



Policies & Forms 2026-2027

In this pack there are numerous policies and forms that need to be read, completed and returned to the academy. It is important that you read these policies to make yourself aware of the high expectations we have within the Sixth Form. It also explains the procedures if any of these expectations are not met.

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All consent to meet the expectations set out in each of the policies will be provided by both parents and students online using the link or QR code below.

<https://tinyurl.com/6thformconsent>



Ormiston Bolingbroke Academy – Sixth Form Policies Overview

Attendance and punctuality

- Students are required on site no later than 8:55am ready for first lesson at 9:00am for the first 2 weeks of term.
- Students are required on site Wednesday 8:30am for their weekly assembly.
- Students will be allowed access to off-site privileges at break time, lunch time, and on non-contact periods, 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 6th 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 & 6th Form Team in advance of the absence. **Send to:** 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 3pm each weekday. However, may be required for weekly corrections up to 4pm.
- 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 may be required to pay for their examination fees.
- If students fail to attend external examinations, they may 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.
- Students are expected to maintain a good standard of personal hygiene and attend school clean and appropriately groomed, ensuring that their personal presentation does not negatively impact the comfort, wellbeing, or learning environment of others.
- 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 6th 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.

Rationale

This attendance policy has been created to clarify expectations of students in post 16 education at Ormiston Bolingbroke Academy Sixth Form.

High levels of attendance and excellent punctuality are both characteristics of students who achieve above or in-line with their potential. Research shows poor attendance and punctuality has a serious detrimental effect on outcomes. Attendance falling below 95% has been shown to result in an average reduction of one grade at A level/Level 3 per subject and this increases to two grades when attendance falls below 90%.

One of our strategic objectives is to reduce to zero the number of students whose attendance drops below 90%.

Expectations

- Students are expected to participate fully in all elements of their study programme, including timetabled lessons, directed study, personal development, work experience, enrichment activities, careers education and employer engagement opportunities
- It is an expectation that all post 16 students maintain a cumulative rate of attendance at 95% or above.
- Students are expected to attend all lessons fully during the school day from 8.55am to 3.00pm **including personal development sessions**

Personal Development includes:

- Careers education
 - UCAS and apprenticeship preparation
 - Financial education
 - Wellbeing
 - British Values
 - Digital literacy
 - Employability skills
 - Independent living skills
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- Students are expected to attend a weekly assembly on (usually on Wednesday) at 8:30am and any meetings deemed necessary by the Sixth Form Team, Subject Teacher or Curriculum Leader.
 - Students are expected to use their 3 directed study periods to work in the Study room.
- Students are expected to attend their fortnightly assessment lesson in the study room, where they will be assessed for each of their subjects.
- Students are expected to use their independent study periods to work independently in the breakout spaces available.

Work Experience and Employer Engagement

- All students will participate in relevant work experience and/or employer engagement activities.
- Students must complete preparation and reflection activities.
- Employer engagement may include workplace visits, mentoring, industry projects, guest speakers and work placements.
- Participation forms part of the student's study programme and attendance expectations

Responsibilities

- Subject teachers are required to complete an electronic register for each lesson.
- Subject teachers are also responsible for alerting the Sixth Form Team if they seem problematic patterns of attendance emerging within their subject area.
- The Sixth Form Team are responsible for monitoring attendance patterns within the sixth form and putting actions into place to encourage better attendance.
- The Sixth Form operates computerised registration which enables lesson registers to be stored and analysed and sophisticated reports at individual, student, group, year or sixth form level to be quickly generated. The Sixth Form Attendance Officer is then able to use this information to follow up on lateness and unexplained absence with parents and carers and alert the sixth form team of issues arising for further action.

- **Parents / Carers have a joint responsibility** to ensure that their child attends the Sixth Form as required and on time.
- Students themselves must ultimately accept a high degree of responsibility for their punctuality and attendance. Students must arrive punctual to all sessions where their attendance is required.
- Where the teacher is absent the student must follow the correct procedures set out for staff absence.

Procedures

Student Absence:

- Students or their parent/carer should inform the sixth form by phone on the first day of absence ill, by 8.30am. On return to the Sixth Form, an absence letter/email should be provided to account for all the days of absence. Sixth Form Attendance Officer contact numbers
- If an absence is planned for a known reason in advance (see below) then the student or parent/carer should inform Sixth Form Attendance beforehand, in writing using the absence request form.

Staff Absence:

- When a member of staff is absent, and no cover is provided the work set for that lesson is left with the Sixth Form Well-being co-ordinator or given directly to the students in advance.
- In either of the above cases students must register at the lesson time with our Sixth Form Well-Being Co-Ordinator before completing set work in the study room and sending/returning to staff.

Leave of absence (Holidays) and other absence.

- By law, students should not take any leave of absence (holidays) during term time and these will not be authorised.
- Students can take days absence to attend Open Days at universities but are encouraged to visit at weekends wherever possible. The sixth Form Attendance should be informed in advance of these absences.
- Students may be absent for unavoidable appointments such as specialist medical appointments, job interviews (not part time jobs) and driving tests and should inform the Sixth Form Attendance in advance. Sixth Form Attendance Officer attendance@ob-ac.co.uk
- Students should not make routine doctors, dental or other appointments during the school day. This includes driving lessons*.
- **Under no circumstances should students undertake paid part time work during the school day** and are advised to limit part time work to 10 hours per week if it is not to impact on study. Students should be available as a minimum until 3pm each weekday. However, may be required until 4pm for 6th Form Corrections.
- Students may undertake work experience or work placements or complete voluntary activity in support of university or work applications within the school day during study periods or independent study time with the agreement of the Sixth Form Team.

Protocols

- If there has been no contact by 8:55am on the first day of absence parents/carers will receive a phone call from sixth form advising them their son/daughter is absent.
- If students are marked absent for a lesson throughout the day, the Sixth Form Attendance Officer will contact them directly as the first point of contact and if no contact is made will then contact parents/carers.
- Welfare calls will be made at the end of each day of absence by our Sixth Form Student Support.
- Student's attendance percentage will determine their off-site privilege allowance.
- Absence for holidays will be marked as unauthorised in all circumstances unless approved by the Head of Sixth Form or Principal
- Absence for appropriate agreed reasons as outlined above will be coded accordingly and considered in calculating overall attendance.

Monitoring:

The monitoring of student attendance patterns and of attendance procedures includes the following actions.

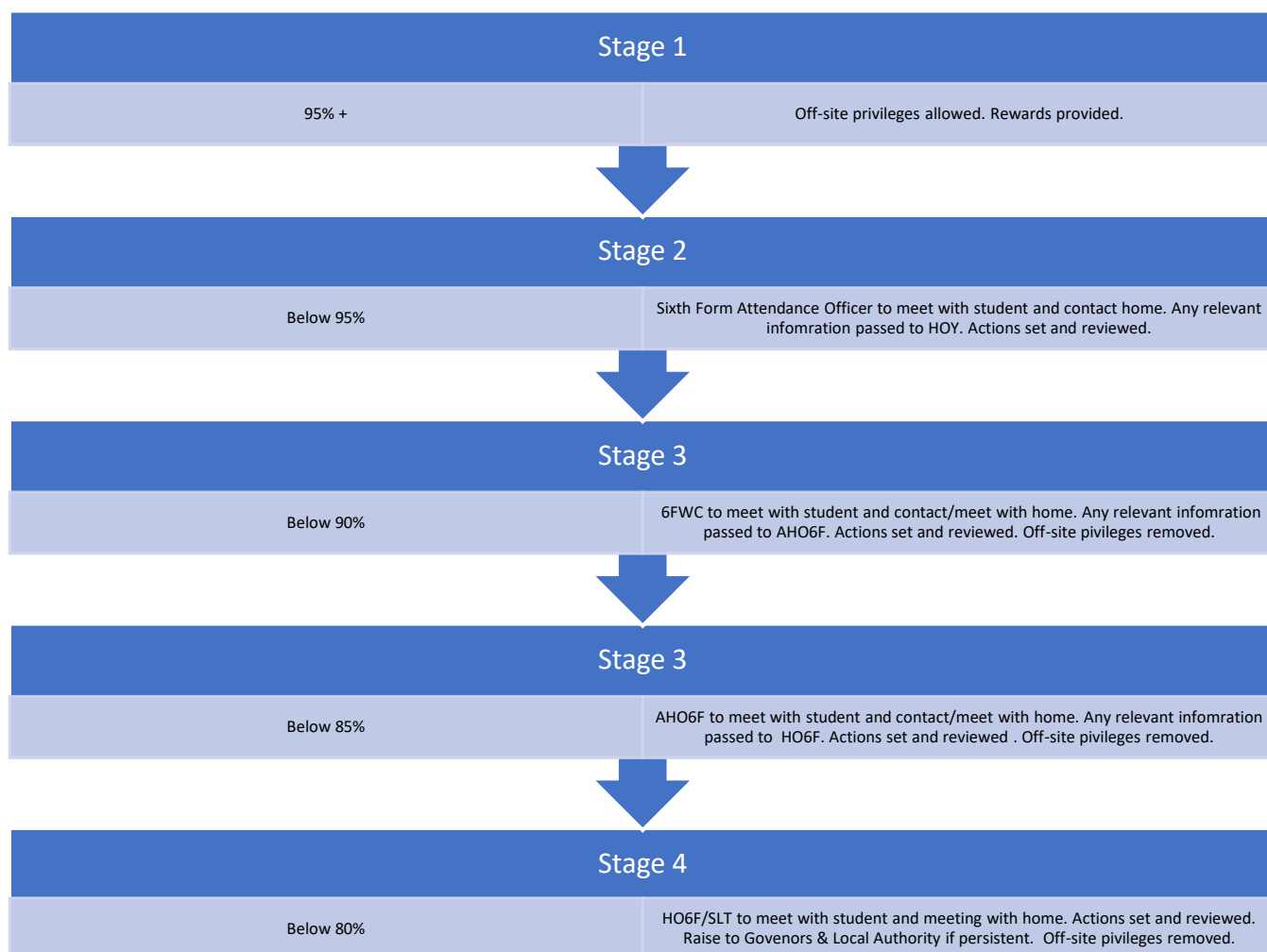
- Attendance figures are regularly downloaded from the school system for scrutiny and analysis of patterns and trends.

- Setting of an annual attendance target (and monitoring of figures for persistent absence) in discussion with the Sixth Form Attendance.
- Analysis of annual attendance figures against annual targets and patterns in previous years.
- Review of this policy on a two-yearly cycle or more frequently if required by changing legislation or changing needs.
- Attendance and punctuality are monitored in the first instance by the Sixth Form Attendance who will liaise with the Sixth Form Leader in following up attendance and punctuality issues revealed through monitoring and support the follow up procedures outlined below.

Consequence of poor punctuality and attendance

Punctuality

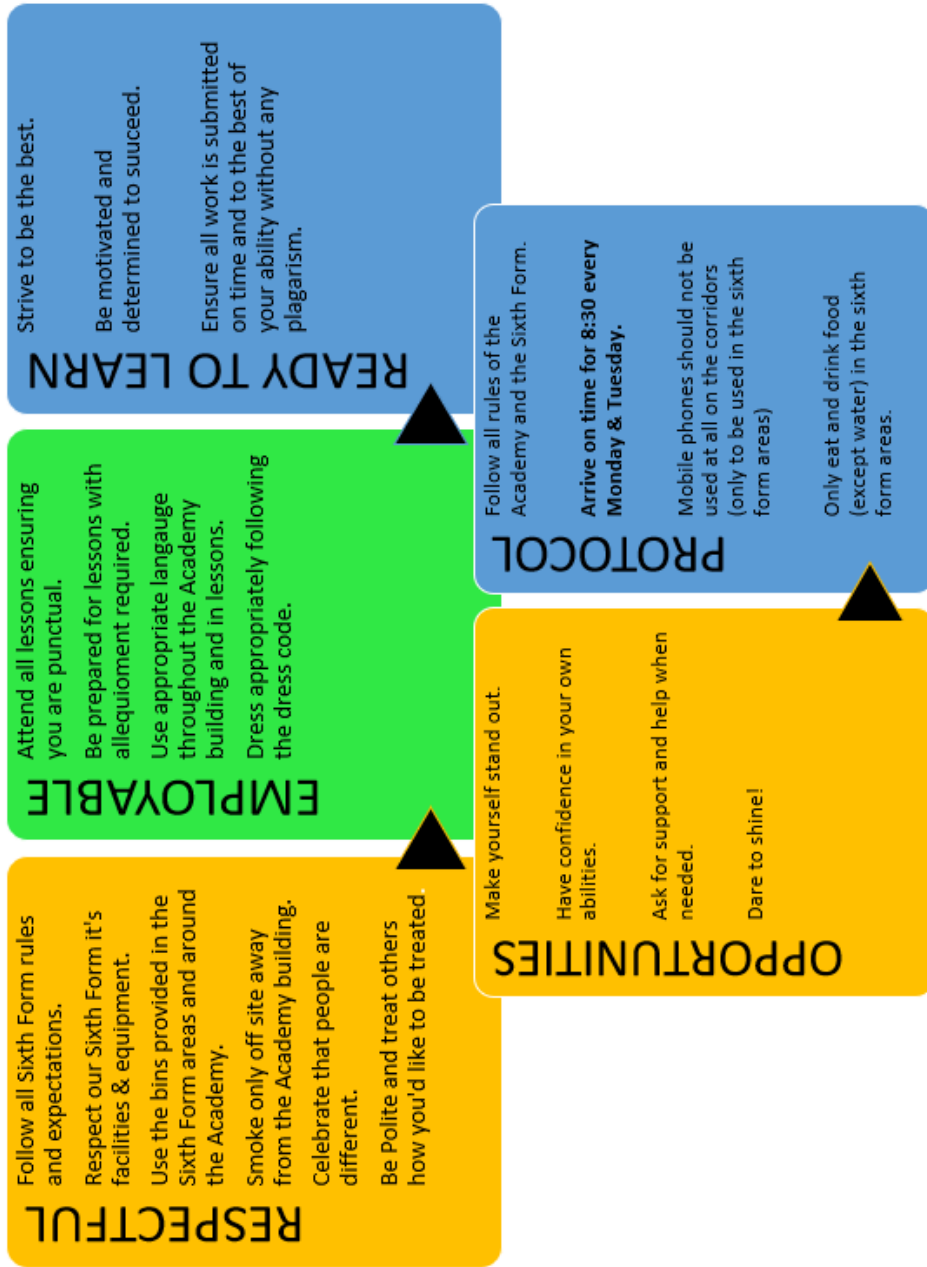
- Registers are always taken at the beginning of each session and students arriving after this time will be recorded as late and have the minutes late recorded electronically.
- If punctuality is poor the student will have an initial verbal warning.
- If there is regular pattern of continued poor punctuality a formal meeting will be called between the Sixth Form Leadership, Subject Faculty staff, the student, and their parent/carer and students will lose off-site privileges.
- If there is still no improvement a final written warning will be issued and the student may be asked to attend a meeting with the Head of Sixth Form.
- In line with ESFA guidance, should attendance fall below 80%, examination entry decisions will be made on an individual basis, considering attendance, engagement, completion of assessments and likelihood of success
- Students who are underperforming will be placed on an academic support plan. Decisions regarding continuation on a course will be made following intervention, review and consultation with parents/carers.



Summary

It is intended that this policy makes clear the Academy expectations of post 16 students at Ormiston Bolingbroke Academy and the consequences of poor attendance and punctuality. We (students, parents/carers and staff) want the same success for all our A level students to allow them to move on to the next stage in their lives on leaving Ormiston Bolingbroke Academy. It is not our intention to exclude students from the sixth form without having explored all possible means for them to succeed. It is hoped that the implementation of a clear transparent policy will avoid the ultimate consequence having to be invoked. We will continue to work positively with the students and continue to enjoy the support of parents/carers in achieving the best outcomes for the students.

OBA SIXTH FORM EXPECTATIONS



I understand that breaking the following rules will result in swift disciplinary action which may mean that I am asked to leave Sixth Form:

- Do not bring alcohol or illegal substances into Sixth Form or be under the influence of these while in Sixth Form or taking part in external activities.
- Do not bring knives, or anything which could be used as an offensive weapon into Sixth Form or on transport.
- Do not fight, be aggressive, bully, harass, threaten, or intimidate others in any way. This includes the use of social networking sites, emails, texts and phone calls.

The Academy reserves the right to withdraw students who fail internal or external examinations in both Year 12 and 13.

The Academy reserves the right to withdraw any students from examinations with attendance lower than 95% or require payment from student/parents if they wish to be entered. Examination entry decisions will be made on an individual basis, considering attendance, engagement, completion of assessments and likelihood of success. Students who are underperforming will be placed on an academic support plan. Decisions regarding continuation on a course will be made following intervention, review and consultation with parents/carers.

Failure to complete Home-Academy Agreement can lead to withdrawal of place.

The Academy will:

- provide outstanding teaching from well qualified teachers and tutors
- provide individualised consultation regarding university, apprenticeship or employment choices;
- provide support over any academic, social or personal issues;
- promote close involvement with the local, wider and international communities;
- communicate with parents through letters, newsletters, leaflets, and an annual school calendar;
- provide termly reports which will provide information on the progress of their child;
- provide a yearly Progress Evening which will allow opportunities for consultation with subject teachers;
- make direct contact if the Academy has any serious or ongoing concerns to discuss;
- arrange opportunities for individual discussion in response to any concerns expressed by parents.

Parents will:

- ensure attendance is over 95% and notify of absence on the same day; following the Sixth Form attendance policy
- understand that failure to pass internal exams will lead to withdrawal from course.
- support the Academy's dress code policy;
- encourage students to complete homework and support good working habits;
- encourage and support the participation of students in enrichment activities;
- promote a high level of personal conduct at all times and, should it be necessary, support the implementation of any sanctions;
- attend consultation meetings and events for celebrating pupils' successes;
- encourage students to apply full effort at all times, acting as a role model to other students.

Students will:

- attend over 95% of lessons arriving on time; including following the study room agreement
- Sign in & out on the Academy InVentry system;
- understand that failure to pass mock exams may lead to withdrawal from course and thus looking for alternatives.
- hand in all homework tasks on time and in full;
- maintain high personal standards of behaviour and care in relation to others, their property and the property of the Academy;
- only use mobile phones/devices including headphones/AirPods in the designated Sixth Form areas and not on the corridors or in lessons;
- return all school property in a good state of repair;
- wear clothing that adheres to the Academy dress code
- Adhere to the Academy Sixth Form Expectations;
- contribute actively to the school and wider community;
- act as a role model for students, supporting the OBA way in and outside the academy.

Purpose

- To generate a positive approach to the Academy and maintenance of the Sixth Form Expectations (Appendix Sixth Form Expectations) and to foster an ethos which supports the development of the personal, social and learning skills of all learners.
- To encourage positive and cooperative behaviour and attitudes in all learners.
- To provide clear guidelines to staff, learners, parents, carers and employers on the disciplinary procedures to be adopted when the Sixth Form Expectations are not adhered to.

Policy statement

The Sixth Form Student Behaviour Policy forms part of a group of related policies which set out:

- What the student can expect from the Sixth Form and what we expect from both the students and parents (the Home Academy Agreement).
- What the Sixth Form expects of its students with regards to behaviour and attitude (the Sixth Form Expectations).
- What the Sixth Form expects of its students with regards to attendance (Attendance Policy)
- What the Sixth Form expects of its students with regards to dress code (Sixth Form Dress Code).
- The action to be taken in the event of a breach of the Sixth Form Expectations, Dress Code and Attendance Policy.

Implementation of policy

The implementation of this policy will need to consider:

- Current legislation.
- The role of parents/carers/employers.
- The age and other factors and circumstances relating to the learner.
- Our equality duties as a public body (for example considering disabilities or emotional/learning difficulties or social circumstances which may affect learners' behaviour and cultural differences that may impact on understanding and compliance).
- Each case must be considered on its own merits.

The Sixth Form is committed to providing a fair and just hearing for all students. As part of the contracted arrangement made at the point of joining the Sixth Form, students (and, where appropriate, parents, carers and employers) will be directed to the Sixth Form Policies.

The behaviour of a student whilst studying at Sixth Form forms part of their behaviour record and is held as such. The scope of the policy also includes inappropriate behaviour on transport, in the Academy or whilst on external visits and activities. Information relating to disciplinary actions may be disclosed to parents, employers (prospective or existing), support agencies, where appropriate, or in the form of a reference where requested to appropriate organisations. In the case of more serious offences, the Sixth Form will fully cooperate with the relevant authorities. The sharing of this information will always be in line with any UK data sharing protocols or laws.

Negative Behaviour

As a matter of the policy, other than for incidents of serious misconduct each student is entitled to go through each of the behaviour policy. There are no requirements to move through each stage and if required the student can enter the behaviour policy at any point depending on behaviour displayed.

There are normally four stages of the policy. Throughout the stages below students may be issued with a Sixth Form Correction, whereby they will be required to remain after sixth form hours with one of the Sixth Form Team.

1. First Warning
2. Second Warning
3. Final Warning/Contract
4. Fixed Term Exclusion

STAGE 1 – First Warning

- Issued to the student in a private meeting by Assistant Head of Sixth Form- Head of Year
- Student will be made fully aware that this is the first stage of the process and that there is a time limit to improve their behaviour.
- Student will agree to the plan including targets against they can be reviewed.
- The warning is recorded on an intervention log for that student.
- Parents and carers will be informed.

STAGE 2 – Second Warning

- If behaviour deteriorates further or has not improved based on targets within the time period set from the First Warning, a Second Warning will be issued.
- This warning will include a formal letter sent to parents/carers and student outlining the behaviour concerns and time frame at which the student needs to improve with appropriate targets.
- There will be a formal meeting with the student, Sixth form Student Support and Assistant Head of Sixth Form - Head of Year.
- The warning is recorded on the intervention log for that student.
- This stage can have no more than two occurrences before progressing on to Final **Warning/Contract**.

STAGE 3 – Final Written Warning/Contract

- If, following the issue of the written warning, and allowing a reasonable period for agreed actions to be carried out, a student fails to make the required improvements, then a contract will normally be given out by the Assistant Principal – Head of Sixth Form, with the Assistant Head of Sixth Form or Sixth Form Student Support present. A contract can be issued **without** a prior verbal warning, or a written warning being given, where it is judged that the poor/unacceptable behaviour warrants it.
- This stage will include a formal letter sent to parents/carers and student outlining the behaviour concerns and time frame at which the student needs to improve with appropriate targets. This will also include a parental meeting date and time. This may also include a meeting with the Governing body for the Academy to address concerns.

STAGE 4 – Serious Misconduct

- In an incident of serious misconduct including such cases where the safety and wellbeing of others on the premises or on transport or on authorised Sixth Form activity off site is deemed to be at risk, and where urgent and immediate action is required, the normal stages of the procedure are overridden, and the following procedure applies.
- If deemed necessary and if practicable the student must be removed immediately from the premises, vehicle or off-site venue and given verbal notice of Fixed Term Exclusion. Fixed Term Exclusion can be authorised only by an Assistant Principal – Head of Sixth Form, Senior Vice Principal or Principal of the Academy and assistance sought if necessary, from other staff, to remove the student from the premises. In all cases the staff member suspending the learner must notify the relevant staff within the Sixth Form Team, the Senior Vice Principal, the Principal as well as notifying parents. This may also include a meeting with the Governing body for the Academy to address concerns.

Permanent Exclusion Decision

- In the case of learners previously issued with a final written warning/contract where the required improvements have not been met, or in the case of serious misconduct, or FTE, a Permanent Exclusion Decision normally follows. This procedure will be led by the Assistant Principal – Head of Sixth Form as well as either the Senior Vice Principal or The Principal and Governing body.
- In the event of Permanent Exclusion, the student has the right to appeal in written form to the Assistant Principal – Head of Sixth Form as well as either the Vice Principal or The Principal. The Sixth Form will endeavour to support the students in moving on to another post 16 setting, employment or training where possible.

Sixth Form Dress Code

Dress code: Sixth Form students will be regarded as role models for students lower down the school and their standards of dress are an important part of the culture of the Sixth Form. A smart dress code encourages a sense of community and develops a sense of pride and self-respect. Students are asked to regard Sixth Form dress requirements in a positive manner. The aim is to have a smart appearance that allows a degree of personal choice. However, your academy is a workplace and your appearance should reflect that.

General Guidelines: Student should not wear.

- Very low-slung jeans.
- T shirts with logos that may be considered offensive.
- Overly revealing tops.
- Any clothing which reveals underwear.
- Hats or hoods on at any time in the Academy.
- Beach style flip-flops.

Allowed	Not allowed
T-shirt Polo T-shirt Shirts Blouse tailored top	Logos and images that may be considered offensive. No tops which have 'Spaghetti' straps No tops which reveal stomachs or cleavage No backless tops No football tops
Trousers Jeans Chinos Shorts Leggings* Trousers Skirt Dresses Jeans	*Leggings should be of an appropriate thickness/material or must be worn with a long top/dress to mid-thigh length minimum Skirt/Dresses/Shorts should be of an appropriate length.
Shoes Trainers Canvas shoes Smart Boots	No flip-flops/slides Boots – knee high maximum height No Ugg style boots No stiletto heels
Jumpers Smart sweatshirts & hoodies with small logos	No hoods, caps or hats to be worn in the Academy

- Jackets or Coats – **Outer Jackets and coats may be worn but should be removed on entering any classroom.**
- Lanyards-**Student ID must be worn at all times in the lanyards provided.**
- Jewellery - most jewellery is considered acceptable; however, students may be required to remove items if an excessive amount of jewellery is worn. Jewellery must be removed as a subject requirement, for example: Sport, Dance etc.
- Tattoos should be covered where possible.

Students are expected to maintain a good standard of personal hygiene and attend school clean and appropriately groomed, ensuring that their personal presentation does not negatively impact the comfort, wellbeing, or learning environment of others.

Because of the constant changes of fashion that take place, it has to remain the right of the Head of Sixth Form and senior members of staff to determine that a particular item of dress is not appropriate for the Academy. Students would be informed of any changes of dress code.

Considerations

Students who study subjects that requires them to wear specific clothing, will be allowed to wear this as acceptable dress code. However, clothing will be branded with the Academy logo on. E.g.

- Sports students will be required to wear appropriate Academy branded t-shirts for practical lessons.
- Dance students will be required to bring dance kit to each lesson ensuring they have appropriate clothing for wearing around the Academy

The Sixth Form team reserve the right to send students home to change, if they deem that students have turned up to Sixth Form dressed inappropriately.

If this is a regular occurrence, students will be required to make up the time missed.

Use of the Study Room Agreement

The DfE places strong emphasis on structured programmes that develop independent learning skills.

Therefore students are

- Expected to complete weekly independent study hours outside of teacher led lessons. Recommended 20+ hours of independent study for successful A Level students.
- Use of supervised and unsupervised study. This includes timetabled Directed Study periods as well as non-contact lessons.
- Monitoring through assessments and progress reviews. This will be done through fortnightly assessment lessons for each subject and regular progress reviews each term.

When in the study room, you will adhere to the expectations set out below.

Expectations:

- To attend 3 study sessions per week.
- To attend 1 assessment lesson per fortnight for each subject.
- To arrive to the study room on time.
- To stay focused and on task during your study session.
- To study quietly and independently.
- To ask for support when needed.
- To respect staff and peers.
- Use of mobile devices for study purposes only.
- To be organised and arrive with specific subject tasks/course work.
- To respect the study area and take care of study room equipment. Stationary & books must be returned to their place in the study room after use.

Unacceptable Behaviour:

- Eating anything during study time.
- Shouting out / talking loudly so that others are disrupted.
- Playing music loudly.
- Swearing, abusive or threatening behaviour.
- Using mobile devices for social media, games, videos etc.
- Socialising and/or distracting others during their study session.
- Litter or damage to study area.

Failure to act appropriately in the study room will lead to you being asked to leave the room and contact will be made with your parent / carer to discuss your behaviour / attitude to learning, following the behaviour policy.

Digital Learning and Artificial Intelligence (AI) Policy

Purpose

This policy outlines expectations for the responsible use of digital technologies, Artificial Intelligence (AI), and academy-provided laptops by Sixth Form students. It is designed to support learning, safeguard users, and promote academic integrity.

Digital Learning Expectations

Students are expected to:

- Bring their academy-provided laptop fully charged each day.
- Use digital devices primarily for educational purposes during the academy day.
- Access only authorised platforms, software, and online resources.
- Follow the academy's Acceptable Use Policy and safeguarding procedures at all times.
- Maintain the security of their accounts and passwords and not share login details with others.

Use of Academy-Provided Laptops

Students who are issued with a laptop remain responsible for its care and appropriate use.

Students must:

- Handle equipment responsibly and report any loss, damage, or technical issues immediately.
- Not install unauthorised software, bypass security settings, or attempt to access restricted systems.
- Keep devices free from inappropriate, offensive, or unlawful content.
- Return equipment in good condition when requested by the academy.

The academy reserves the right to monitor, manage, or restrict the use of academy-owned devices and networks where necessary to ensure safety, security, and compliance with academy policies.

Use of Artificial Intelligence (AI)

AI tools can support learning when used appropriately. Acceptable uses may include:

- Research and information gathering.
- Revision support and quiz generation.
- Improving writing through proofreading, feedback, or drafting ideas.
- Developing study materials and organisational tools.

Students must:

- Declare AI use where requested by staff.
- Ensure all submitted work accurately reflects their own understanding.
- Check the accuracy of any information generated by AI.
- Follow teacher guidance regarding permitted AI use for specific tasks.

Students must not:

- Submit AI-generated work as their own without acknowledgement.
- Use AI during assessments, examinations, or controlled conditions unless explicitly authorised.
- Use AI to generate inappropriate, discriminatory, or harmful content.
- Upload confidential academy information, personal data, or sensitive information into AI systems.

Academic Integrity

All work submitted must be the student's own. Misuse of AI, plagiarism, cheating, or attempts to gain an unfair academic advantage may result in disciplinary action and could affect internal or external assessment outcomes.

Safeguarding and Online Conduct

Students must:

- Behave respectfully and responsibly online.
- Report any safeguarding concerns, cyberbullying, inappropriate content, or security issues to a member of staff immediately.
- Comply with all academy safeguarding, behaviour, and data protection requirements.

Breaches of this Policy

Failure to comply with this policy may result in sanctions, temporary or permanent withdrawal of laptop privileges, network restrictions, disciplinary action, and/or further action in accordance with academy policies

Off-site Privileges Consent

Parent/Carer Consent for OBA 6th Form Off Site Privilege

OBA 6th Form students must attend Monday, Wednesday -Friday 8:55am and 8:30am Tuesday weekly, plus 1 full timetabled personal development lesson per week, assembly, all subject lessons as well as their allocated directed study and assessment periods. There may be other occasions where they will need to be in school at a different time to their normal lessons, we will inform them of this in good time. With parental permission they are allowed off site when they do not have a lesson period 5 and for lunch time.

We will write to you and explain that this privilege has been removed for a set period, should your child:

- fall behind with any work.
- or their attendance does not meet our expectations.
- or behaviour is not as expected.

Students are welcome to stay in school if they are free period 5 and for lunch, however they should spend this time in the 6th form area.

Please complete the online consent to advise that you have read and agree to the above and you give consent for the following.

I understand that my child is permitted to leave the academy when not in lessons and for lunch time

Attendance is based on students attending subject lessons as well as personal development and form time.

Absences need to be reported to the academy. We expect attendance to be at 95% or higher.

- I understand that absence NOT reported to the academy will be unauthorised and therefore impact my child having off-site privileges available to them.
- I understand that appointments need to be made outside of lesson time.

OBA 6th Form Students represent the academy within the community and during these times

- My child understands the importance of acting responsibly outside of the academy.
- I understand that I am responsible for my child when they are off site.
- I understand that the academy will not be held responsible for their welfare or care when off-site.

Should you have any further questions, please do not hesitate to contact the academy where a member of our team will be happy to support.

This policy has been created to give guidance on financial support available to students throughout their post 16 studies at Ormiston Bolingbroke Academy Sixth Form. A key priority for the Government is to close the gap in attainment between those from less fortunate and more affluent backgrounds.

The purpose of the financial support available to students at our Sixth Form is only available to help students with the monetary costs in taking part in post 16 education. This funding is available to the most in need of financial support during this time period. The costs associated with Sixth Form that the bursary can support includes:

- Travel costs to and from Sixth Form
- Specialist clothing requirements
- Equipment needed
- Essential books and stationary

Therefore, if students are successful with their application for any bursary, they may receive paid in-kind rather than in cash. The reason for this is to ensure that students bursary is being spent on the costs associated with attending Sixth Form and supporting them with their next steps in education. In-kind payments may include:

- Essential curriculum trips and visits required as part of a student's study programme
- Local bus pass
- Equipment/resources
- Costs incurred with university, job and apprenticeship open days/interviews

To identify if a student is eligible for any financial support an application process will be conducted. Students should complete an application form which can be gained via the Academy website. This application along with the relevant supporting documentation must be submitted together in order to apply. ***Without the correct evidence requested***, we as an Academy will not be able to process the application.

Eligibility - To be eligible for any financial support through the 16-19 bursary in the academic year 2026-27

- Students must be aged 16 or over and under 19 on 31st August 2026.
- Students must meet the residency and eligibility requirements for 16-19 funding as set out in the current DfE funding regulations. The academy will assess eligibility in accordance with the latest DfE guidance.
- Students will need to provide supporting evidence to prove their household income and circumstances

There are 2 Bursaries available for financial support at the Academy.

Level 1 Bursary – this is applied for by the Academy on a case by case basis depending on students' circumstances. Students who meet the one of the criteria below can apply for a vulnerable bursary of up to £1200 per year. The defined vulnerable groups are:

- Students in care
- Care leavers
- Students receiving Income Support or Universal Credit because they are financially supporting themselves and someone who is dependent upon them and living with them
- Students receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit ***in their own right***

Level 2 Bursary — this is a discretionary bursary, awarded to the Academy annually. Although it is awarded yearly this does not guarantee that funding will be available in future years. Students who have a household income between less than £26000 can apply for this bursary for specific educational purposes set out above. Where demand exceeds available funding, priority may be given to students with the lowest household incomes and the highest evidenced financial need.

- Cash payments may also be made on an ad-hoc basis when funds are requested through a financial support request form and meet the above criteria. Request forms can be accessed via Student Support in the Sixth Form Study Room.
- Any items students purchase in advance and wish to reclaim financial support must, must have proof of purchase (receipt).

To apply for any level of financial support through the 16-19 bursary please complete the online application using the link/QR code below.



[6th Form Financial Support - Application – Fill out form](#)

Continued receipt of bursary support may be subject to reasonable conditions relating to attendance, punctuality, conduct and engagement with study. Individual circumstances will be considered before any support is suspended or withdrawn

There is no set amount that each student will be entitled to, as funds are based on lagged student numbers and students are eligible to apply throughout the academic year if household circumstances change.

Each student will have an allocation of funds for the year which will be determined by the amount of bursary that has been allocated to the Academy and the number of students eligible as well as other criteria set out above including the distance to travel, and household income.

Note: Meeting the income threshold does not automatically guarantee an award. Applications will be assessed on individual financial need and the costs required to enable participation in education.

Process for approval:

- Initial decision by bursary administrator
- Appeal to Head of Sixth Form
- Final appeal to Principal

If you have any queries or concerns regarding the allocation of the financial support or you are not satisfied with your application outcome, you should contact the academy Finance Team & 6th Form Team.

If students have a successful application and are therefore granted access to financial support, they should make requests using the below link. <https://forms.office.com/r/wfAPvx9mfN> Each of the questions must be answered and this request must be made using student's school email address.

All evidence supplied will be processed in accordance with UK GDPR and the Academy's Data Protection Policy

* Eligible students may also apply for Free Meals in Further Education, which is administered separately from the 16-19 Bursary Fund