



THE Boswells SCHOOL

A member of the Chelmsford Learning Partnership

SIXTH FORM ADMISSIONS DISCIPLINE AND ATTENDANCE POLICY

Responsible	Local Governing Body
Lead Staff Member	Director of Sixth Form
Approved by	Local Governing Body
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THE BOSWELLS ACADEMY TRUST – SIXTH FORM ADMISSIONS, DISCIPLINE AND ATTENDANCE POLICY

Entrance requirements

Entry into the Boswells Sixth Form is dependent upon a student achieving the minimum academic requirements, as well as specific entry requirements for the subjects applied for. These requirements are outlined in the Sixth Form Prospectus.

On entering the Sixth Form, students will be asked to sign a Home School Agreement. This document sets out the expectations to which students must adhere. In particular, we require:

- a minimum of 95% attendance and punctuality
- a positive attitude in lessons and study periods
- completion of home learning and coursework to the best of the student's ability and by the required date
- respect to peers, teachers and the wider community
- compliance with all Sixth Form and School policies and procedures.

External applicants for Sixth Form places are welcomed. However, priority for subject choices will be given to existing Boswells' students in the first instance, provided they have applied by the deadline stated in the Prospectus. Late applicants will be considered based on GCSE grades.

We make every effort to offer students their desired subject choices, we cannot guarantee combinations of subjects until the timetable is complete.

Where courses fail to attract sufficient students for effective teaching and learning to take place, they may be withdrawn from the list of courses on offer.

In the event of over subscription to a subject, priority will be given to:

- (1) Students from The Boswells School who lodged their preferences by the deadline stated in the Prospectus and have met the requirements of the course.
- (2) Siblings of students attending The Boswells School who have applied by the deadline stated in the Prospectus and have met the requirements of the course.
- (3) Remaining applications who have applied by the deadline stated in the Prospectus and have met the requirements of the course will be drawn at random.

All applicants will be invited to an interview with the Director of Sixth Form, Assistant Head of Sixth Form or a member of the Leadership Team to discuss their application and suitability for Sixth Form study.

The Head of Sixth Form will decline an application from an external applicant where the information provided by the applicant, or the applicant's school, indicates that required entry conditions will not be obtained, or the projected group size would increase to a number that would be detrimental to the efficient and effective education of the group.

All applicants will attend an enrolment day before the start of term in September to ensure they have met the entry criteria for their chosen subjects.

Parents, whose children do not gain admission, will have a statutory right of appeal to an Independent Panel and will be provided with the necessary paperwork with a letter explaining why it hasn't been possible to offer their child a place at The Boswells Sixth Form.

Discipline

In general, the Sixth Form enjoy positive relationships with staff and peers alike. In the rare event of inappropriate behaviour then students, parents and staff will work together to resolve issues amicably and maturely. If, however, the issues persist, further interventions will be introduced and students will follow the same discipline procedure as applied to lower school.

Attendance and Lateness

All Sixth Form students are expected to be in school for registration at 8.50 am and attend all lessons and supervised study periods as outlined on their timetables.

The procedure which follows as a result of student's late attendance in Sixth Form is set out below. If a student is late for the first time then stage one will be initiated. Each time a student is late they will progress through the stages:

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| Stage 1 | Tutor speaks to the student |
| Stage 2 | Tutor telephones parent/carer |
| Stage 3 | Tutor sends a letter to parent/carer |
| Stage 4 | Assistant Head of Sixth Form meets with student and parent/carer to implement an attendance report |
| Stage 5 | Student and parent/carer to attend late panel meeting with the Director of Sixth Form and other members of the Senior Leadership Team to discuss appropriate ways forward, which may include alternative provision outside of Sixth Form |