25 September**	Yr12 course continuation deadline
5	i	29 September		
6	ii	6 October	**6 October**	Internal deadline for UCAS early submission
			9 October	Sixth Form Open Evening (19.00-21.00)
7	i	13 October	**15 October**	UCAS deadline for Oxbridge and other early applications
			16 October	Sixth Form Parents information evening
8	ii	20 October	**24 October**	Staff INSET. Sixth Form closed to students
9	i	3 November	**6 November**	Sixth Form Taster Day (8.35 – 15.00)
			7 November	Internal deadline for UCAS applications
10	ii	10 November	**14 November**	PD Day 1
11	i	17 November		
12	ii	24 November		
13	i	1 December		
14	ii	8 December		
15	i	15 December	**15 December**	Sixth Form Awards Evening (19.00-21.00)
			19 December	Last day of Autumn Term
16	ii	5 January	**7 January**	First day of Spring Term
17	i	12 January	**12 – 16 January**	Yr13 mocks
18	ii	19 January	**19 – 23 January**	Yr13 mocks
19	i	25 January	**31 January**	Official UCAS deadline for applications
20	ii	2 February		
21	i	9 February	**12 February**	Sixth Form Parents' Evening (16.00 – 19.00)
22	ii	23 February		
23	i	2 March		
24	ii	9 March		
25	i	16 March		
26	ii	23 March	**27 March**	Last Day of Spring Term
27	i	13 April	**13 April**	First Day of Summer Term
			17 April	PD Day 2
28	ii	20 April		
29	i	27 April		
30	ii	4 May	**4 May**	May Day Bank Holiday
31	i	11 May	**11 – 15 May**	A Level exams begin
32	ii	18 May	**18 – 22 May**	A Level exams
			22 May	Yr13 Leavers' BBQ
33	i	1 June	**1 – 5 June**	A Level exams
34	ii	8 June	**8 – 12 June**	A Level exams and Yr12 mocks
35	i	15 June	**15 – 19 June**	A Level exams and Yr12 mocks
36	ii	22 June	**22 – 24 June**	A Level exams
			23 June	Sixth Form Induction Day (8.35-15.00)
			25 – 26 June	Staff INSET. Sixth Form closed to students
37	i	29 June		
38	ii	6 July		
39	i	13 July	**17 July**	Last Day of Summer Term
		10 August	**13 August**	A Level Results Day

Code of Conduct

By joining Sheringham Sixth Form you agree to the following:

Respect – *The success of our Sixth Form community is dependent on mutual respect:*

- ✓ Respect students and staff in our school community – remember you are a role model to the main school. This includes dressing appropriately
- ✓ Respect existing school practices, including use of mobile phones around the site
- ✓ Respect school property and that of others.

Attendance – *Your success depends on your regular attendance; our expectation, and your goal, is at least 96% attendance:*

- ✓ Attend and be punctual to all timetabled lessons, including supervised Private Study
- ✓ Attend and be punctual to all registration periods and meet your Form Tutor at an agreed, regular time
- ✓ Attend and be punctual to all weekly Sixth Form assemblies
- ✓ Attend all enrichment activities organised for Sixth Form students including PD and Careers Days
- ✓ Inform the Sixth Form immediately of absence – by telephone/email for illness, in writing for other absences
- ✓ During Sixth Form hours, do not engage in any paid work, limiting part time work to 9 hours per week
- ✓ During Sixth Form hours, do not book holidays or driving lessons, and try to avoid medical/dental appointments.

Academic Progress – *To extend your qualifications:*

- ✓ Complete all work set to the best of your ability, by deadline dates
- ✓ Ensure parents/carers are fully informed of all Parents Evenings and Information Evenings
- ✓ Attend all Parents Evening and Information Evening appointments
- ✓ Make no changes to courses without discussion with parents, teachers and Form Tutor, and the agreement of the Director of Sixth Form.

Use of Facilities – *To respect our community:*

- ✓ Use the Silent Study Room only for silent study
- ✓ Look after the Common Room and the equipment in it. You are responsible for making sure it is kept clean and a pleasant place for everyone. Return items from the Canopy once used
- ✓ During lesson times make sure there is no noise from the Canopy or Common Room, that could disturb nearby classrooms
- ✓ In lessons keep mobile phones out of sight unless expressly asked to use them by a teacher
- ✓ Food that is bought in the Canopy should, where possible, be eaten there. Please keep eating in the Common Room to a minimum, and do not eat in corridors or toilets.

Cars and Parking – *To respect our community:*

- ✓ Please complete a permission form to bring your vehicle on site; you will be given a parking permit
- ✓ Please drive very carefully on site, observing all speed limits
- ✓ Please park only in the designated Sixth Form parking spaces. Once these spaces are filled, you must park outside the school grounds.

Smoking – *This is also respecting our community:*

- ✓ The ***entire*** school ***site*** is a NO SMOKING ZONE. This includes the use of e-cigarettes and vapes.

In the unlikely event that you do not follow this Code of Conduct, disciplinary measures will be enforced. These may jeopardise your place in the Sixth Form.

Sixth Form systems

The Sixth Form day

Assembly and Registration	**08.35 – 08.55**
Lesson 1	08.55 – 09.55
Lesson 2	09.55 – 10.55
Break	***10.55 – 11.20***
Lesson 3	11.20 – 12.20
Lesson 4	12.20 – 13.20
Lunch	***13.20 – 14.00***
Lesson 5	14.00 – 15.00
Lesson 6	15.00 – 16.00

Your day formally ends at 4pm, although your lessons may finish before this.

Attendance

At Sheringham Sixth Form we do not operate a policy of only coming into school for lessons. You are **required to attend three registration sessions a week, all timetabled lessons including supervised study periods, all enrichment sessions,** and **any other meeting requested.** Missing any lesson can have a detrimental impact on your progress in a subject, affecting your overall results, and ultimately compromise your place at Sixth Form. Attendance data is always included in the references we write. **If you have difficulties with attendance, please speak to Mr Keshavarz as soon as possible so we can start supporting you.**

Signing in/out & lanyards

You are permitted to leave the site during non-directed time. You must sign in and out especially if you leave the site for any reason before the end of the Sixth Form day. The electronic signing in/out InVEntry reader is located at the entrance to the Sixth Form block. You will use your Sixth Form ID cards to scan on this system. This is a safeguarding procedure that must be followed. It ensures that we have an accurate record of who is on site, so that we can keep you safe, especially in the event of an emergency.

It is a legal responsibility of any institution that caters for young people to ensure they are safeguarded against harm. As such every adult or student who is not identifiable by a uniform must wear a lanyard with their picture on. You must therefore wear your lanyard at all times on site. Persistent failure to comply with this expectation could result in the introduction of a uniform for Sixth Form.

Registration

Tutor time is an important time for messages, registration and subject support; it is also valuable time for activities such as mentor meetings, the PSHE programme and preparing applications for when you leave Sixth Form.

As a Sixth Form privilege you will be expected to **attend three registrations a week,** one of which will be **an assembly**. These are designated days for your attendance, even if you do not have a lesson Period 1.

Lessons

Lessons are compulsory. You are expected to attend every lesson you are timetabled for and be fully prepared for each lesson; this includes having the relevant books and equipment. Expect to be set work to complete outside of lessons to support the learning you have done, and to prepare for your next lesson.

Enrichment Programme

An important part of Sixth Form life is taking part in enrichment activities which widen experience, cultural knowledge and horizons. Our enrichment programme gives you the opportunity to try new subjects and gain new skills. These activities are pivotal to be able to apply for competitive universities, apprenticeships and employment. You will have one enrichment lesson a week.

Personal Development Days

Like the rest of the school, the Sixth Form is part of the Personal Development Day programme. The activities during these days will vary throughout the year, addressing the needs of the majority of the Sixth Form. Attendance on these days is mandatory, unless you have been explicitly told otherwise.

What to do during illness and absence

You are expected to attend at least 96% of all timetabled sessions (registration, lessons, private study, enrichment). There may be times when, unfortunately, you are not able to attend.

Planned Absence: If you know you are going to be absent (e.g. visiting a university), please tell your tutor beforehand and complete a *Leave of Absence form*. You should also see the teachers of the lessons you will miss to ensure you do not fall behind with your work.

Illness: If you are ill and cannot come into school, your parent/carer must phone the school explaining your absence and when you hope to return. **A message should be sent on every day of absence**. When you do come into school, please bring a note signed by your parent/carer. School will contact home when no message has been left. On your return you should check what work you have missed and discuss immediate priorities with your subject teachers.

If you become ill during the day you must see your tutor or a member of the Sixth Form team; we will help you.

Emergencies: If you need to miss a lesson during the day for a legitimate reason it is important you inform your tutor as soon as possible.

Medical and other appointments: Doctors' or dentists' appointments should not be scheduled at the same time as a lesson, except in an absolute emergency. It is never acceptable to arrange driving lessons or similar appointments to occur during lesson time.

Holidays: No holidays are authorised for Sixth Form students. It is not appropriate to book recreational breaks during term time.

What to do during staff absence

On the rare occasions when, unfortunately, staff are unable to teach you, unless you are told otherwise, please **attend the lesson as usual**. We will try to cover all classes.

In the event of a fire

If the fire bell sounds you should leave the building by the nearest exit and walk to the assembly point. Please assemble, alphabetically in tutor groups, at the assembly point. Your tutor will then check the register.

Paid employment

You may choose to have some part-time or holiday work during your time at Sixth Form. In addition to earning money, this can give you a range of skills.

We do not recommend that you work any longer than **9 hours a week** in paid employment. Research by the Policy Studies Institute has shown that where students work for excessive hours in paid employment whilst studying in Sixth Form this has a detrimental effect on their grades and they are more likely to drop out of education. We do not want this to happen to you. You will need to spend a lot of time for your studies, as well as see friends, enjoy pastimes and relax. Please remember you are a full-time student and a part-time employee, and discuss with your tutor if you are unsure whether you are taking on too much.

Under no circumstances should paid employment be undertaken during timetabled sessions.

Sixth Form dress code

It is a Sixth Form privilege not to wear school uniform. As mature young adults, we expect all Sixth Formers to be able to self-regulate when it comes to dressing suitably, avoiding extremes of fashion. Clothing should be comfortable, safe, appropriate for an 11 – 18 school, and should not be overly revealing.

Students will be asked to remove or cover up inappropriate clothing.

Communication

You should use your school email to communicate with staff. Please check your email at least twice a day. Many teachers will use email to distribute, and collect work set, including private study work, as well as tasks required to be completed in their absence.

Should you need to telephone the school Main Office, the number is 01263 822363. The email is office@sheringhamhigh.org.uk

Should you need to telephone Mr Keshavarz, his number is 01263 586809 or email the address above.

Digital devices

Sheringham High School does not allow digital devices (mobile phones). As a Sixth Form privilege you may choose to use devices in the Common Room and Study Room (for work) but please do not use them in the main school, in corridors or in classrooms where your teacher has not agreed for you to do so. Please set an example of what we expect as you move around school, so younger students see sensible role models complying with school policies.

We encourage you to use your own devices such as laptops and tablets for work in study areas and lessons where appropriate. As independent learners, you may find it easier to transfer work and continue with tasks and complete coursework if you use your own devices. We will provide Wi-Fi in the Common Room and Study Areas to facilitate this. We expect you to use Wi-Fi and devices appropriately. If IT equipment is abused, then individual students may be banned from the network and charged the repair costs.

All personal items brought into the school at the student's own risk.

Parking

We are very fortunate to reserve some Sixth Form parking spaces on site. In order to keep all of our students safe you will only be able to park on site when all documentation (driving licence, motor vehicle insurance cover note, MOT certificate and proof of vehicle tax) has been reviewed by Mr Keshavarz, and a parking application form has been completed. You will need to display the parking permit.

We reserve the right to prohibit vehicles if you do not drive safely or park in the designated places.

Lockers

There are some lockers in the Sixth Form block. Please speak to Miss Bannister to hire one.

Resources

On enrolment you will be asked for a £30 contribution to Sixth Form resources.

Departments will provide students with necessary resources where possible, including textbooks. These should be cared for and returned in good condition. Other books may be recommended for you to buy if you can, such as a French dictionary. Reference books can usually be found in the library or in specialist Sixth Form rooms.

You should provide yourself with folders and paper and any other necessary equipment. Departments will advise you on these items. If you need assistance with equipment, please see Mr Keshavarz.

Private Study

Private Study is an indispensable part of all Sixth Form courses, and the constructive use of it is absolutely vital if you are to achieve the A Level grades that you are capable of. You should spend a *minimum of 5 hours per subject, per week,* on serious private study for an A Level course. This time should be used to complete coursework and homework, read through and organise class notes, read around a subject, make revision notes and complete past exam papers.

At Sheringham we will supervise some of your Private Study; we will also explicitly set you work to complete during this time. Sixth Form tutors will support you to develop effective time management skills.

16 – 19 Bursary Fund

The Bursary supports students in overcoming specific financial barriers to participation so they can remain in education. The rules for the use of this fund are laid down by the Education Funding Agency. There are 2 types:

1. Bursaries for defined vulnerable groups, and
2. Discretionary bursaries

To apply, simply collect a form from the Sixth Form Office as soon as possible. There are limited funds, but if you are eligible, we will support you.

Transition from Year 12 to Year 13

Most of you have enrolled onto two year A Level courses. Starting in September of Year 12 there will be regular assessments which will be used as an indication of your suitability for the course you are following and may involve changes to what you are studying. We will, of course, always consider individual cases.

Transition from Year 12 into Year 13 is not automatic and does depend on your Year 12 performance.

Your options next year, preparing for when you leave (including references, predicted grades, university offers and job applications) will be based on your Year 12 performance – attendance, involvement, motivation, and achievement.

Monitoring, assessment and reporting

On entry to the Sixth Form, you will be given a target grade for each of your subjects. This grade is arrived at by taking the students average GCSE score and, using the national statistics, looking at what grade students with the same average GCSE score have typically achieve in these subjects in previous years.

These grades should be regarded as a minimum expectation; they are arrived at statistically, which that means that, if you work hard, you have every chance of achieving higher grades.

Target grades are what you, your Form Tutor and your teachers will use to monitor whether your progress is as it should be. You, your Form Tutor and your teachers should constantly focus on how to raise your target grade. **Always aim as high as you can**.

If you are underachieving or not displaying the commitment expected of a serious A Level student, corrective action must be taken. Your parents will be informed and you will be interviewed by your tutor and/or Mr Keshavarz. Your parents may be asked to attend the interview.

Examination entries

Examination entries are dealt with by the Exams Officer, Mrs Melton. Her office is in the main school building opposite room 6.

You will be entered for your examinations by your subject teacher, but you should check your statement of entry carefully to make sure you are entered for all expected modules and subjects.

Entry to external examinations is dependent on you meeting all of the following criteria: a satisfactory record in terms of attendance, punctuality, commitment to work, completion of work, standard of work, completing coursework to internal and external deadlines and a realistic chance of achieving a pass grade. The school reserves the right not to complete examination entries, or to pass on the costs of exam entry onto students where there has not been a satisfactory record.

Guidance

The overall responsibility for your academic progress lies with you: your tutor and your teachers will work with your parents or carers to guide and support you.

If you are concerned about any aspect of your work, please first speak to your tutor:

a) **If you feel you have chosen a wrong subject**

- Discuss it with your parents/carers
- Discuss it with your tutor. Your decision may affect your career choice, so please consider this carefully
- Your tutor checks whether you have talked to the teachers involved
- If it is decided to change a subject, your tutor will make sure you have filled in the paperwork for Mr Keshavarz
- Mr Keshavarz will make the final decision, and any necessary timetable changes.

b) **If you are unsure whether to go to university**

- Talk to your tutor who will discuss the advantages and disadvantages with you, ask you what career you have in mind and look at whether a university degree would help
- Your tutor will direct you to useful websites and to the Careers adviser.
- Talk to a range of people outside Sixth Form – people in different jobs, parents, friends' parents, relatives
- Talk to Mr Keshavarz who may have information of particular courses you may want to attend.

During the year there will be a number of events where you will receive information, advice and guidance on a variety of issues, including the university application process, Student Finance, interview skills, and taking a "Gap Year". Make sure you don't miss these.

We try to involve your parents as much as possible. Do encourage them to contact us whenever they want to and, of course, to come to the Parents Evenings and Information Evenings. Parents play an important part in your progress.

We also employ a Careers adviser who has a wealth of experience and can also help with supporting you through your chosen courses. You will have regular meetings with them – don't miss these incredibly useful opportunities.

After teaching (getting the best from you academically), our most important task is guiding and supporting you, as you progress from 16-year-old school leavers to mature and responsible adults ready to succeed in the world. We take it seriously and want you to feel you can always ask for help.

Sixth Form opportunities

Norfolk Higher Aspiration Scheme

The Norfolk Higher Aspiration Scheme is a fantastic resource to support your academic achievement by running a range of subject-specific sessions and supporting applications to university and apprenticeships. The Higher Aspiration Scheme supports you to make competitive applications to universities of your choice, including Oxbridge and Russell Group universities. There are a wide range of events and trips that you are encouraged to take part in.

Educational trips and visits

Throughout the year you will have many opportunities to participate in trips and excursions that link to most subjects. The purpose of the trips is to support curriculum study. You are advised to consult with your teachers at the start of the academic year about provisional dates and costs to allow for financial planning. Support from the 16-19 Bursary may also be available.

Work Experience

In Year 12 you will complete a Work Experience placement. This will provide you with important opportunities to learn and practise new skills, increase your confidence and enable you to find out more about your chosen career. Work Experience also provides valuable content for UCAS applications and CV's, making you more desirable to universities and employers.

Volunteering

We encourage you to take part in volunteering to give back to our community. This can be done in classes at the school or in the wider community such as in charity shops, care homes or youth groups. Please discuss opportunities with your tutor.

Disciplinary procedures in the Sixth Form

We expect that by choosing to continue your education with us you will behave in a mature and sensible manner at all times, following our overriding principle of "respect for all".

Disciplinary procedures are rare at Sheringham Sixth Form, but the rules need to be made clear to everyone.

An informal word with a student should normally be sufficient in the majority of cases. However, in the case where a student does not respond to the informal approach, it may be necessary to use the formal disciplinary procedure shown below, which goes through a series of warnings, which will be documented and parents will always be involved.

Issue	Action	Key staff
Some pieces of work late or incomplete Low level disruption	Departmental discussion with student Inform tutor Recorded on Arbor Discuss contacting home with Head of Subject	Tutor Subject teacher Head of Subject
Work continues to be submitted late or incomplete Continued low level disruption	Meeting with tutor and Head of Subject Meeting outcomes recorded on Arbor Review date agreed Parents/carers contacted	Tutor Head of Subject
During review period still no improvement	Meeting with parents and student Agreed contract Discussion of whether Sixth Form is the correct environment Verbal/written warning	Tutor Head of Subject Director of Sixth Form
Failure to successfully complete contract	Final written warning Possible denial of progression into Year 13/ final exam entry Discussion with parents of options other than Sheringham Sixth Form Consider leaving Sixth Form	Director of Sixth Form Head of School
On rare occasions, students may be involved in serious incidents which will bypass these steps and lead to immediate intervention by the Sixth Form leadership team.		

Notes:

i. ***Appeals***: Students may appeal against any of the above. The appeal will be considered by the Director of Sixth Form, the tutor and, in the case of final exclusion from the Sixth Form, the Head of School

ii. ***References***: Any written warning may be mentioned to future employers or colleges who request references.

Sheringham Sixth Form Attendance Expectations

Lesson expectations

Sixth Form students buy their grades with time. If you want to succeed in Sixth Form, good attendance is crucial. Obviously the more time you are in Sixth Form, attending lessons and studying in your non-contact time, the more likely you will achieve higher grades. This impact is very clear from last year:

Hours of independent study per week	Percentage of Year 13 students last year	Final grade
0 – 4	3%	**E** grades
4 – 8	11%	
8 – 12	21%	**D** & **C** grades
12 – 16	25%	
16 – 20	11%	**B** grades
20 +	29%	**A** & **A*** grades

Overall student attendance in Year 13 last year	Impact on student progress in Year 13 last year
96% +	*Positive* impact on progress of at least **0.25**
95 – 90%	*Positive* impact on progress of at least **0.13**
Below 90%	*Negative* impact on progress of at least **0.13**

You have signed up to attend the Sixth Form as a full-time student, and this means you must attend all timetabled lessons and study periods, every day. In the case of staff absences, ;you should always go to your timetabled classroom; if we are unable to cover the lesson, you are expected to complete work on site in the Sixth Form Study Room. Attendance will always be recorded. You should note that period 6, from 3.00pm – 4.00pm, is officially part of the Sixth Form timetable, so any outside employment hours should be after 4pm.

The government benchmark for acceptable attendance is at least 97%; anything below 90% is classified as persistent absence. Each day of Sixth Form absence means missing at least five hours of learning, including crucial content for exams and coursework. With only 360 hours of guided learning for each A Level, missing even a few days soon adds up.

Attendance is monitored both for all aspects of the Sixth Form day, including assemblies, personal development sessions, enrichment and other activities. If you do not attend a session, this will be coded as unauthorised absence, unless we know the reason. If your absence is planned (e.g. for a medical appointment or interview) please complete an absence request; if it is unplanned, please contact the school office first thing in the morning, using the contact details in your Sixth Form handbook.

If you receive unauthorised absence marks, we will follow up your absence through our attendance procedures. Where necessary we will discuss any issues and offer support to parents/carers.

Registration and assembly expectations

To reflect your increasing independence, you will be expected to attend some, but not all registrations; these are clearly marked on your online timetable:

Monday	Assembly at 8.35am	Year 12 & Year 13
Tuesday	Registration at 8.35am	Year 12 & Year 13
Thursday	Registration at 8.35am	Year 13 only
Friday	Registration at 8.35am	Year 12 only

If you struggle with this flexibility, we will follow up your absence through our attendance procedures. Where necessary we will discuss any issues and offer support to parents/carers.

If you drive to school, please leave enough time to find a parking space in the Sixth Form designated bays in front of the Canopy.

Being on site

You are permitted to leave the site during non-timetabled periods. You must sign in and out if you leave the site for any reason before the end of the Sixth Form day. The electronic signing in/out InVEntry reader is located at the entrance to the Sixth Form block. You will use your Sixth Form ID cards to scan on this system. This is a safeguarding procedure that must be followed. It ensures that we have an accurate record of who is on site, so that we can keep you safe, especially in the event of an emergency.

It is a legal responsibility of any institution that caters for young people to ensure they are safeguarded against harm. As such every adult or student who is not identifiable by a uniform must wear a lanyard with their picture on. You must therefore wear your lanyard at all times on site. Persistent failure to comply with this expectation could result in the introduction of a uniform for Sixth Form.

Sixth Form absence procedures
Sixth Form students have a target of 96% attendance. This is based on tutor sessions, the number of lessons, private study and enrichment periods which make up the curriculum offer. If attendance becomes a concern, there are specific stages involving the student and parents, their tutor and the Director of Sixth Form. Attendance is linked to student progress. Studies show that a 5% absence rate can lead to a drop in at least 1 grade at A-Level.

Any attendance actions outlined below should take place at the end of autumn 1 or start of autumn 2. During the first half term even a single day of absence will have a dramatic impact on the attendance percentage. However, if tutors see a pattern of poor attendance emerging before this time, these actions are appropriate.

Stage 1 – **92-95%** Attendance is becoming a concern and the student is on track to being a 'persistent absentee'. The tutor arranges a meeting with the student to agree next steps and decide if any support is needed.
- This meeting is recorded on a standardised form and uploaded to Arbor. Target of "Max 1 lesson missed in fortnight" set. Tutor reviews using "Marks by date" on Arbor
- Tutors send parents letter 1 and completed absence form via Arbor.
- Form and letter logged and uploaded on Teams.
- If more than one lesson is missed in the fortnight, supervision is set to catch up.

Stage 2 – 90-92% There has been little or no improvement after a fortnight, and the student is now on track to becoming a persistent absentee with an unauthorised absence rate of nearly 10%.
- Director of Sixth Form meets student, completes form and actions letter 2, parents invited to meet if required.
- Meeting outcomes logged and uploaded on Teams.
- If more than one lesson is missed in fortnight, supervision is set to catch up.

Stage 3 – Under 90 %: Attendance has not improved and/or the attendance targets agreed at Stage 2 have not been met. The student remains a persistent absentee.
- Director of Sixth Form meets parents.
- Meeting outcomes logged and uploaded on Teams.
- Specific pastoral support and/or 'medical needs'
- Reduction or removal of curriculum offer
- The Sixth Form will not fund the cost of examination entries for the student

Five things to know about attendance at Sheringham Sixth Form

Sixth Form students buy their grades with time

1. **Attendance = Grades**
   The ***more lessons and study hours you attend, the higher your chance of A/A* grades***. Missing even a few days has a big impact.
2. **97% is the target**
   Anything below 90% counts as persistent absence and harms your progress.
3. **Full-time commitment**
   You are a ***full-time student***; everything else you do must be part time.
4. **Absence procedures**
   Always ***request planned absences in advance***; always report unplanned absences first thing.
5. **Consequences of poor attendance**
   Meetings with tutors/parents, compulsory catch-up, reduced course offer, and even exam entries not being funded.