

Sixth Form Code of Conduct Policy

Written by	Director of Sixth Form		
Creation date	Autumn 2018		
Adopted by Governors	29 November 2018		
Reviewed by	Head of School – Mainstream and Director of Sixth Form	Date September 2026	
Next Review Date	Autumn 2027		

Headlands Sixth Form Code of Conduct

As a Sixth Form student you can expect to enjoy certain privileges and receive a greater level of independence than students lower down the School. Privileges include having independent study spaces, use of Sixth Form facilities for example a kitchenette, pool table, table tennis table & table football, unlimited access to careers advice, and more freedom with respect to uniform, timetabling, use of electronic devices and travel to and from the Sixth Form. However, with privileges come responsibilities. You play a vital role within School and the wider community, you are a role model and leader to others. As a role model you are expected to both set and lead by example at all times. Students should note privileges can be removed at the discretion of the Sixth Form team if the following subsections are not adhered to.

1. Attendance

At Headlands Sixth Form, we prioritise academic success, and studies demonstrate that students with strong attendance records tend to achieve better grades. We offer details regarding attendance and punctuality when requested for references for UCAS and other applications. A commendable attendance history reflects a student's motivation, dedication, organisation, and sense of responsibility.

Students are expected to maintain 95% attendance or above. Should a student fall below this percentage, support to increase attendance will be given.

Parents / carers must report any absence by phoning the Sixth Form Reception by 8:30am on the day of the absence. **The number for the Sixth Form reception is tel. 01262 676198 extension 243.** If there is no answer a message should be left detailing the students name and the reason for their absence. Alternatively, parents/carers can make contact via the Edulink app.

It is compulsory for students to attend all lessons, study periods, PSHE and timetabled enrichment sessions. As well as weekly morning assemblies and individual mentor meetings with academic mentors.

Students must inform the Head of Year of any unavoidable absences known in advance. Head of Year may require evidence to support student absence. For example, medical or other appointments must be supported with documentation. However, parents / carers should inform the Sixth Form of any extended absences. See section 16, for a breakdown of Absences in special circumstances. For the Sixth Form's absence protocols please see section 17 of this Code of Conduct.

Students are expected to complete any work missed whilst absent. Teachers will put work on Google Classroom. All work completed should be submitted. Students should also find time to speak to their subject teachers.

Students must sign in and out at the School's Main Attendance Office using their barcode

2. Leaving the Site

Students may leave the School site when they do not have lessons, study periods, PSHE, or enrichment sessions, assemblies or individual mentor meetings at the approval of the Sixth Form staff. However, this privilege may be taken away if students are enrolled on a Progress Intervention Plan.

Students can arrive / leave via the back or front gates between 8:15am to 8:25am, at lunchtime and 2:45pm to 3:00pm. **At other times of the day students must arrive / leave via the front gate only**.

Students must sign in and out at the School's Main Attendance Office using their barcode

3. **Punctuality**

Students are expected to be prompt to all lessons, study periods, PSHE and enrichment sessions. Should a pattern of lateness occur students will be supported in reducing the amount of late marks they receive, this includes late marks to assemblies and individual mentor meetings.

Students should be punctual when submitting work and meeting deadlines. Students should seek out help before the deadline if required. Extensions for work will be at the Teachers discretion if extenuating circumstances occur.

4. **Dress Code**

As a role model, it is expected students dress appropriately for the School and Sixth Form setting. The Sixth Form prides itself on being a place where students can feel safe to express themselves as individuals, however if the Sixth Form team deem an item of clothing as inappropriate the student may be asked to go home and change.

Sixth Form lanyards and identification badges must be worn at all times, should a student forget their lanyard, a temporary lanyard will be issued at the School's Main Reception.

5. **Sixth Form Facilities**

The Sixth Form has a number of different spaces all with different purposes, all of which are available to all Sixth Form students.

The main areas of the Sixth Form are:

- **The two Study Rooms** - This is where students will find the Sixth Form team. The study space is designated for students to work independently without distractions. It is imperative that students maintain a conducive environment for focused study by refraining from disruptive behaviour or actions that may disturb others.

  Students will complete their timetables study periods in this area. These periods are not "free" periods; they are for the consolidation and deeper understanding of key concepts and knowledge. Headphones can be used to listen to music in this space however music should be at a volume that doesn't disrupt others.

  They can also be used as a collaborative learning space with tables and chairs set up for small group work. However, students need to be mindful of other students in the study rooms

- **The Lounge / Common Room** – This is a comfortable seating area with a small kitchenette, pool table, table tennis table & table football. This space is to encourage social mixing and should be used to sensibly socialise with friends during break and lunch times.

- **Department areas** - Students can use departmental areas at the discretion of subject staff. Students should inform the Head of Year when working in these areas, for example art rooms.

6. Respecting Facilities, Peers & Staff

- As members of Headlands Sixth Form, students are expected to demonstrate respect for all school facilities, including classrooms, common areas, equipment, and resources. Any damage, defacement, or misuse of school property will not be tolerated and may result in disciplinary action as stated in section 15a in the fitness to study section. It is the responsibility of every student to maintain a clean, safe, and conducive learning environment for themselves and their peers

- Students are expected to treat all staff members at Headlands School with respect and courtesy. This includes following instructions promptly, engaging in polite and constructive communication, and refraining from any form of verbal or physical disrespect. Disagreements or concerns should be addressed through appropriate channels with a respectful attitude. Any instances of disrespect or misconduct towards staff will be subject to disciplinary action

- All students are expected to treat each other with dignity, kindness, and respect. Bullying in any form, whether verbal, physical, or online, is strictly prohibited and will not be tolerated. It is the responsibility of every student to create a safe and inclusive environment by actively preventing and reporting any instances of bullying. Any reports of bullying will be thoroughly investigated, and appropriate disciplinary measures will be taken in accordance with the school's anti-bullying policy.

7. Eating and Drinking

Food and drinks can be consumed in the Sixth Form group study and lounge / common room. Students should take responsibility for their spaces, putting all rubbish in a bin. Students should maintain an area they are proud of, keeping the space clean and tidy. Cleaning equipment is available in each room should students need it.

Energy drinks and alcohol are not permitted to be consumed on the School site.

Students must not visit a public house nor should they consume alcohol during the School day. Any student found to be intoxicated will be asked to leave the school site.

8. Smoking

The School site is a smoke free site, this includes E-cigarettes / vapes and all other similar devices. If students wish to smoke, they must do so away from the School site. As a role model, it is important that students promote healthy behaviours and do not stand near either School entrance.

If a student is found vaping on the School site consequences could include.

- If the student is 18 years old, they will be asked to put the cigarettes or device away.

- If the student is under 18 years old the cigarettes or device will be confiscated and parents / carers will be contacted. It will be at the parent’s / carers discretion what then happens to the cigarettes or device.

9. Mobile Phones and Other Electronic Devices

Due to Government guidance students may only use their mobile phones or electronic devices in the Sixth Form areas. Students should be mindful not to distract or disrupt other students when using their mobile phone. Mobile phones can be used in lessons at the teacher's discretion, for example for research purposes. Mobile phones must not be used in the corridors or in areas shared with other members of the school.

10. Car Parking

Due to restrictive parking on the School site, Sixth Form students must find an alternative safe place to park.

11. Part Time, Paid Employment and Voluntary Work

The Sixth Form team understands that some of our students may need to seek part time employment or voluntary work. However, we recommend students do not exceed 8 hours per week and must not work between the hours of 8:30am to 2:45pm.

12. Progress

The Sixth Form team will monitor students' progress carefully over their time at Headlands Sixth Form and keep them informed of progress.

In order to ensure good progress, students must adhere to the following:

1. Complete all tasks assigned by teachers, meeting set deadlines
2. Complete all coursework, meeting set deadlines.
3. Maintain a positive attitude to learning throughout the year
4. Do not plagiarise
5. Attend all exams, including PPEs and conduct yourself in a manner appropriate to JCQ guidelines
6. Access all intervention and support arrangements

13. Sixth Form Rewards

Rewards are an integral part of Headlands School, including the Sixth Form.

In the Sixth Form students are rewarded in several ways.

13a. "Sixth Former of the Week" Nomination

In Lessons

Teaching staff will make one nomination per class per week to the student in their lesson that has demonstrated the best attitude to their learning. This could be demonstrated by continuous hard work, engaging fully in a discussion, or demonstrating curiosity and a desire to extend understanding and knowledge.

Outside of Lessons

Students may be awarded "Sixth Former of the Week" nominations by any member of staff at Headlands School as a result of demonstrating a commitment to the whole School community.

13b. Rewards Assemblies

Each term, the Sixth Form team will hold a rewards assembly. Students are eligible for rewards in the following categories:

- Sixth Former of the Term (Most SFOTW nominations)
- Best Attendance Rate
- Best Attitude to Learning (AtL) grade average

Students will also have the opportunity to win awards from each of the Sixth Form team and their Tutors. Students will be presented with an award in the celebration assembly and will be celebrated for their successes.

13c. Trips

Students will be offered the opportunity to enrich their time at Sixth Form, by attending trips allowing them to mix socially with their peers whilst exposing them to new experiences. The criteria to access some trips will include students maintaining an attendance rate of above 95% and achieving an average ATL of a B or higher.

14. Progress Intervention Plans

The primary aim of The Progress Intervention Plan (PIP) is to ensure our students succeed. One of our core commitments is to uphold High Expectations for Academic Progress and Attainment. The new PIP procedure will further support our students in ensuring they do not trigger the 'Fitness to Study' Policy. The Progress Intervention Plan (PIP) at Headlands Sixth Form is therefore designed to enhance student academic achievements by providing targeted support to address attendance issue, progress concerns raised by teachers, and lack of progress in summative assessments

15. Fitness to Study

Some students will be admitted to the Sixth Form subject to certain conditions, for example, making satisfactory progress and maintaining a satisfactory level of attendance.

Students who have failed to progress satisfactorily during the previous year are placed on a probation period during which the student's progress is closely monitored by the Director of Sixth Form who before the end of the period will decide whether the student will be allowed to continue.

15a. Suspensions

In most cases, suspension will be by mutual agreement. However, the Sixth Form has the right to suspend without the agreement of the student. Students are normally "asked to leave", rather than be formally excluded.

A student's fitness to study may be questioned as a result of a wide range of circumstances. These include (but are not limited to) the following:

- Disciplinary offences / gross misconduct, including acts of violence or other criminal activity
- Poor attendance and underperformance on programme of study
- Breach of assessment guidelines
- Incapacity to continue or make progress due to health or other grounds affecting fitness to study
- A prolonged or regular short-term absence prevents them from attending and accessing regular lessons and learning activities

- There is a serious concern about a student's fitness to study at the sixth form and/or the ability to meet the learning outcomes of the course, despite applying reasonable adjustments and learning support.
- The health, safety, wellbeing and /or learning of students, staff and / or others in the wider Sixth Form community are negatively impacted by an individual
- Student's behaviours or cognitive capability do not allow them to engage fully and safely in their learning
- Damage to the Sixth Form areas and our equipment and resources
- Failure to comply with a Progress Intervention Plan

If a student is unwilling or does not engage with support measures identified on their Action Plan or individual risk assessment this may lead to suspension from the programme of study in line with the Code of Conduct and Suspension Policy. The Sixth Form will discharge its duty of care and legal obligations where there are serious or severe concerns.

15b. Process

Usually a decision to exclude arises after the students repeatedly failed to adhere to plans for improvement within the students PIP. However, a decision to suspend can also be made when there has been a gross breach of discipline or expectations by a student.

All decisions to ask a student to leave or to suspend a student from the Sixth Form will be made by the Director of Sixth Form and the Head of School.

16. Absences in special circumstances

Absence should be limited to reasons such as real illness, unavoidable appointments or exceptional family circumstances e.g. bereavement, days of religious observation. We acknowledge that there may be other possible reasons. In these circumstances, a request should be made to the Director of Sixth Form and / or Year Leader.

Absence	Authorised?	Procedure
Minor illness (e.g. headache, stomach ache)	No	
More serious illness (e.g. vomiting)	No	Parents / carers should inform the school by email or text before 8.30am on the day of absence. If a student is 18, they may do this themselves.
Unavoidable medical / personal appointment that cannot be made for after school (e.g. orthodontist, counselling, doctor, hospital)	Yes	As much as possible, we prefer appointments to be after school hours, but when this is not possible it would be better if they are during non-contact time. If this is not possible, then students should bring in evidence of the appointment (in advance where possible).
Religious observance	Yes	Students should inform the school at least a week in advance, in person or via email.
Birthdays or similar celebrations	No	
Looking after a sibling	No	
Awaiting delivery or maintenance work on behalf of a parent	No	
Driving lesson	No	It should be possible to book these for after school or weekends.
Theory test	Yes	Students should show evidence of the time of their test and request permission at least a week in advance
Practical driving test	Yes	Students should show evidence of the time of their test and request permission at least a week in advance
Job interview	No	It should be possible to book these for after school or weekends.
Holiday	No	
University open days and summer schools	At the discretion of the Director	We encourage students to prepare for university life and consider these to be good preparation.

	of Sixth Form	Students should gain permission at least one week in advance.
Volunteering	At the discretion of the Director of Sixth Form	This is authorised when arranged for non-contact times, or if a study period is rearranged with prior notice.
Work experience	At the discretion of the Director of Sixth Form	Work experience is a vital part of your post-16 experience. We encourage you to find placements at times that do not interfere with lessons, but we can authorise other times. Ideally, if you miss lessons, it should be during the planned work experience week in the summer term.

6th Form Attendance Update 2026/2027

17. Attendance Monitoring Protocol

Every Wednesday, Associate Assistant Head: Sixth Form and the Head of Year will review students' overall attendance, subject-specific lesson attendance and punctuality. This regular monitoring ensures that concerns are identified promptly and that students receive appropriate support and challenge.

- **Attendance above 95% – Good Attendance**
  Attendance above 95% is considered good. Students will be eligible for rewards linked to attendance and punctuality.
- **Attendance between 90% and 95% – Progress Intervention Plan**
  Where a student's overall attendance falls to between 90% and 95%, they may be placed on a Progress Intervention Plan (PIP). Clear attendance targets will be established, and progress will be monitored by the Head of Year and Associate Assistant Head: Sixth Form. Parents/carers may also be contacted to discuss concerns and any support required.
- **Subject-Specific Attendance Below 90% – Potential Course Withdrawal**
  Where a student's lesson attendance falls below 90% in a specific subject, their continued place on that course will be reviewed. Following consideration of the student's circumstances, academic progress and engagement with support, the student may be withdrawn from the course.
- **Overall Attendance Below 90% – Course and Examination Entry Review**
  Attendance below 90% is classified as persistent absenteeism. The Head of Year will contact parents/carers, and the student's engagement with Sixth Form study will be formally reviewed. The school reserves the right to:
  - withdraw the student from one or more courses;
  - discontinue the student's place at Headlands Sixth Form; and/or
  - require parents/carers to pay the relevant examination entry fees.
- **Continuing Poor Attendance**
  If attendance does not improve, parents/carers will be invited to a formal meeting with the Director of Sixth Form and the Head of Year. The meeting will review the student's attendance, academic progress, engagement with their PIP and suitability to continue their programme of study.

Failure to demonstrate sustained improvement or engage with the support and targets provided may result in withdrawal from individual courses, charges for examination entries, discontinuation into Year 13 and/or the loss of the student's place at Headlands Sixth Form. Families will be kept informed throughout each stage of the intervention process.

Headlands Sixth Form Code of Conduct

Name: ……..

I confirm that I have read the Headlands Sixth Form Code of Conduct and understand and agree to abide by all aspects of this policy. I understand that failure to follow any of these expectations will jeopardise my place in the Sixth Form and that the Sixth Form reserves the right to support me to find more suitable alternative arrangements for my Post 16 education if I do not comply.

Signed:..... Dated:.....