



Chepstow **School**
Ysgol Cas~gwent

Chepstow School

Sixth Form Admission Requirements and Code of Conduct

Approved by: Full Governing Body

Ratification Date: 21/11/2019

Last reviewed on: September 2019

Next review due by: September 2020

Origination: Chepstow School



Admission Requirements: **Chepstow School**

Requirement 1 - Essential

Year 12	Year 13
5 Full Course GCSEs at C grade or above for AS <ul style="list-style-type: none">• <i>A minimum of 5 Full Course GCSEs at C grade or above to study four AS Levels in Year 12.</i>• <i>A minimum of 4 Full Course GCSEs at C</i>	For all students to remain in Year 13 they must be attempting at least Level 3 qualifications

Requirement 2 – Essential

Whilst we have a minimum entry requirement of five Full Course 'C' grades at GCSE (Year 12) and two 'E' grade passes at AS (Year 13), entry to Sixth Form is not automatic for admission.

Staff and governors take account whether an applicant:

- has demonstrated the potential to succeed at the higher level which is senior study
- is deemed to have the aptitude for voluntary study beyond the school leaving age
- has a proven track record by way of attendance, behaviour and attitude to work
- has demonstrated a broad competence across subjects with a consistent degree of diligence throughout.

Requirement 3 - Essential

Although 'C' grades at GCSE are the minimum entry requirement to the Sixth Form, some subject areas require a minimum B or sometimes A grade at GCSE to continue studying their specialism at AS/A2. Please see the separate subject admissions sheet.

Requirement 4 - Essential

All students are required to read, sign and adhere to the Chepstow School Sixth Form Student Contract.



Sixth Form - Frequently Asked Questions

FAQ	Expectations and Clarification
Do all sixth form students have to attend registration tutorial each morning?	Yes. All students are required to attend their registration tutorial each morning; the pastoral programme is delivered in these sessions. This is essential for Safeguarding and students' pastoral and academic welfare.
Do all sixth form students have to attend assemblies?	Yes. All students are required to attend Assemblies / Organised Events as notified. Assemblies / Organised Events are an essential means of communication and identify the Sixth Form as part of the school. KS5 assemblies take place weekly. Lesson 5 EVERY Wednesday is a designated assembly/event slot for both Years 12 and 13. Attendance is compulsory.
Is there a dress code for sixth form?	Yes. You are reminded that Sixth Form students remain part of an 11-18 school. Please see Sixth Form Dress Code below. Sixth Form Tutors and Senior Staff reserve the right to make decisions about the suitability of appearance if difficulties arise. The Head Teacher will act as the final arbiter. This requirement continues to apply throughout the academic years, including all examination periods.
Will I have to sign a contract?	Yes. The student contract signed sets out the expectations Chepstow School has for all students in Sixth Form. A copy of the contract is kept on file and will be referred to if necessary.
What should I do if I am going to be absent?	Where absence from school and/or lessons is planned, students should notify their subject teachers, Karen Oliver and Form Tutor in advance – e.g. medical/dental appointment. All unplanned absences must be reported on the first day of absence to Karen Oliver on 01291 635794. Any student absence should be accompanied by a parental letter or medical certificate, which should be given to Mrs Oliver on the first day back after the absence. This is common business practice and recognises the increasing maturity of students. Note, however, that the school reserves the right to check on any absence if a student's attendance gives cause for concern. Any student leaving our site MUST sign out/swipe out at main reception.
Can a student change course (discontinuing one course and commencing another)?	Only following discussion with Head of Sixth Form and completion of a Change of Course Form, and only by the cut-off date for switching. The Change of Course Form requires approval from Curriculum Leaders of the subjects concerned. It must also be countersigned by a Parent / Guardian.



<p>Can a student reduce the number of AS courses or A2 courses they are studying?</p>	<p>No student in Year 12 may undertake fewer than 4 AS courses. Students returning to Year 13 may not undertake fewer than 3 A2 courses or course equivalents. Decisions about reducing subjects will only be made following extensive discussion with senior staff.</p> <p>It is important that students make informed decisions. Any amendment to a student's course of study may only be made following discussion with Head of Sixth, Subject Teacher, Curriculum Leader and satisfactory approval from a Parent / Guardian. A change of options form will need to be completed and countersigned by all parties.</p>
<p>Would I be allowed to resit Year 12? Would I be allowed to resit Year 13?</p>	<p>We are an inclusive school and will willingly engage in conversation regarding resitting a year. Decisions will be made on an individual basis and will take into account the student's prior progress, work ethic and attendance, and will only be made after consultation with subject teachers and Curriculum Leaders.</p>
<p>Who pays for examination Entries and Fees?</p>	<p>Entry for AS /A2 courses Students who are enrolled for a course will be entered for the appropriate examinations as long as the department recommends entry.</p> <p>Examination fees for recommended entries will be paid for by the school except:</p> <p>a) Where a student fails to sit all or part of the examination (including a coursework component) for a reason other than illness that is accompanied by medical certification. <i>In circumstances a) and b) above the cost of examination entry shall be at the student's expense.</i></p> <p>b) Where a student's attendance falls below 95% (unless absence is authorised).</p> <p>Entry for re-sits of GCSE/ AS/A2 units Will be at the student's expense.</p>



Sixth Form Dress Code

ALL Senior Students play a valuable role as role models, and an appropriate dress code encourages younger pupils to assume high standards. Senior staff are the arbiters of what is acceptable. Students may be asked to leave site if they do not adhere to the dress code. Senior students should be smartly dressed at all times, as they would be if working in a smart professional environment. The Sixth Form Dress Code sends a strong message to the rest of the school and the community about pride in appearance and attitude towards study. The impression it creates sets an example to younger pupils and is a strong influencing factor.

We have decided on a style of dress which is different both from uniform in Years 7 – 11 and from leisure wear. It should be smart and show that Sixth Form students are concerned about their appearance, the impression it creates and the example it gives to younger pupils.

The dress code for all Sixth Form students will be as follows:

- Lanyards and identification cards to be worn at all times (available in September 2019)
- Black or white polo shirts OR a black or white collared shirt/blouse
- Black/navy/grey tailored trousers/skirts- NO JEANS
- Plain V neck jumper in black/navy/grey in colder weather
- A business jacket (optional)
- Black /brown flat shoes
- A Sixth Form tie for formal occasions which will be available from September 2019

Please do not wear:

- ✗ Jeans, leggings, jeggings, joggers
- ✗ Cropped/strappy tops
- ✗ Overly tight and short skirts
- ✗ Trainers/Uggs/Flip flops/High heeled footwear
- ✗ Facial piercings or brightly coloured hair dye

Summary of guidelines

Clothes should be worn in line with the sixth form dress code

Given the very nature of a working school, all students must dress respectfully and thus shoulder-less tops, immodest necklines, low slung trousers or vest-type attire will not be accepted.

Midriffs should be covered.

Skirts should be of a respectable length.

Hats/caps/sunglasses should not be worn when inside school buildings

If earrings are worn, they must be of a discreet stud type. No other facial jewellery is permitted.



Chepstow School Sixth Form Contract

As students settle into their chosen courses, they will now be aware of the challenges that face them. The learning environment is different with far more emphasis placed on self-study and self-organisation; a necessity of Higher Education.

Whilst the Sixth Form works on the principle of 'structured autonomy' it is nevertheless important that the structure itself is carefully observed. To this end we would like to draw your attention to the following basic but essential requirements made of students.

Section 1 – Curriculum and Attendance

- All students must attend all compulsory classes/tutorials/timetabled events punctually. Attendance is to be maintained above 95% or you may be asked to leave Sixth Form education.
- Absence letters are required on the first day back to school and the school must be notified in advance of planned absences. EMA is also linked to attendance. Please notify Mrs Karen Oliver if you are unable to attend school on 01291635777.
- Periods of 'free time' are for private study in school –using the Learning Zone, study rooms or other agreed working areas. These sessions will be monitored via tutorial sessions.
- Work/coursework deadlines set by the teachers must be adhered to. Failure to meet deadlines on three occasions, may jeopardise your place in Chepstow Sixth Form.
- Students who wish to drop a subject after the deadline of 20th September 2019 MUST complete a form available from the Sixth Form Team. The form will need to be countersigned by you the student, your parents, the subject teacher(s) concerned, Curriculum Leader and Mrs Mellen Head of Sixth Form.
- No student will be allowed to continue in Chepstow's Sixth Form with fewer than four AS subjects in Year 12.
- No student will be allowed to continue in Chepstow's Sixth Form with fewer than three A2 subjects in Year 13.

Section 2 – School Life

- All students in Year 12 will be required to participate in school based activities which contribute to the education / wellbeing of others in the school.
- We do expect our students to dress in a smart but casual manner, which would befit a place of work. This is set out in the sixth form dress code. Please note that overly short and/or tight skirts are not acceptable in line with the whole school uniform policy. Senior staff are the arbiters of what is acceptable and parents are asked to support our decisions.
- The common room / study area / Learning Zone are all available to all Year 12 & 13 students and it is the responsibility of each individual to ensure that they are all well maintained.
- We are a non-smoking school and students should not smoke on school site or within 500 metres of the entrances.
- Drugs or alcohol are not permitted on the school premises. Any student found possessing, dealing, condoning the use of, or who is under the influence of such substances will be investigated and may face permanent exclusion.
- Students who drive to school must register their cars with the Sixth Form team, who will issue a parking sticker. Students must only then park in designated spaces in the leisure centre car park. Under no circumstances are they to park in the bus bays, or opposite them. Students must consider the needs of our neighbours and local community.



- There is an expectation that students with specific talents in sport, music, drama and other areas would represent the school if so required.

Section 3: Behaviour and Conduct

- Good attendance, adherence to the dress code and exemplary behaviour are all fundamental to achieving academic success and are expected at all times. A positive attitude and desire for success are all part of a student's ethos and code of conduct. Failure to comply with our code of conduct may, ultimately, jeopardise a student's place in Year 12 or 13. Students are reminded that they are the most senior members of the school and should conduct their behaviour accordingly, setting a good example at all times to younger pupils. All students are reminded that they should be respectful to members of staff and to each other. Please be advised that the following conduct will not be tolerated:
 - Verbal abuse towards all members of the school community
 - Racist/homophobic/sexist abuse
 - Bullying and harassment
 - Any threats of physical violence
 - Damage to school property
 - Bringing and form of offensive weapon to school
 - Bringing the school into disrepute

**Please sign the declaration below and return it to school on the first registration day.
This contract will then be kept on file.**

DECLARATION

I understand that it is my responsibility to adhere to the terms set out above, and not that of staff to remind me of the terms of this agreement.

SIGNED: _____
Student Signature *Print Name* *Date*

* I/We have read and support the contents of the Student Contract for my/our child
(* Delete as appropriate)

SIGNED: _____
Parent/Guardian Signature *Print Name* *Date*