

## Eligibility Criteria:

At DEC 6th Form we offer BTEC subjects as well as A-level courses. The admissions criteria for each are as follows:

All students need a grade 4 in English & maths. Re-takes during year 12 is compulsory for students who have not achieved this at the end of year 11.

BTEC: Level 2 in the chosen BTEC subject/ grade 4 in GCSE of chosen subject (unless not studied previously)

A-level: Five grades 9-4

For each proposed A-level course of study, the minimum requirement for that subject must be met. This is usually a grade 6 in the subject at GCSE or associated subject e.g. if you are applying to study A-level English, you must have achieved a grade 6 in GCSE English. For individual subject grade requirements please visit our website (<https://www.decschool.co.uk/admissions-2/>)

## Attendance:

It is recognised that students need to maintain a high rate of attendance and punctuality to be successful in their studies and to prepare for Higher Education or future careers. A minimum of 97% attendance rate is expected from all our students. The whole school attendance policy and procedures still apply in 6th Form.

### Student Attendance Procedure

To report an absence, parents are required to inform the Attendance Office in advance of any absence in the following ways:

- Phone number: 0121 464 4040

If no contact is made, text/phone calls home will be made and the attendance policy will be followed.

### Daily Attendance

- All students must attend AM & PM registration (unless using Regular Rewards).

If for any reason a student arrives late to school e.g. due to a medical appointment, students sign in at the School Reception.

- Any student who has a reason to leave the school site should notify the Head of 6<sup>th</sup> Form 24 hours before (where appropriate) and the student will be issued with a relevant pass.
- Any student not meeting the expectation of 97% attendance will be supported to improve their attendance.

## Regular Rewards

As a reward during the academic year, students may be allowed to book (prearranged and agreed with Head of 6<sup>th</sup> Form) study periods (periods without taught lessons) to work offsite. If a student has 100% attendance and punctuality for the week prior, they will then have a prearranged amount of study periods during the next week where they can study independently offsite. Parental consent will need to be submitted to the Head of 6<sup>th</sup> Form for this reward to be used by students. These rewards can be revoked at the school's discretion and mock exams and other school arrangements including trips take priority over this reward. Y12 students will usually be allowed to receive this award from November onwards. Y13 students will usually be allowed to receive this reward from September onwards.

### Signing in procedure

- If a student wishes to book off study periods in the morning, they will have to have both Period 1 and Period 2 as a study period.
- Students will have to sign in at 11.30am with the Head of 6<sup>th</sup> Form.
- When students are allowed onsite at 11.30am they should make their way straight to the Head of 6<sup>th</sup> Form's office so that they can be marked as in on the register.

### Signing out procedure

- If a student wishes to book off study periods in the afternoon, they will have to ensure that they have no more lessons for the rest of the day.
- Most students use this reward if they have Period 4 and 5 as a study period.
- If a student is signing out before the end of the school day, at reception they must show their yellow signing out slip (agreed and signed by the student's form tutor) and photocard to the member of staff at reception who will sign them out and allow them to leave the school site.

## Student responsibilities- attendance & punctuality

Students are responsible for making sure that their attendance and punctuality is maintained at the highest level.

- Every student is responsible for their own attendance and punctuality. Students must make every effort to attend school each day (this includes work experience & enrichment), arrive for form time and assembly on-time, also ensuring they attend all lessons fully equipped and ready to learn.
- Students who are absent are responsible for catching up with work that they have missed. They should make every effort to complete missed work and subject teachers will support and check.
- Students must follow the correct procedures when arriving late to school- signing in at reception.
- Students who are late are responsible for attending any sanctions (e.g. late detention), support sessions set and failure to do so will result in further sanctions.
- Any problems with attendance should be discussed with their form tutor in the first instance.

- All students are expected to attend AM & PM registration, and participate fully in the form time programme which covers issues relevant to the real world, SMSC & British Values and preparing them for life beyond 6th form.

## **Dress Code**

DEC 6th Form dress code has been devised by closely working together with the elected members of the 6th Form Council. The 6th Form is a key part of our 11 to 19 School and 6th Form students reflect their commitment by establishing themselves as role models both for the local and wider community. The expectation of DEC 6th Form students is to uphold exemplary standards of dress so that students in Years 7 to 11 follow their example. As leaders of learning in their own right, students in the 6th Form will appreciate that appearance creates a learning environment which is conducive towards a positive working atmosphere. The student agreement, sets out the duties and responsibilities 6th Form students have within school, includes adhering to the smart dress code.

If it is deemed that a student is inappropriately dressed, action will be taken according to the Behaviour Policy. In some instances, we will require the student to return home and change their clothes before returning to school or use clothes from our uniform cupboard. Please see the 6<sup>th</sup> Form uniform guide for students on the following pages, it can also be found on this webpage

<https://www.decschool.co.uk/expectations/>

## **Images of students**

On induction, students will have their photos taken so as to follow our safeguarding policies. 6<sup>th</sup> Form students have to wear lanyards to identify the student as a member of our 6<sup>th</sup> Form. This image will be placed on the student's card that is connected to their lanyard, this lanyard must be worn at all times (unless a teacher gives permission due to Health & Safety). Where appropriate we like to celebrate our student's success as much as possible and this may mean we use images of some students on publications to be displayed around school, on the school website or the school social media accounts or in any marketing documents. A consent letter can be found in the students induction pack.

## 6<sup>th</sup> Form student uniform guide - Masculine

Permitted	Not Permitted
Dark coloured formal trousers- black, navy, grey Shirt (tucked in with buttoned collar)and tie Full suit - black, navy, grey Formal jumper or cardigan School approved PE kit (not to be worn to school, changing facilities provided)	Logos (e.g. on shirts) Shorts Jeans Denim (including jackets) Leather jackets Turtleneck jumpers
Formal Black shoes Formal Brown shoes	Trainers Dr Martin boots Sandals
Piercings: 2 studs per ear maximum 1 Clear flat nose stud	Hooped earrings Other facial piercings
Professional haircut/style Lanyard (provided by school)	Extreme haircuts (patterns) Extreme hair colours
Minimum daily equipment: pens, highlighters, pencils, rubber, pencil sharpener, pencil case, 30cm ruler, planner/diary (provided by school), calculator, subject appropriate equipment.	
PE kit for non-subject exercise sessions: Black t-shirt Black shorts Black tracksuit bottoms Trainers	Logos (discrete as possible & max of 2 inches in size)

Please see images below to support **permitted** clothing



## 6th Form student uniform guide - Feminine

Permitted	Not Permitted
Dark coloured trousers/ skirts- black, navy, grey Smart trousers Knee-length skirt / pencil skirt Blouse (patterned/ colours) Shirt (tucked in with buttoned collar) Full suit - black, navy, grey Formal jumper or cardigan School approved PE kit (not to be worn to school, changing facilities provided)	Logos (e.g. on blouses) Shorts Jeans Denim (including jackets) Leather jackets, trousers or skirts Leggings or Bodycon Low necklines/ off-shoulder Crop tops Turtleneck jumpers
Formal shoes Low heels (max 2 inches)	High heels Trainers or Sandals Dr Martin boots
2 studded piercings per ear maximum 1 Clear flat nose stud Discrete and professional looking makeup Professional single colour nail varnish	Hooped earrings/ drop earrings Heavy makeup Pattern or long nails Other facial piercings
Professional haircut/style Lanyard (provided by school)	Extreme haircuts (patterns) Extreme hair colours
Minimum daily equipment: pens, highlighters, pencils, rubber, pencil sharpener, pencil case, 30cm ruler, planner/diary (provided by school), calculator, subject appropriate equipment.	
PE kit for non-subject exercise sessions: Black t-shirt Black shorts Black tracksuit bottoms Trainers	Logos (discrete as possible & max of 2 inches in size)

Please see images below to support **permitted** clothing



## **Conduct around school and in lessons:**

- Head phones and mobile phones are not permitted either in lessons or around the school building. 6th Formers are role models to our younger pupils, therefore must conduct themselves in a sensible and calm manner around the school building. If students do not follow this then their phone will be confiscated in line with whole school policy.
- Ball games are only permitted during break time. Which should take place behind the Sports Hall or in the Gym.
- 6th Form students are expected to study during non-contact time, in these study periods students should study in a quiet and professional manner in the Common Room and be mindful of others in the room and in the surrounding areas.
- Conduct in the Library must be exemplary. Younger pupils will be in the Library, and the 6th Form students must model correct usage and work ethic.
- Conduct in the common room must also be exemplary. Pupils must look after their space, be respectful of all equipment and of keeping the common room litter-free.
- 6th Formers are expected to meet all deadlines. When deadlines are not met, they will be issued with a sanction in order that they catch-up on the work as necessary. Continual failure to meet set deadlines will result in a review of their place at DEC 6th form, in line with whole school policy.
- 6th Form students are expected to be well equipped for their learning. Folders must be well organised (in line with subject folder list) and they must have the necessary equipment for their lessons, as outlined above.
- If for any reason behaviour is not of the high standard expected from all of our students then the whole school behaviour policy will be used.
- A 6<sup>th</sup> Form student AUP will be shared and will need to be signed by parents

## **Student Leadership:**

We are very proud of our 6th form at DEC, and encourage our students to be role models to our main school pupils. Students will also benefit from any extra responsibilities they have in applying for university and for future employment. In light of this, students have the following opportunities:

- Senior Prefect positions
- Senior Anti-bullying Ambassador
- Literacy Volunteers- in class support for lower school pupils
- Numeracy Volunteers- in class support for lower school pupils
- Paired Readers- supporting younger pupils with their reading during form time
- Duke of Edinburgh Award
- School Council Representatives

All of our 6th form students must participate in at least one enrichment activity.

## Praise & Rewards structure:

<u>Achievement</u>	<u>Reward</u>
<p>Half termly subject nominations.</p> <p>Subject teachers will give 1 nomination per class based on great work ethic, attainment &amp; progress.</p>	<p>Certificate for all students nominated.</p> <p>All nominees displayed in Common Room.</p> <p>Random selection from nominations.</p> <p>1<sup>st</sup> drawn = £15 voucher (e.g. Amazon)</p> <p>2<sup>nd</sup> drawn = £10 voucher (e.g. Amazon)</p> <p>3<sup>rd</sup> drawn = £5 voucher (e.g. Amazon)</p>
<p>Head of 6<sup>th</sup> form termly award for outstanding contribution</p>	<p>Certificate for all students nominated.</p> <p>All nominees displayed in Common Room.</p> <p>£15 voucher (e.g. Amazon)</p>
<p>Half termly attendance reward</p> <p>All students above 97% attendance for that half term entered into raffle draw.</p>	<p>1<sup>st</sup> drawn = £10 voucher (e.g. Amazon)</p> <p>2<sup>nd</sup> drawn = £10 voucher (e.g. Amazon)</p>

We are very proud of our 6th Form at DEC, and encourage our students to be role models to our main school pupils. Students will also benefit from any extra responsibilities they have in applying for University and for future employment.

By signing below you are stating that you have read all of these policies and agree to support us with them.

Student signature: .....

Parent signature: .....

FT Signature: .....