



## Ormiston Bolingbroke Academy – Sixth Form Policies Overview

For full 6<sup>th</sup> Form policies in detail please follow the link below. This will take you directly to them, where you can read them and provide consent that they have been read/agreed to.

### Attendance and punctuality

- Students are required on site Monday, Wednesday – Friday no later than 8:55am ready for first lesson at 9:00am.
- Students are required on site Tuesday 8:30am for their weekly assembly.
- Students will be allowed access to off-site privileges at lunch time, based on positive attendance, progress & behaviour. 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 with the 6<sup>th</sup> Form Team. Students are required to attend this weekly lesson on top of their chosen subjects.
- 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 & 6<sup>th</sup> Form Team 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 should be available as a minimum until 3.00pm each weekday. However, may be required for weekly corrections up to 4.00pm.
- 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.
- If attendance falls below 80%, students will be required to pay for their examination fees.
- If students fail to attend external examinations, they will be required to pay for their examination fees.

### 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 set 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.