



SIXTH FORM AGREEMENT 2026-2028

The Sixth Form Agreement set out in the document below supplements the whole school's Code of Conduct. Please read this carefully and ask a member of the Sixth Form Team any questions you may have as a result.

Our mission at Oaklands Sixth Form College:

- *To further the core apostolic mission of the school and provide a holistic education which seeks 'the formation of the whole person: intellect, heart, will, character and soul.'*
- *To ensure a Sixth Form in which there is commitment to academic excellence and outstanding pastoral support.*
- *To ensure each individual is given the best opportunity to fully realise his/her talents by creating an environment where each is known and none is left behind.*
- *To help equip each individual with the skills, cultural capital and confidence needed to succeed in life.*

Your time in the Sixth Form is a special and yet surprisingly short time. This is a transition between the world of compulsory schooling and university study or employment. There will be many unique opportunities and challenges and students leave transformed, but you can be confident that you will be guided and supported throughout your Oaklands Sixth Form journey by highly experienced and committed teachers and support staff.

Alongside the greater autonomy comes the expectation that Sixth Form students work with a greater degree of maturity and assume responsibility for their own learning. This includes the realisation that lessons are a starting point and that success at A Level requires initiative in reading around subjects and using independent study periods for productive study.

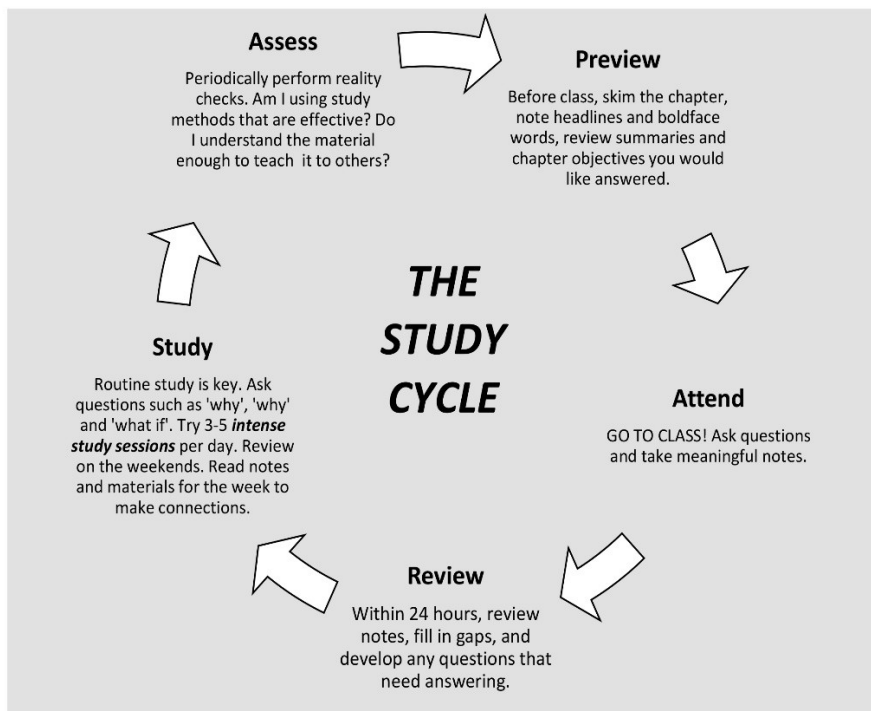
As an appendix to the School's Behaviour Policy (see School Website), the Sixth Form Agreement sets out our expectations and is based on this desire to ensure the best possible learning environment in which all can flourish into the very best versions of themselves.

The following pages set out our expectations across all areas of Sixth Form life which are designed to ensure your time here is as positive and as successful as possible.

Core Hours, Independent Study and Study Leave

To succeed at A Level you must be willing to work hard and to take your learning beyond the lesson. In this way it is vital that as a Sixth Form student you realise at the outset that your actual lessons are only one part of a much wider study cycle that should include pre-lesson preparation and post-lesson review.

The below diagram helps summarise this wider approach to successful post-16 study:



This cycle requires you to complete a realistic amount of independent study. When you are not taking part in a timetabled lesson, we expect you to complete independent study, preferably in the Sixth Form building. There will be times when this is supervised study in the Sixth Form or Main Hall. However, the majority of these independent study periods are not supervised as we want to encourage greater autonomy and independent study skills. However, these periods outside of timetabled lessons should not be seen as 'free' time or as being less important than timetabled lessons.

It is important you take responsibility for these private study periods and to plan your work to make the best use of each one.

It is essential that you check the Sixth Form Teams account once a day and your school email account at least once a week.

<p>Compulsory sessions</p>	<ul style="list-style-type: none"> • Weekly Monday morning registration, 9.00am-9.20am • Fortnightly (Week A) Tuesday tutorial and assembly, 9.00am-10.20am. One-to-one on alternate weeks on Tuesdays 9.00am-9.20am. • Weekly Thursday morning registration, 9.00am-9.20am • Wednesday – SF Tutor Team meetings • Friday, 9.00am-9.20am, scheduled one-to-one appointments with tutors. These one-to-one sessions are pre-arranged for with the students involved and mean those without appointments on these days do not need to come to tutor period.
<p>Use of independent study</p>	<p>It is important A level students make the most of their study time. Each lesson should be regarded as three hours; one-hour preparatory reading; an hour lesson and then at least one hour follow up reading. There will then be the additional time required for any homework assignments. There will be at least one hour per week of supervised independent study, and this will appear on timetables. The Sixth Form team will also schedule additional supervised study and Academic Intervention Plans (AIPs) where there is a concern over progress and effort.</p>
<p>Enrichment programme</p>	<p>All students in Year 12 participate in the Sixth Form’s Enrichment Programme. This includes a fortnightly extended tutorial as well as the opportunity to devote an hour each week to helping others in the community or engaging in a sporting or creative endeavour – Wednesday afternoons are given in lieu to provide an opportunity for this to take place.</p> <p>The Sixth Form Student Handbook and Unifrog should be used to track and record participation in the Enrichment Programme as this can be referenced for future applications.</p>
<p>Core hours</p>	<p>For all Year 12 students, core hours are from 09.00 until 15.30 on Monday - Friday. When there are no scheduled lessons, students are expected to use the ‘free periods’ on their timetables for independent study in the Sixth Form or in allocated spaces across the wider school. All Sixth Form students are able to leave the school site during lunch breaks if their attendance is not required by a member of staff. Where we feel it would be useful as a support mechanism, we reserve the right to extend a Year 12 or Year 13 student’s core hours. For example, to provide additional supervised study and/or pastoral support in the form of Friday reflections.</p> <p>All students are required to attend the timetabled tutor periods twice a week (9.00am-9.20am), an assembly and extended tutorial once a fortnight as scheduled, as well as any scheduled one-to-one tutorials. Registers are kept and any unauthorised absence is followed up and may be subject to the disciplinary procedures.</p>

<p>Study leave</p>	<p>Study leave is occasionally granted at periods during the academic year to allow students to work flexibly from home, in support of their academic studies and in preparation for internal and public examinations and is given expressly for this purpose. Study leave is therefore part of the academic cycle and members of the teaching staff can require attendance at school to support academic study or for meetings during these periods.</p> <p>The Sixth Form team reserves the right to place restrictions on study leave where there are serious concerns about the ability of a student to use their study leave effectively. This could, for example, mean a student being required to maintain core hours.</p> <p>Requests for leave of absence are required during periods of study leave as per the rest of the academic year.</p>
<p>Mobile phone usage</p>	<p>Sixth Form students are permitted to bring and use smartphones. However, usage rules are strict and intended to maintain an appropriate academic environment and safeguard younger pupils.</p> <p>Sixth Form Mobile Phone Rules:</p> <ul style="list-style-type: none"> • Designated Areas: Students are only permitted to use their mobile phones outside of lessons within the designated Sixth Form building. • General School Site: Phones must not be used in the main school buildings or in the vicinity of younger students. • During Lessons: Handheld devices are strictly prohibited during lessons unless explicitly authorised by a teacher for a specific educational task. • Enforcement: If a Sixth Form student is seen using their phone in restricted areas or without permission, the device will be confiscated. <p>Canteen payments must be made using debit cards or fobs. Mobile phone payments will not be accepted in the canteen but can be used for the Sixth Form vending machine.</p>

Attendance

Excellent attendance to lessons is important in maintaining academic progress. Developing a robust approach to attendance is also an important life skill and future employers will insist upon it. Furthermore, student absence inevitably increases the workload and demands made upon our teaching staff. For all of these reasons, we insist that it is kept to a minimum.

Please note that attendance includes not only timetabled lessons, but also the wider extra-curricular aspects namely form periods, fortnightly tutorials, weekly assemblies, weekly Philosophy Religion and Ethics (PRE) sessions and other scheduled enrichment provision. Attendance at these sessions is compulsory and closely tracked in terms of punctuality and attendance. Students who consistently fall below 90% attendance may be placed on an intervention plan and subject to the Sixth Form Behaviour Policy and Agreement Stages.

Requests for Leave of Absence

Students are responsible for securing approval from the Director of Sixth Form for planned absence if it is to be authorised. We ask for requests for absence to be made prior to the planned absence date, or the date by which arrangements need to be made. Travel arrangements and/or deposits of any kind should not be paid until a planned absence has been approved. The school calendar should be referred to in order to avoid making requests for leave of absence when Year 12 return for internal and external exams.

Attendance expectations	<p>We expect students to maintain an attendance level of 100% (this includes attendance in lessons as well as in form periods, tutorials and assemblies). Students falling below this level are monitored and interventions are put in place for those with poor attendance levels. At the discretion of the Sixth Form team, students whose attendance falls below 90% for any subject, or for their attendance as a whole, could have an Agreement Stage (see Agreement Stages below) invoked, or the right to sit one or more of their examinations withdrawn. It should be appreciated that attendance of only 80% equates to an average of two-three days of absence per fortnight and this is clearly an unacceptable level of absence, causing serious disruption to teaching and learning.</p> <p>In the case of illness or medical appointments, parents should telephone the Sixth Form office on the first morning and every day thereafter.</p> <p>Paid or unpaid employment, driving lessons/tests must not interfere with Sixth Form commitments including the ability to complete homework satisfactorily, or to attend after-school or weekend commitments.</p>
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Punctuality

Excellent punctuality is expected in school as it is in professional life. Prompt arrival to school and lessons demonstrates courtesy and ensures that lessons can start purposefully.

Being late for lessons without prior notice may result in teachers refusing entry to lessons. Persistent lateness will result in a letter home and other sanctions including a detention/Friday reflection and the possibility of course withdrawal.

Academic Work

Academic progress is important and, alongside our promise of quality teaching and assessment, is the obligation on Sixth Form students to take responsibility for their own learning by working in partnership with teachers and by demonstrating good behaviour, active participation, a positive approach and enthusiasm. We expect diligence in the classroom and in private/independent study to be excellent.

Student progress is closely monitored at points throughout the school year through subject teacher's professional views and through progress reports, effort grades and mock exams. This tracking data is primarily used to help teachers and the Sixth Form team support students in their academic progress. This data informs the work of the Academic Progress Lead in arranging additional support and intervention. This may include being provided with an Academic Intervention Plan (AIP) which students are expected to fully comply with.

To ensure students are on the right courses, and have the best chance of success, all are expected achieve at least a grade D in the Year 12 Assessment Week and Year 12 mock exams. Any subject graded U in the Year 12 mocks cannot be continued into Year 13. There are no retakes for the Year 12 mock examinations. If despite additional support and an Academic Intervention Plan, a minimum grade E is not secured in the end of Year 12 mock exam one of the following options will apply:

1. Continue with a reduced A Level programme (i.e. 2 A Levels) and an AS Level from the small selection available. However, it is important to note that option 1 may mean it necessary for students to consider a foundation degree.
2. Look for an alternative post-16 provision (at the end of Year 12, students still have two years of post-16 state funded education available to them). If A Levels are not the route that seems suitable, we can offer significant support in finding a suitable alternative.

The Year 12 mock examinations are additionally important in that they will form the evidence on which a UCAS predicted grade will be given to prospective universities and employers. We will only predict one grade higher than the Year 12 mock grade; therefore, a grade D will mean a predicted grade of C.

Conduct

Our Catholic ethos permeates all we do, and we promote love and service. This also extends to our expectations of you as a Sixth Form student in terms of your conduct in and around the Sixth Form and wider school. A safe, happy and successful Sixth Form relies on high standards of conduct and behaviour. We regard our Sixth Formers as young adults who have actively chosen Sixth Form and therefore, we expect good conduct and manners. This includes the expectation that students comply with any reasonable request from teachers with good grace.

We will not attempt to outline all aspects of good or poor behaviour here but suffice to say that rude and uncooperative behaviour is not acceptable and will always be challenged. Our Sixth Formers are also expected to help keep the Sixth Form as clean and tidy as possible and to put rubbish in the bins provided. The use of the Sixth Form Common Room is also subject to expectations in terms of keeping noise levels down and ensuring this space is used responsibly. The Director of Sixth Form and wider Sixth Form leadership group reserve the right to remove the right to use the Sixth Form Common Room for those students who are not using this space appropriately. During exam periods the Sixth Form Common Room will become a semi-silent study area.

The Sixth Form provides picnic blankets and sports equipment for students to use. However, this is done so with the expectation that this equipment is signed out and used properly in the designated areas of the school grounds. Students who lose or damage Sixth Form equipment and furniture will be required to pay for the repair and/or replacement.

All students are expected to fully abide with the wider school's Behaviour Policy and IT acceptable usage policies (policies available on the school website).

Misconduct falling short of Gross Misconduct	All members of staff will insist on the highest standards of manners and respectful behaviour and should deal with any failures firmly. Misconduct includes rudeness, defiance and actions that might bring the Sixth Form and wider school into disrepute. At their discretion, teachers may issue either a warning or refer the matter to the Director of Sixth Form to be dealt with further as they deem appropriate, up to and including escalation to Stage 3 of the Sixth Form Agreement (see Agreements Stages below) depending on the incident. There is strictly no smoking, vaping, alcohol or unauthorised substance possession or use allowed anywhere on the Sixth Form and wider school site. Stage 3 can always be invoked for a student who fails to comply with a request made by the Director of Sixth Form and/or Headteacher.
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As in professional life, there are some types of behaviour that are so serious that they can lead to permanent exclusion. Aggressive or abusive behaviour and deliberate or careless behaviour that risks or leads to damage or harm is clearly unacceptable and will be treated as gross misconduct.

Please also refer school's wider Behaviour Policy.

Breaches of the Behaviour Policy and Sixth Form Agreement

Agreement Stages

Where a student is in breach of the terms of the school's Behaviour Policy (including the Sixth Form Agreement) they may be placed on an Agreement stage. Being placed on an Agreement stage is a serious matter, and most students never reach this level of sanction. Agreement stages are reserved for serious and avoidable breaches of the Agreement or the school's expectations.

STAGE	INTERVENTION	CONTACT WITH PARENTS	WHO? <i>One or more of:</i>
Stage 1	Written warning Detention/Friday Reflection	Letter and/or phone call to parents.	Director of Sixth Form Member of SLT
Stage 2	Written warning Detention / possible Fixed Term exclusion	Letter to parents Initial meeting with parents	Director of Sixth Form Headteacher
Stage 3	Meeting with parents Final written warning Fixed term exclusion	Letter to parents Meeting with parents	Director of Sixth Form Headteacher
Stage 4	Permanent exclusion and withdrawal from Sixth Form	Letter to parents Meeting with parents	Director of Sixth Form Headteacher

Whilst progression is typically incremental (from Stage 1 to 2 etc.), the Stage of the Agreement invoked (up to and including Stage 4) will depend on the seriousness of the incident

Sixth Form Dress Code

It is a Sixth Form privilege not to wear school uniform as we want to support our students' individual and creative expression as young adults and the senior students in the wider Oaklands community.

The Sixth Form dress code has been designed to ensure that students can dress comfortably and affordably, while at the same time acknowledging that we are a Sixth Form within a Catholic school setting. We expect that while at Sixth Form you will dress for a working environment and will follow the dress code below.

- No offensive slogans or imagery
- No political symbols or slogans
- Underwear should not be visible
- Clothing must not be see-through
- Please use your judgement on wearing low tops as to what is appropriate for a working environment
- As a guide, skirts and shorts should be no shorter than halfway down the thigh
- No sunglasses to be worn indoors

Lanyards must be always worn and visible. This is a safeguarding requirement and those without lanyards may be sent home.

The Director of Sixth Form and Sixth Form Leads reserve the right to challenge any inappropriate clothing or general appearance. This will initially take the form of a restorative conversation, but persistent concerns may result in the Sixth Form Agreement Stages being invoked.