

# Ormiston Bolingbroke Academy – Sixth Form Policies Overview

## Attendance and punctuality

- Monday & Tuesday, students are expected to be on site 8:30am and attend their tutor sessions.
- Wednesday – Friday, students are expected to be on site for the beginning of their first lesson. E.g., if their first lesson is lesson 2, then they would have to be on site on time for 10:10am.
- Students will be allowed access to off-site privileges at lunch time, based on positive attendance and progress. This includes leaving the site early if students do not have a lesson 5 class to attend.
- Personal Development lessons will run on one lesson per week on a set cycle. Students are required to attend all these lessons even if they fall when students would not normally have a lesson. Personal Development will not run Lesson 5 for Sixth Form.
- If students are going to be absent or late, contact must be made by 8:30am on the morning of absence to notify attendance. **Contact:** 07784324000 or 01928711643(Option2)
- If students have a pre-arranged appointment, this should be sent through to attendance & Head of Year in advance of the absence. **Send to:** [attendance@ob-ac.co.uk](mailto:attendance@ob-ac.co.uk)
- Poor attendance will result in parental contact/meeting and targets being set to support. Any prolonged absence that is unauthorised will result in time being made and off-site privileges removed.
- Random unauthorised lessons will result in Sixth Form weekly Correction after school.
- Students must follow the off-site privileges expectations to gain access to these privileges.
- If students are late to Sixth Form or individual lessons. Off-site privileges will be removed for a set period.
- Students who have excellent attendance and punctuality will be rewarded accordingly.

## Standards

- Students must follow the Sixth Form Dress Code. Failure to do so will result in students being sent home to change. This also includes removing outer coats whilst in lessons.
- Lanyards & ID badges must always be worn in the Academy.
- If students fail to meet the high expectations of attitude to learning, behaviour and demeanour within the sixth form they will be sanctioned according to the behaviour policy, including Sixth Form weekly Correction.
- Students are expected to try their best in their chosen subjects through, following lesson expectations sets out by staff, completing all work provided including homework, assessments, and disciplinary/wider reading.
- Students are required to work independently during study periods and in their own time. As a guide students should be completing an extra 15-20 hours' worth of study during this time.
- Students are supported to have part time jobs whilst at sixth form. However, no work shifts should be taken during the school day, and we advise a max of 10 hours per week.
- Mobile devices including phones and headphones should be used only in the 6<sup>th</sup> form area. Staff will confiscate and pass to Sixth Form Student Support if they are misused around the academy.
- Positive behaviour and attitudes to learning will be rewarded accordingly.