St. Patrick’s Academy



Sixth Form Policy

2022

**ENTRANCE TO SIXTH FORM**

Students who wish to enter the Sixth Form must meet the published entrance criteria. They will be asked to attend an interview at which career plans will be discussed and advice on courses of study will be given. Final decisions regarding courses of study should only be taken after discussion between a student and their parents and a student and careers staff. There will be occasions on which it is necessary to consult the relevant Head of Department or the Principal.

**ENTRANCE CRITERIA FOR YEAR 13**

Students who wish to enter the Year 13 must meet the published entrance criteria.

They will be asked to attend an interview at which career plans will be discussed and advice on courses of study will be given. Final decisions regarding courses of study should only be taken after discussion between a student, their parents and a member of SMT. There will be occasions on which it is necessary to consult the relevant Head of Department or the Principal.

**GENERAL ENTRY REQUIREMENTS**

All students wishing to enter Year 13, must obtain at least 5 GCSE grade C and above

At least 90% attendance rate in Year 12

Satisfactory record of attitude to work and general behaviour as evidenced in the Year 12 report

Those pupils who have not attained a grade C in either English or Mathematics will re-sit these examinations in Year 13.

All students in Post-16 must purchase their own laptop, which they will bring to School, fully charged, every day.

**ENTRANCE CRITERIA FOR YEAR 14**

Students who wish to enter the Year 14 must meet the published entrance criteria.

They will be asked to attend an interview between a student, their parents and a member of SMT.

Minimum entry requirements to Year 14 are:

A minimum of 3 GCE grade C (or equivalent) to automatically enter Year 14

All Students attaining lower than 3 Grade Cs will have the opportunity to discuss options with a member of SMT, one option may be to repeat Year 13.

At least 90% attendance rate in Year 13

Satisfactory record on attitude to work and general behaviour as evidenced in Progress Reviews and in the Year 13 Report

Those pupils who have not attained a grade C in either English or Mathematics will be required to make alternative arrangements to do so.

**EXCEPTIONAL CIRCUMSTANCES**

The above requirements may be waived if the school is satisfied that there were exceptional circumstances eg caused by extreme medical problems. In this case the school will already have received appropriate documented evidence during Year 13.

**SIXTH FORM AGREEMENT**

All students seeking admission to the School are required to accept and sign a Post-16 Contract to comply with the school rules at all times.

**EMA**

Students who are eligible for EMA must apply directly to EMA. On acceptance students and parents must complete the Learning Agreement which states the terms and conditions. Payment will be made on a fortnightly basis if students have met **all** the requirements stated.

Interviews will be held at the end of Term 1 and Term 3 to determine award of Bonus Payments.

**SUPPORT AND GUIDANCE**

In St Patrick’s Academy we believe that a supportive partnership between the school, pupils and parents is essential for successful learning. We will help you to achieve your full potential whilst engaged in Sixth Form studies.

On entry into Sixth Form a member of Senior Management Team will interview you, helping you to finalise your courses.

A Careers Education Tutor will support you through individual interviews at the following key times:

* UCAS Application
* end of Year 14 transition

**ACADEMIC PROGRESS AND REVIEW**

At the beginning of Year 13 and 14 you will receive deadlines for the submission of work, Units and Modules by individual Subject Teachers

In Year 13 your academic progress will be reviewed at Mid-term of Term 1, end of Term 1 (Formal Reports), Mid-Term of Term 2 and end of Term 3 (Formal Reports).

In Year 14 your academic progress will be reviewed at Mid-term of Term 1, end of Term 1 (Formal Reports), Mid-Term of Term 2 and end of Term 2.

As a result of these Reviews students may be interviewed by Year Head. When it is deemed necessary parents will be invited for interview with Head of Post-16 and Mrs McCann.

**SUPPORT AND GUIDANCE**

Your Class Tutor will support you in the following ways:

* an interview in September to discuss your personal goals and targets
* 6 individual academic Progress and Review Meetings during Sixth Form
* daily registration
* as a link between you and the school
* as a point of referral for any problems

The Head of Post-16 monitors and reviews the progress of each student, particularly anyone experiencing difficulty. Problems with punctuality and attendance, academic work or any circumstances where special support is needed will be passed on through Class Tutors, Year Head and the Co-ordinator of Pastoral Care and Heads of Department.

On two occasions during your time in Sixth Form you and your parents will have an opportunity to attend a Parents’ Evening and you will also receive 3 School Reports.

A Parent Information Evening will be held at the beginning of each academic year to inform parents of the year ahead, detailing subjects, support and guidance available, deadlines, EMA and Turnitin.

**PEOPLE**

The Head of Sixth Form, Mrs McCaul, will look after you from your date of application to Sixth Form until the day you leave the school. She is here to help you should you have any worries or concerns (academic or pastoral). She communicates regularly with you in assemblies, in tutor groups, on an individual basis.

The Principal takes an individual interest in your academic and career progression. Mrs McCann meets with Sixth Form, communicates on a Year Group and Tutor Group level and, when required, on an individual basis. The Principal is also available to meet with you or your parents during the Progress Events.

The Curriculum Coordinator (Mrs A McCann) advises you on curriculum matters for Careers Education and Guidance (Mrs Weathers). The Pastoral Coordinator (Miss Clarke) helps with Special Circumstances for Special Needs (Mrs Scarlett).

6th Form Study Supervisor who oversees personal study and research.

**PLACES**

6th Form Meeting area – main school

Study Room with dedicated Study Supervisor

**SCHOOL DAY**

The school day starts with Registration at 9.10 am in Form Classes.

Classes last for 35 minutes long. Each day consists of ten (nine on Friday) of these periods; some of which are spent in the Sixth Form Study Room carrying out private study.

Lessons begin at 9.20 am.

Break for Year 13 and 14 is from 11.00 – 11.20 am. Lunch is from 1.00 – 1.40 pm

Registration takes place at 3.25

School ends for Year 13/14 students at 3.35 pm

Sixth Form students have non-contact time on a Wednesday/Thursday from 1 pm. This is to facilitate Medical Appointments, Driving Lessons and Research etc

**POSITIONS OF RESPONSIBILITY WITHIN THE SIXTH FORM**

In Sixth Form, there is a wide range of positions of responsibility that students may become involved in to make their time at St Patrick’s more exciting and memorable. This also enables them to acquire new skills and develop the ones they already have.

These include Head Boy/Head Girl, Senior Prefect, Member of Student Council, Bus Prefect, Reading Partnership and Peer Support. There really is something for everyone!

**EXTRA-CURRICULAR ACTIVITIES**

School Council

Volunteering for Romania Trip

Fund-raising – Trocaire, St Vincent de Paul, Romania

John Paul Award

Volunteer Now

Habitat for Humanity

Visiting Nursing Homes/Special Schools

Coaching in variety of Sports

**SIXTH FORM PRIVILEGES**

Uniform

6th Form Common Area

Study Room

Personal Laptop

Extended Break and Lunch

**SUBJECTS**OCR Cambridge National Certificate in ICT

GCE Home Economics

GCE Media Studies

GCE Moving Images

GCE Religious Studies

GCE Health and Social Care

BTEC Level 3 Subsidiary Diploma in Sport

BTEC Level 3 Subsidiary Diploma Applied Science

**LALC SUBJECTS**

GCE Accounting

GCE Geography

GCE Psychology

GCE English Literature

GCE Law

GCE Mathematics

GCE Art and Design

GCE Music

GCE Government and Politics

BTEC Engineering

BTEC Performing Arts

BTEC Travel & Tourism

BTEC Hospitality

**Reviewed October 2022**

**Reviewer K McCaul**