

The academy will inspire our students to become well balanced, enquiring and responsible citizens. We want all of our students to feel confident in reaching their potential and look to drive ambition through a knowledge rich curriculum and inspiring enrichment.

Resilience

Independence

Community

We want to give our students the inspiration to get to their destination. This teamed with their own aspiration, they can be successful.





Ms Hall: Head of Sixth Form

- Curriculum and Assessment
- Academic Mentoring
- Academic Enrichment
- Teaching and Learning
- Oxbridge Mentoring
- EPQ Co-ordinator



Ms Yaxley: KS5 Lead Practitioner

- Teaching and Learning
- KS5 Biology



Mr. Davis: KS5 Pastoral Leader

- Attendance
- Welfare
- Behaviour
- Enrichment
- Leadership



Ms Thorne: UCAS Coordinator

- UCAS
- Information and Guidance
- Academic Enrichment
- Oxbridge Mentoring

Sixthform-enquiries@northoxfordshire-academy.org

We hope that all of our students want to be here; this is the first step to being successful. We expect students to be prepared for learning and adhere to the following expectations:

- Be here 100% of the time, on time (lessons and tutor)
- Seek knowledge and fuel their curiosity
- Take up opportunities which are offered
- Be polite and respectful; a role model for the school
- Adhere to the dress code and study policy

All students are required to be in 100% of the time. There is a correlation between those students who are in every day and their outcomes at the end of the two years. Unlike GCSE, there is a heavy emphasis on being an independent learner at KS5. Students will be supported through this transition but will need to take responsibility for their own learning.

Students and sixth form staff have a professional relationship which mirrors that of the workplace. We expect all students to respect staff and work alongside the team to achieve the best they can. We do not use B4L like lower school, but discuss progress, attendance and behaviour with students and form action plans with parents.



by supporting us in making sure your child is a success you:

- Do not book holidays, driving lessons or appointments during term time or lesson time
- encourage curiosity
- model success and encourage 100% attendance
- communicate with staff if there are any concerns
- attend at least one KS5 parent information evening
- are in attendance at results day

We also hope parents will support us, and our students, with enrichment that is on offer. By attending all opportunities throughout the year, this gives them a head start in some of the most competitive fields.

We will withdraw a students' place if they are unable to attend sixth form in the first 3 weeks of term due to a planned holiday. The transition into sixth form is the most important and we require 100% attendance from all students.



they are valued by universities as courses which develop a range of critical skills within students.

All students are required to pick **x 4 subjects** in Y12; this gives flexibility and variety for students who may wish to explore different options. Students will then drop down to <u>3 A Levels</u> in Y13 - universities require 3 good A Levels in their entry requirements. Even Oxbridge only require three good, academic subjects.

Facilitating Subjects

These are subjects which are considered to be the best A Levels to study to get a range of skills, in a range of disciplines, which top universities value over other subjects. These are always considered to be the 'classic' A Level subjects. Students study for one or two of these subjects will be considered for top institutions, so there is no need to study all 4.

History

English literature

Sciences

Maths (considered a science)

Languages

Law, Geology, Critical Thinking and Sociology



These courses are less favoured by institutions, which is why most sixth forms do not offer these courses as part of their curriculum. For example, you do not need to study Law A Level to take up Law at any university. For Oxbridge, they would take a students who as any of the facilitating subjects over Law. Critical Thinking and Sociology are also courses which are considered low value as the skills they embody are part of courses on a traditional curriculum.

Social Sciences

At some universities, Psychology is considered a science, as is Geography. Due to the modules and skills explored, these are accepted as part of a 3 A Level offer. You will need to check your institutions entry requirements for specifics, but Birmingham and Nottingham, which are both Russell Group universities course. These are often known as 'applied general' courses. Vocational pathways are often regarded as the best route into apprenticeships because of their portfolio work. Subjects such as Engineering at university will look for students who have studied Engineering at Level 3.

Coursework and Exams

Each course follows a different specification; those which are on the old (no exam) and those which are on the new (exam element). Those which are on the old and are weighted at 100% coursework, or have an element of work experience attached as a % will require students to work towards Pass, Merit or Distinction targets. Coursework is internally moderated and then externally marked by an examiner.

Most coursers will be required to follow the new specifications in a few years, as the rigour around BTECS and Cambridge Technical/Nationals is changing.

Mixed Pathway

Some students prefer to have a mixed pathway of academic and vocational. This is because they wish to become an Engineer and study Maths A Level alongside Double Engineering. Students are encouraged to choose a flexible pathway which will provide the best outcomes for them.

BTECS and University

University's do accept BTEC qualifications when making an offer to students, but this varies at each university and on each course. For students who wish to study specific courses such as Sports Science or Engineering, Sport and Engineering are good options to have. Business is also a great course as part of a mixed or vocational pathway for any student wanting to study Business Marketing or Media at university



- It allows for flexibility on course content delivery
- Provides more time on content, where studying for AS examinations would take time out of the term for revision etc.
- Predicted A Level grades are preferred by university and apprenticeship

Where students do not get entered for AS examinations, they will take an end of year exam (in addition to assessment mocks in the year) so we can monitor their progress. Dates of these assessments will be emailed to students and put up on the NOA website.

<u>U Grades</u>

Students who receive a U grade on their course at the end of the year (or after mock examinations) will not be withdrawn from that course. Progress meetings will be had between the Head of Sixth Form, and the Pastoral Leader to discuss actions following mock examinations. These will be reviewed on a termly basis, but if little or no progress has been made students will not be allowed to continue.

Students will have 4 weeks from the start of term to 'try' courses. However, after this points, students will need to commit to their 4 subjects. No student will be allowed to drop a subject without a parent meeting first.



- organisea
- Responsible for their own learning
- Reading around their subject outside of the classroom

Homelearning is an important element of sixth form. Due to the level of content and commitment on courses, students are required to completed 5 hours of homelearning per subject, per week. Students are allocated 'study periods' on their timetable (5 a week) so can use this time to complete work for subjects.

Homelearning which will be set will meet the expectations of courses and will include:

- Past papers and exam questions
- Critical readings
- Research
- Applying content to a practical task

Students will have 7 days to complete work.

Missed Deadlines

Any missed deadlines result in lost homestudies. Home studies are a privilege and any student who has not met basic expectations will have these removed until the work is complete.

Study Sessions

Study sessions are independent and staff monitor these sessions throughout the day. These are registered, and are treated like a lesson. Any student not attending will be marked as a 'truancy' and will be required to meet with the PL and make the time up.



to their studies . As addressed in interview, we expect all students to want to be here. Being here means committing to what is expected both on courses and around the academy.

Staff will log incidents on G4S but will action with student initially. These concerns around behaviour, deadlines, progress or attendance will be picked up by the sixth form team.

Academic Contract

If we feel students are not committing to their learning in a particular subject, following meetings with them, and parents, they will be placed on academic contracts. This will have a time scale and will be monitored by the Head of Sixth Form. Following a successful period, students will return to their normal timetable as normal. If students have not met the expectation, an alternative provision will be put in place or students will face removal from courses.

- Homelearning
- Missed deadlines
- Poor approach to learning
- Poor progress

Behaviour Contract

We do not have poor behaviour in sixth form, but on rare occasions, students may be required to meet with the team to discuss their attitude to staff and learning in the academy. Poor behaviour constitutes as:

- Truancy
- Abuse towards staff or students
- Bullying
- Consistency not meeting expectations (dress code etc.)

Parent meetings will be had and action plans drawn up to support the student. Where the expectations have not been met, students face being removed from courses and being put on a limited timetable or asked to leave sixth form.

Attendance Contract

If students have a low attendance record, parents will be informed. Attendance is also what universities

As students do not wear uniform, it is required for safeguarding, that all students wear their lanyards which identify them as a student of the academy. Should a visitor (OFSTED) approach a student who does not have a lanyard, this can breach safeguarding policies. Any student who does not have their lanyard during checks will be required to go home and collect.

Signing in and Out

Due to the nature of student timetables, students will not always be in the academy if they have a home study. Students MUST sign in and out, even if they are popping out at break or lunch. **This is for fire reg-isters and is a requirement**. If students persistently fail to sign in and out, they will need to meet with the Head of Sixth Form.



ceptions may be made in certain circumstances (i.e. injury) but must be agreed by the head of sixth form or sixth form year heads. Accepting a place in NOA sixth form means you accept the dress code and will adhere to this whilst in the academy. Any student not following dress code will be sent home.

CLOTHING – Smart Office Wear

Tailored Shirts.

A Tie.

Tailored Trousers.

Smart Dress, Skirts of knee length (with tights), or Tailored Trousers.

Tailored blouses or Tops with Collars or high neck lines. *Shoulder less / backless tops are not permitted. Tops should not have logos, pictures or other markings but should either be plain or lightly patterned.*

Jumper or Cardigan.

Blazer/Jacket.

Footwear should be plain and polishable (black leather converse should not be worn)



IVIIIII-SKILS

Jeans of any colour

Any item of Denim (including 'Denim look').

Fleece Jogging Pants/Bottoms/Hoodies (unless Sport students' uniform)

Jeggings (Leggings of any kind are only acceptable under a knee length skirt)

Vest Tops, Sweatshirts, T-Shirts

Sportswear (unless Sport students' uniform).

Excessively High-Heels, Flip-Flops, Trainers, (of any colour, including black), Vans, Nike, leather trainers of any kind, Canvas shoes, Ugg Boots, Sandals or any footwear with logos, stripes or patterns Fashion Footwear is not appropriate.

Hats of any kind.

Clothing with any Large Logo's, Pictures, etc.

Revealing Tops

Hoodies (zipped or non zipped)

Piercings, tattoos and hair colour

- There must be no visible body piercing and/or tattoos.
- Students may wear one set of small earrings.
- Small nose studs are acceptable, but not nose rings or other items.
- If students have facial piercings, a clear retainer must be worn or removal will be expected.
- Hair when dyed should be of a natural colour (pink, blue, green, purple etc. is not acceptable and students will be sent home)





The study area is the heart of the sixth form and is where we embed independent learning with support of our study supervisor. Students are expected to work during their study periods, without distraction and attend each study period on their timetable. The study area consists of a large computer area, desk space, 1 silent study room, a computer room and a MAC suite.

Careers Library

Our sixth form has a fully stocked careers library with resources to provide guidance on careers and employment. There is also a wide selection of prospectuses for universities and colleges to help students explore their options for higher education.

<u>Library</u>

Students have full access to the library and are able to loan books for study or for pleasure. We have a wide range of reference texts and A-level textbooks that will support you in your learning. We have a full-time librarian who can advise you with your academic writing, e.g. essay footnotes and correct referencing, as well as guiding you around the library facilities. There is also a designated study space just for sixth form students.

Eating and Break areas

Sixth formers are able to buy food from the canteen and vending machines. We have a microwave and kettle in the sixth form area which students can use. The study area becomes the common area during break and lunch-times but must be kept tidy throughout the day as it is a respected work space. Students will need to ensure they have topped up their ParentPay account to access food from the canteen.

The EPQ is an independent qualification which is a great addition to an academic programme. Students will need to manage their project from start to finish over the 2 years and use a range of research and resources to develop a 5,000 word dissertation. The qualification is led by Dr O'Hear and will be allocated on students' timetables.

Why should you do the EPQ?

It is a great way to develop your academic skills, specifically with essay writing. You will develop research and communication skills and look to explore a subject you are really interested in. It looks fantastic on UCAS applications and holds UCAS points, which means it can sometimes form part of your offer. If your EPQ fits the subject area of your chosen university course, some universities lower their offers for applicants.

Who can join the EPQ?

Where we encourage all students to take the EPQ, this is a demanding and challenging qualification. We would advise anyone studying A Levels to select the EPQ due to the academic rigour and expectations of the qualifications which is developed across A Level courses. Those who are not studying academic pathways are welcome to join the EPQ, but will need to understand the expectations of independence and really commit to the academic nature of the qualification.

How often will EPQ be on my timetable?

You will meet with your supervisor once every 2 weeks but you are required to work on the project independently in your own time and during studies. Your supervisor will review your project's progress through one to one meetings and class sessions.





covers PSHE elements, it is a what contributes to the hours of students being a full-time student here. Tutor time is **non-negotiable** and all students a e required to attend.

Super curricular UCAS PSHE Enrichment Revision

Tutors are the staff who:

- Collate and write references
- Provide academic support through one-to-ones
- Support wellbeing
- Check progress, attendance and behaviour

One to Ones

One to Ones mirror meetings that are had with tutors at university and performance meetings at work. They are a dedicated 20 minutes on rotation, every term, where staff can look at EPQ and other academic concerns to fully support the student. Students will be expected to attend these and will be informed in advance of the date and time.

<u>Symposiums</u>

Symposiums are every Monday and fulfil our wider curriculum promise, which is to promote powerful knowledge and support building student's cultural capital. These are 45 minute sessions which are lecture style and will be delivered by teachers on a range of specialist topics (cells, postmodernism, WW1, feminism, genetics, powerful knowledge etc.)

<u>PSHE</u>

This will include a range of topics which will support student's critical and communication skills. Debating current affair topics, or learning about university, finance and economics will be an important part of the programme. Mentoring also takes place during tutor and helps build the 'rounded' individual.

Tutor time is in the morning from 8.30-9.00am. It will be on 3 days a week (days TBC)

the sixth form team and the student when addressing concerns.

Parents will be called in to discuss:

- Course choices
- Academic progress
- Attendance
- Behaviour
- University or enrichment

We are happy to meet with parents to discuss options for higher education or for employment, but these will need to be booked in advance. Due to the nature of our teaching requirements, we will only be able to meet with parents after school or before school at 8am.



understand how daunting the prospect of Oxford or Cambridge university may be for students. Working closely with Surbiton Sixth Form in London, we have developed an Oxbridge mentoring programme which started in 2018 and has been great in building confidence within our students who look to apply. We have had a great success rate and work closely with Surbiton High School to provide opportunities for our students. The programme will:

- Support students through the application process
- Provide academic support to achieve conditional offers
- Inform students on admission testing (LNAT, BMAT, ELAT etc.)
- Give one to one feedback on personal statements and applications
- Provide opportunity to attend Oxbridge colleges and attend workshops with the universities and Oxbridge Coordinators across United Learning

Oxbridge and Russell Group Mentors:

Ms Hall: Head of Sixth Form (Humanities, English and the Arts)

Ms Thorne: UCAS Coordinator (Law, Maths, Hums)

Dr O'Hear: Sixth Form Tutor (STEM, Medicine and Theology)

2020—3 students successfully placed at University of Oxford (x 1) and University of Cambridge (x 2) 2021—X 2 interviews at Oxford and Cambridge; 1 offer (History)







UNIVERSITY OF

FOUR MEMBERS ARE IN THE TOP 10 UNIVERSITIES

N THE WORLD

University of Cambridge Cardiff University Durham Universit UNIVERSITY OF EXETER University of Glasgov

University of Bristol

students this year:

- University of Oxford—Personal statement workshop
- Trinity College, Oxford—Admissions guidance
- Oxbridge Academic Mentoring
- Russell Group Mentoring
- Assessment Centre Day
- Uniq
- UCAS workshops
- University open days (Warwick)
- British Library Archives (English Language)

Where some of these opportunities will be during sessions where students may have a home study, we still expect students to attend these sessions as a lot of organising goes into making these events successful.

Department trips offer further academic enrichment and we fully support any trip that will enlighten our students and boost their super-curricular.



curricular which is tailored to the academic learning outside of the classroom.

Top universities want to see students complete further reading and investigation around a subject which proves their love of it. With competitive courses, to stand our from other applicants who may have the same predicted grades, super curricular is important.

Ways in which you can support your son or daughter with super curricular is by encouraging:

- Academic reading
- Online courses (MOOCS)
- Visiting lectures at open days
- Attending open days for universities
- Reading articles or magazines
- Listening to podcasts

Below are some of the super curricular we encourage students to uptake outside of their studies; all links can be found through the University of Oxford's website *Staircase 12*.

https://www.univ.ox.ac.uk/applying-to-univ/staircase12/



and employers because they show a student is developing their knowledge outside of the curriculum and are independent.

You do not need to claim for a certificate when you complete a MOOC, as this cost. Students are encouraged to pick a topic within their subject area of interest.

MOOCs offer university-level courses without the need to complete an entire programme of studies, and are becoming increasingly popular.

- They offer a large number of students the opportunity to study high quality courses online with prestigious universities, often at no cost.
- They are ideal for independent study and users can select courses from any institution offering them.
- MOOCs do not always lead to formal qualifications. There are no entry requirements.
- Video-based, they offer interaction either through peer review and group collaboration or automated feedback through objective, online assessments (including quizzes and exams)



Mr Davis runs the enrichment programme and included is:

- Work experience
- Volunteering
- Gardening project
- Mentoring
- Hanwell Fields Primary School teaching
- New To NOA Transition Days
- Camp
- South Africa Trip
- Residential
- Sports Day
- RAG week
- Head Team
- Oxfordshire Mind
- Surbiton School Trip
- London Tate Modern
- Question Time (studio tour)

Work Experience

Students are expected to find their own work experience in Y12. Staff will carry out risk assessments but students should take responsibility for finding their own experience. This is part of our offer into sixth form, so it is expected all students complete at least a week. Those who are unable to find work will be offered placements in local primary schools, gardening projects or NOA itself. Students are informed of this at the start of Term 1 so they have an academic year to secure.



during Term 2 and Term 4.

Included in your pack is an application form and guidance notes. Please do encourage students to apply and hand forms in by the deadline (see form). We would recommend students sorting bank accounts out over the summer to prevent delay in payment.

The bursary is there to support students through their study here in sixth form. They are responsible with what they choose to spend the money on, but we could expect students to make sure they use it for:

- Dress code
- Trips
- Equipment
- Books and resources

Parents will need to provide evidence of income as it is means tested. Students will receive a split payment twice a year which should cover the costs of the items outlined above. Should there be a trip or requirement for a course which students cannot cover, we may be able to support through the bursary fund, but this is on a individual need. Students will need to approach the Head of Sixth Form to discuss this.

Vulnerable Bursary

Students who are LAC or who live with a guardian that earns under the threshold may be entitled to vulnerable bursary. This is paid directly to the school and we pay into students account in instalments.

Conditions

Students will need to have an attendance of 97% or above to qualify for the bursary. Student's behaviour and commitment to learning will also be taken into account during the application process.

Any student who attends a university open day can be reimbursed for the cost of travel, but we will need

for the first week back in Term 1. We will be in contact with a date once we know whether we can host events while safely socially distancing.

TBC

The evening will be hosted by the sixth form team and will outline the year ahead, policies and UCAS. The evening will also allow for an FAQ session with the Head of Sixth Form and will be an opportunity for parents to find out more about support available for students. We encourage students to attend with parents so that messages are absolutely clear when it comes to expectations.

Surbiton Sixth Form—University Fair

DATE TBC

Every year, Surbiton School invite NOA students and parents to attend their HE fair. Oxbridge, Russell Group and US universities are invited to showcase their institutions and there are also workshops and discussions students can take part in with admission teams. It is a free event and has promoted aspirations within our students who have been in the past. We will be offering places within our minibus to take a small group of students who wish to go but are unable to attend with parents. Students, are of course, welcome to attend on their own.

A Level Results Day

We encourage all students and parents to attend the results day as it is a celebration of the last two years of hard work. On the day there will be opportunities for photos, guidance on re-marks and support form the team on clearing and university admissions. There is also the opportunity to speak with staff around HE and apprenticeships.

On induction day students will receive an enronnent pack which will include.

- Handbook
- Medical and allergy form—*parent signature needed*
- Enrolment Form—*completed on induction day*
- Bursary Form and Guidance
- Reading and Equipment List
- Policies and Learning Agreement
- Photo permission form—*parent or signature needed*

All documents need to be returned to the sixth form administrator who is based in the sixth form office. These documents will be kept in student files. All information will be kept confidential and will support us in enrolling your son/daughter.

Learning agreement

This agreement is a commitment to the expectations we have in place in sixth form for students to be successful. We require parents and students to sign this to confirm that by accepting their place, they agree to meet the expectations set out (learning agreement can be found at the back of this handbook)

Medical and Allergy Form

This form will need to be signed by parents and returned on the first day back. In some cases our welfare manager will be in contact with parents to discuss any medical needs and will look at adjustments with parents and students. In some cases, risk assessments will be completed or medical plans put in place. It is important we are aware of allergies so we can make staff aware.

Photo Permission Form—under age of 16

We like to celebrate student success in sixth form and often take pictures of events and celebrations over the academic year. If you would not like your son/daughter's photo to be used in future print publications, our website or social media accounts do let us know by completing the form and signing. If students are over the age of 16 upon their enrolment, they are able to sign this form themselves.

Photos on enrolment

1. When students attend induction day they will have a headshot taken which will allow us to identify new students into our sixth form . *These images <u>will not be shared</u> on any platform and are for*

- \Rightarrow If students do not meet the entry requirements for their courses, we may still be able to offer a place, but this may be an adjusted pathway.
- \Rightarrow Students who fail **<u>both</u>** English and Maths GCSE will not be offered a place.
- ⇒ For GCSE English we look at both English Literature and Language, but Language is preferred. If a student has failed English Language (Grade 3 or below) we will advise students to re-take English as most universities will still require a Grade 4 or above for courses (Grade 6 for Sciences)
- ⇒ Students need to accept their place in sixth form upon receiving their results. The Sixth Form Team will be in attendance on results day to speak to students. *External students will need to email over proof of their results to the email address:* Sixthform-enquiries@northoxfordshire-academy.org or beth.hall@northoxfordshire-academy.org

Blocking cannot be changed, so if there is a clash on the timetable we are unable to move blocks.

We cannot admit students into sixth form past October 1st 2022.

Under this agreement, North Oxfordshire Academy Sixth Form will endeavor to provide:

- A programme of courses that meets your interests and aspirations, delivered by suitably qualified and effective members of staff with regular setting and prompt marking of formal work (homelearning and assessments)
- A friendly, caring and supportive environment with advice and guidance on your personal health and well-being, including coping with stress
- A tutor who monitors your progress and provides guidance and assistance in setting targets for improvement, with regular progress reviews and the opportunity for your parents to come into school to discuss your progress and any other issues
- Support in developing good study skills through the provision of study periods and VESPA A Level Mindset programme delivered in Year 12
- A varied extra-curricular programme, including opportunities for leadership
- A tutoring programme which is tailored towards progression, including careers and higher education guidance and advice, mental wellbeing and relationships
- A forum for expressing your views and contributing to the development of the Sixth Form

As a Sixth Form student at North Oxfordshire Academy you will be expected to:

- Attend all lessons, scheduled independent study sessions, tutor time and assembly and regard individual tutor interviews as personal appointments always to be kept
- Complete all work to the required standard by the required deadline
- All absences must be reported to the school office. Request any known absence from lessons in advance.
- Accept responsibility for your own learning and aim to become a self-motivated and selforganising learner with effective use of designated study time
- Act as a positive role model for younger students in both school and the community; be thoughtful and considerate towards other students and staff and not disrupt the learning and working of others
- Share your progress reviews and reports with your parents/carers and attend Parents' Evenings (and other scheduled meetings) to discuss your progress
- Dress appropriately for the learning and working environment. Smart/casual wear is required and students should refer to the Sixth Form dress code on the school website. Bold hair colour and facial piercings are not permitted
- Not smoke/vape on or near the site, nor participate in illegal activities or use drugs on site or during school activities or at any time during the school day

- support the sixth form's expectations, rules and policies
- support the sixth form with regard to its policies on dress code, registration and attendance to lessons
- not take family holidays during term time or make requests for absence unless there are exceptional circumstances
- encourage personal responsibility and learning independence recognising that students must learn this
- ensure, where appropriate, that my son/daughter limits the number of hours used for part-time employment and/or leisure activities
- encourage my son/daughter to engage with the extra-curricular and enrichment opportunities provided, thus contributing to the life of the sixth form as a whole
- Upon accepting your offer and enrolling into sixth form, you and your parents are agreeing with the expectations set out in this agreement.

Date: 1

Parent Signature:

Student Signature:

Head of Sixth Form

Signed: BAHAUL