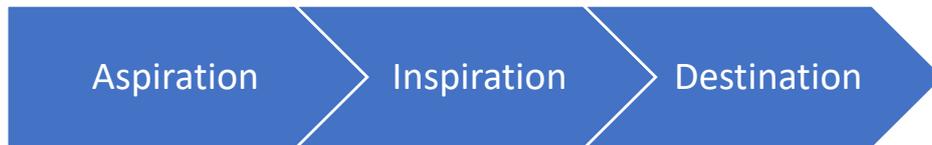




North Oxfordshire Academy

Sixth Form

Standards and Policies





North Oxfordshire Academy Sixth Form: Sixth Form Standards and Policies

Mission:

We exist to provide our students with the best life chances in Oxfordshire.

Overview

Our aim is to ensure that students achieve the best possible outcomes so they can access the best opportunities. In achieving this, students attending our sixth form need to be prepared and ready to learn with a high focus on learning and standards. This standards document outlines the policies we have in place to support students in becoming successful independent learners and the sanctions in place should students not meet these.

Aims

The aims of this Standards document are to:

- ✓ Promote excellent conduct amongst our Sixth Form student representatives;
- ✓ Set out clear, high expectations;
- ✓ Set out a consequence system based on the principles of what is fair, rational and proportionate.
- ✓ Ensure that all members of the Sixth Form community understand their role in contributing to the creation of a safe, stimulating, encouraging, and rewarding atmosphere
- ✓ Ensure that our students and community understand that they are here to develop their whole self and work hard to achieve the best possible outcomes
- ✓ Students are responsible for making choices with regards to their own studies that reflect their Independence through hard work, commitment, and punctuality.

Privileges

All our students benefit from the distinct Sixth Form privileges of:

- Free movement on- and off-site at break and lunch times
- Unsupervised independent study, plus supervised silent study with support of study supervisors who can assist with study skills
- Access to super curricular programmes to access Oxbridge and top universities (Oxbridge Mentoring, for example)



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- Access to the outdoor common areas during their time not in lessons
- The benefit of making their own choices regarding how to manage their time when not in lessons
- Access to enrichment beyond the classroom

Standards

We have high expectations of our students within their learning but also whilst they are within the academy. As role models, it is important our students understand the role they play in our community.

Our Commitment to our Community

Our learning agreement highlights the commitment that the sixth form will make to our community, but also what we expect from students and parents when enrolling within our sixth form.

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

- A programme of courses that meets students' interests and aspirations, delivered by suitably qualified and effective members of staff with regular setting and prompt marking of formal work (home learning 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 a Y12 transition programme
- 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

A Sixth Form student at North Oxfordshire Academy will be expected to:

- Attend all lessons, scheduled independent supervised study sessions, tutor time and assembly and regard individual tutor interviews as personal appointments always to be kept



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- Complete all work to the required standard by the required deadline (**2 hours** of home learning per subject per week)
- Accept responsibility for their own learning and aim to become a self-motivated and self-organising learner with effective use of unsupervised designated study time
- Act as a positive role model for younger students in both school and the local community
- Be thoughtful and considerate towards other students and staff and not disrupt the learning and working of others during study periods and within the classroom
- Dress appropriately for the learning and working environment (smart, professional dress as outlined in the dress code policy)
- 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

We expect parents/guardians to support the sixth form and their son/daughter by:

- Supporting the sixth form's standards and policies which are in place to raise standards and outcomes
- Supporting home learning expectations and encourage students to complete work on time and to the best of their ability to meet deadlines
- Attending parents' evening and parent meetings to discuss progress and action plans following poor progress
- Attending information evenings throughout the year to keep informed about exams, revision strategies and pathway opportunities
- Refraining from taking family holidays during term time or make requests for absence unless there are exceptional circumstances as these impact on critical learning time
- Encouraging personal responsibility and learning independence, recognising that students must work hard for their outcomes, and this will be through commitment to their studies and home learning which is completed to a high standard
- Encouraging students to engage with the extra-curricular, super curricular and enrichment opportunities we provide which will develop their personal self and make them more competitive when it comes to applying for university, apprenticeships and employment.



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Folder Standards

To ensure students are prepared to learn they must invest in A4 large ring-binder folders for every subject. They must organise this according to the expectations of the course and come to every lesson prepared to learn with their folders. In addition to their notes and course resources, each folder should have as standard:

- File dividers (units, home learning, assessments, as advised by teacher)
- Specification (provided by teacher)
- Folder check sheets

Folder checks happen regularly throughout the term by classroom teachers, curriculum leaders and the sixth form and senior leadership team. Students will receive actions and targets to achieve if they have not presented their folder accordingly.

Folder Checks

- Folder checks happen throughout the term
- Folder deep dives will take place in departments
- Poor folder standards will be logged on Arbor
- Students will receive targets and actions to meet to ensure folder is ready for the next agreed date

If students arrive to lesson without their folder they must go collect to bring back to the lesson/next period.

Equipment Standards

In addition to folders students need to come prepared to lesson with additional equipment for their studies. The sixth form bursary can support in funding these resources, but students need to apply and provide relevant documentation and evidence for these funds. As a minimum for these subjects:

Subject	Equipment
Maths, Physics, Chemistry, Biology, Engineering, Core Maths, Further Maths	Scientific calculator Pencil Materials for drawing graphs



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Sport	Sport kit
Psychology	AQA Year 1 Book (Y12) AQA Year 2 Book (Y13) Calculator

Additional materials and checklists will be provided by departments to ensure students are ready for the start of their learning.

Uplearn, Seneca and Teams

Students should be accessing online resources to aid their learning. Teachers will set a mix of Seneca (knowledge and recall with exam questions) and/or Uplearn (application tool for Biology, Chemistry, Maths, Physics and Psychology) which is to support their home learning, classroom learning and independent practice.

Uplearn advises spending **4 hours per week** on the platform to achieve an A* at A Level, which is our expectation. Student engagement can be tracked by teachers and the Head of Sixth Form.

Policies

1. Attendance and Punctuality Policy

Within sixth form we expect all students to be in the academy, learning 100% of the time. We take attendance very seriously and expect all students to be on time to lessons and study periods. Our attendance officer monitors attendance in lessons and study through Arbor which parents and students can access and monitor.

Attendance will be monitored and reviewed every half term by the sixth form team and attendance officer. Parents can track their son/daughter's attendance online through Arbor. The attendance stages which will be followed by staff are outlined below – a letter regarding the attendance threshold below will be sent to parents with next steps.



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If a student's attendance **falls below the expected 97%** the student will require a meeting with Head of Sixth Form/Deputy of Sixth Form. This will be monitored for the next 6 weeks where we will hope to see an improvement.

Lower than 95%

parents are called to discuss attendance concerns by Head of Sixth Form/Deputy of Sixth Form where actions will be put in place. Attendance is monitored and parents are kept informed.

Lower than 92%

parent meeting to discuss attendance and progress with Head of Sixth Form/Deputy of Sixth Form where actions are put in place to improve attendance and progress.

Lower than 90%

Following previous meetings and action plans, parents are to attend a meeting to look at impact of attendance on progress. In this meeting, actions may involve adjustments to timetable, conditional offer or student being placed on an attendance contract.

Below 85%

Where poor attendance persists, we will need to review the student's commitment to North Oxfordshire Academy sixth form and whether this is the best pathway for them. This will be a meeting with the Head of Sixth Form and the Principal.

Institutions can apply reasonable conditions of attendance to qualify for exam entry. Here at NOA, students will not be entered for examinations if their attendance falls below 90%. Payment will be requested by the school; once payment has been made, students will be entered to take their summer examinations.

Withdrawn from Course of Study

Funding regulations dictate that a student must be withdrawn from their course of study if they are absent for 20 consecutive school days. The Education and Skills Funding Agency does not distinguish between authorised and unauthorised absence for this purpose.

Punctuality

A big part of sixth form is managing time effectively, and one way to ensure that is to be punctual to every lesson or meeting. This is what we would expect in a professional environment.

- Students arrive to tutor (8.25am) and their lessons on time



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- Lateness will be logged on Arbor and the sixth form team will follow up
- Parents will be invited in to attend a meeting to address punctuality concerns if persistent

Missed Lessons

Students who fail to inform the sixth form that they will not be attending due to illness will be marked as a 'truancy' and is unauthorised.

- Parents will be called if a student does not arrive for their lesson
- Student will have a meeting with Head of Sixth Form/Deputy Head of Sixth Form to discuss concern
- Student is expected to catch up with the work during their study period

Those who have persistent truancy for lessons will be expected to attend a parent meeting to look at the suitability of NOA sixth form and/or the course.

Absence requests

Students may request time off for work experience or compassionate leave but will need to complete an absence request form which will be reviewed by the Head of Sixth Form. In most cases these are granted and will not affect attendance. However, holidays during term time are not permitted and will not be authorised. If taken, this will be marked as an unauthorised absence.

Reporting an absence

Parents will need to call the sixth form office directly to report an absence. Parents will need to call each day before 8.30am with a reason for why their son/daughter cannot attend lessons.

The sixth form attendance line number is: **01295 234233**

2. Dress Code

Being part of the sixth form means students are a role model for younger students across the school. With this responsibility comes behaving responsibly and adopting professional dress when in sixth form. The sixth form dress code applies to all North Oxfordshire Academy sixth formers and will only be relaxed on non-uniform days, some educational visits and when otherwise advised. Exceptions may be made in certain circumstances (i.e., injury, awaiting NOA sport kit) but must be agreed by



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the head of sixth form or sixth form year heads. *We will relax the dress code in extreme heat conditions.*

If a student is required to go home and change, parents will be informed.

Lanyards are part of sixth form dress code and are a safeguarding requirement. Students must wear these at all times when in the academy. Students will be sent home if they do not have their lanyard.

Acceptable Smart professional dress

- Tailored Shirts
- A Tie
- Tailored Trousers
- Smart jumper (no logos, sports brands 'Nike' or 'Adidas' etc.)
- Smart Dress, Skirts, or Tailored Trousers.
- Tailored blouses or Tops. Sleeveless / backless tops are not permitted.
- Jumper or Cardigan.
- Blazer/Jacket

Footwear should be plain and polishable
Small heels/boots are acceptable

Non-acceptable items of dress

- Shorts
- Jeans of any colour
- Any item of Denim (including 'Denim look')
- Fleece Jogging Pants/Bottoms/Hoodies
- Jeggings/leggings
- Vest Tops, Sweatshirts, T-Shirts
- Sportswear (unless NOA sport 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 is not appropriate
- Sports caps, baseball caps and beanie hats
- Clothing with any Large Logo's, Pictures, etc
- Denim jackets
- Pleather/leather trousers
- There must be no visible body piercing and/or tattoos.
- Coats and jackets should be removed in lessons

Hair when dyed should be of a natural colour (pink, green, blue colours etc. not permitted)



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Students will be asked to go home and change and return to the academy if they are not wearing appropriate professional dress. Students received the dress code at interview stage, on induction day and it is available on our website for clarification.

3. Phone Policy

Mobile phones are permitted in sixth form but are only to be used during break and lunch-time. Students have access to computers and chrome books so are not required to use their phones for internet access. Students must not use their phone when walking around the academy, in lessons or during study periods.

Any staff who sees a student using their phone whilst around the academy, will log this on Arbor for tracking. They will be asked to put their phone away.

If a student refuses to put their phone away during a study period or lesson, we will follow our next steps on the warning system:

- Student asked to put phone away but refuses despite warnings
- Student asked to leave site and parents are called
- Student returns to academy to have a meeting with Deputy/Head of Sixth Form

4. Study Expectations Policy

Designated study time is where we expect students to manage their time effectively and apply their learning from their lessons.

All students have 3 allocated 'supervised study' **per week** on their timetable. This is a timetabled session and all students must attend and is part of their full-time offer here at NOA Sixth Form. In addition, students are also required to work in 'unsupervised study' in sixth form.

Students are expected to follow the 'study six' when in supervised study:

1. Students enter the room in a calm and silent manner and take to their seat.



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2. Students come prepared for the study session with materials to work with (assessments, past papers, coursework, reading) independently.
3. Students complete work to the best of their ability and utilise their time in the session.
4. Phones are put away and not visible; they are not a distraction from learning.
5. Students who are required to, work with the study supervisor to ensure they are up to date and have completed work to standard. Students leave their space ready for the next student to learn.

Students will receive support from the study supervisor and the sixth form team through:

- ✓ High quality tutoring
- ✓ One to one intervention on exam skills and revision
- ✓ Adjustments made to their timetable to accommodate extra support (extra studies added, for example)
- ✓ Action planning with the Head of Sixth Form to improve outcomes in subject areas which may result in attending interventions after school/during tutor time
- ✓ Discussions about progress with the study supervisor or the sixth form leaders
- ✓ Access to Chromebooks and computers, JSTOR online library and online revision tools (Seneca, Uplearn, etc.)

5. Missing Study Periods and Poor Progress

Students should not be missing any opportunity to consolidate their learning and are required to attend all timetabled study periods. Parents can access timetables through Arbor and these are up to date.

- If a student misses a study period, parents will be informed, and students will be required to make up the time
- Students fail to make expected progress will have additional studies added to their timetable to support them in an independent learning environment.
- Following parent consultation and action planning around mock periods, students may be required to attend after school study sessions so they can catch up with work and improve their outcome



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6. Y13 Exam and Intervention Policy

Where teacher assessments and internal data suggest a student is significantly underachieving in a subject, the school reserve the right to intervene and engage in discussion regarding continuation with that subject at any time during the Year 12 or Year 13 academic year.

This is to enable more support to be given to ensure the subject(s) they remain on are more likely to be successful. When a student is identified as requiring support in a particular subject, an agreement will be reached about the support to be offered alongside the required engagement from that student. The agreement may include conditions about levels of attendance, attitude to learning as well as attendance at additional lessons, study intervention sessions or submission of additional work. The academic monitoring process is outlined below.

Stage 1: Two Grades below target in a subject following mock examinations/assessments.

Stage 1 is a supportive measure to enable students to improve their grades. Students will work supervised on specific topics given by their subject teachers and additional studies will be added to their timetable for this. Students will have a consultation with Deputy Head of Sixth Form/Head of Sixth Form, and parents are contacted by phone and letter.

Stage 2: Two Grades below target in subject/s for a second consecutive term/assessment.

Stage 2 is as above, including a parental meeting with a member of Sixth Form Staff to agree a bespoke action plan to support improvements. Parents are informed and receive a copy of the agreed action plan.

Stage 3: Two Grades below target in subject/s for a third consecutive term/assessment.

Stage 3 is as above and will require a meeting with the Head of Sixth Form to evaluate ways forward and discuss strategies to promote successfully continuing in Sixth Form at North Oxfordshire Academy. Final Action plan implemented and suitability for continuing in 6th Form reviewed. Failed Stage 3 – Meet with Assistant Principal and Head of Sixth Form to discuss purpose of continuing to attend North Oxfordshire Academy Sixth Form.



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Mock exams and U grades

Students will need to re-take their examination if they receive a U grade in an assessment. Students who receive a U grade in their A Level or Level 3 programme will automatically be required to attend a stage 3 meeting to look at suitability of courses/6th form.

Students need to demonstrate they are prepared for their A Level/BTEC exam. If they cannot demonstrate this, they will not be entered for their examination.

Charging for Examinations

The school reserve the right to charge students for examinations if they fail to meet the requirements for attendance and coursework. A student/parent will be required to pay for the examination:

- Where the required attendance or completion of work has not been achieved (90% is the benchmark)
- Where the student has failed without good reason to sit the examination for which the institution has paid
- Where a student resits an exam with the aim of achieving marginal improvements in grades

Conduct in Examinations and Mock Periods

Students are expected to sit an exam they have been entered for (as above). Students are required to attend every examination and come prepared for their examination with their materials. JCQ guidelines highlight rules within examinations which candidates must follow, and these are shared with students.

As a *minimum*, the conduct we expect from students in examinations/mock exams is as follows:

- Students are registered and ready to enter the examination room at least 15 minutes before the exam is due to start
- Enter the room calmly, silently and remove phones and bags from their person
- Take in pens, pencils etc for their examination



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- Follow the instructions from the exam invigilator and upon completing the test, wait for instructions on leaving the room.

In no circumstance should students:

- Have a phone, apple watch or electronic device on their person. If spotted, this will need to be reported and is deemed malpractice. This will be reported to the examining body pending an outcome
- Talk, or communicate in any way with students in the examination room
- Enter an examination room if the exam has already started.

Punctuality for Examinations

Students who are running late for examinations, will not be permitted to enter the room. Students should not disturb the exam conditions, and this is a breach of practice as outlined by JCQ.

If a student is unable to attend a mock exam or summer examination due to illness or an extenuating circumstance, we will need to contact the exam officer who will then inform the exam board/JCQ. Next steps will be explained to the student and parent.

Responsible use of ICT and Digital Technologies

Students may use their own chrome books when in sixth form. We also have a suite of computers and chrome books for students to use. To enable this, we manage flexible, responsive web filtering, email filtering and security systems to provide a rich learning environment, whilst at the same time maintaining the integrity of our IT services.

We expect all pupils to behave in a safe and responsible manner when using IT services. It is essential that pupils are aware of eSafety and know how to stay safe online; as such we have a PSHE programme of curriculum and pastoral activities to support this.

When accepted their place in our sixth form, students agree to the following:

- Students will only use school IT systems and devices, including the internet and email for school purposes.



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- Students will use own IT devices and all school devices, including the wireless laptops, in a responsible manner in school
- Students will only log on to the school network, email, software services and learning platform with their own username and password.
- Students are responsible for managing network account and storage space sensibly, using appropriate files and filenames
- Students will not attempt to download or install software on school technologies, or tamper with hardware or software settings.
- Students will make sure that all IT communications with pupils, teachers or others are responsible and sensible.
- Students accept they will be responsible for their behaviour when using IT services
- Students will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If students accidentally come across any such material, I will report it immediately.
- Students will only take or use any images of pupils or staff for school purposes, in line with school policy and will not distribute these outside the school or online without permission.
- Students will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- Students will respect the privacy and ownership of others' work online at all times and not use technologies to copy work that is not theirs.
- Students will not attempt to bypass the internet filtering system.

Students therefore understand that all use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers and parents. *If an incident occurs that is an offence under the Computer Misuse Act this may require investigation by the police and could be recorded on any future criminal record checks.*

Further information on our IT and E-safety policy can be found on the schools [website](#).