



KING JAMES I ACADEMY

Sixth Form Policies

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Statement of Intent

At King James I Academy Sixth Form our aim is for each young person to develop academically, personally, socially and morally. We will provide opportunities and experiences to support this. We strive for each student to leave us with not only an excellent set of qualifications, but also with a plan of action to enable them to move smoothly onto their next step of education or into employment. We will achieve this by keeping students at the centre of what we do and:

- Providing a wide variety of courses, designed to suit many interests and structured to allow students to tailor a programme of study which will support progression into HE or employment;
- Delivering quality teaching and learning;
- Embedding resilience, independent learning and time management skills to prepare students for their future;
- Empowering students to independently research their future choices and possible career pathways;
- Delivering a successful programme to support the UCAS application process and enabling students to secure places at their university of choice;
- Offering a comprehensive programme of extracurricular activities which meets student interest and allows for the development of personal and social skills, alongside enhancing classroom learning;
- Providing an excellent student support service to meet the diverse range of needs experienced by students

Admissions Policy

2024/25 Admission to King James I Academy Sixth Form

Applications for Year 12

Applications:

The majority of the sixth form students transfer from our own Year 11 cohort, but places are available for external students.

We welcome applications from all students age 16 – 19, who will not be age 20 before the 31st August in the year that their programme of study is due to complete.

Applications will be accepted up to 1st September upon the year of entry and should be made online via the Sixth Form section on the school website. A paper application is available upon request.

Late applications may be accepted, up until 10th October. Any applications after this date will be deferred to the next academic year, other than cases with exceptional circumstances.

Applicants will be invited for interview following their application and places confirmed following receipt of references.

Admissions are governed by the Schools Admissions Code.

Programmes of Study:

Students are able to select from a range of A Level, Level 3 and Level 2 courses, depending upon their GCSE qualifications. All A Level and Level 3 courses require students to have a minimum of a grade 4 in GCSE English. Please see the prospectus for subject specific entry requirements.

Students who do not have a grade 4 at GCSE English will be offered a Level 2 programme of study.

Students who have a grade 3 in GCSE English or Maths will be required to study either GCSE English and / or GCSE Maths. Students who have a grade 2 or below in GCSE English or Maths will be required to study Functional Skill English and / or Functional Skill Maths.

The availability of courses is dependent upon the number of applicants and the financial sustainability of the course and the Governing Body of the school determines this.

All student programmes of study must have a minimum number of planned learning hours. For 2024/25 this is 720 for the year.

Bursary Policy

The 16-19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education or training. Funding is received from the Education and Skills Funding Agency (ESFA).

There are two types of bursary available:

Vulnerable Bursary

A vulnerable bursary is available to the most vulnerable groups and is a maximum amount of £1,200 per annum.

Discretionary Bursary

A discretionary bursary is available to qualifying students who do not meet the criteria of the vulnerable bursary. The amount awarded will be variable, based upon household income and is given to meet individual needs such as the costs of transport, meals, books and equipment.

Eligibility

To be eligible for either type of bursary, the student must:

- Be aged over 16 and under 19 at 31st August 2024 for the 2024/25 academic year
- Be aged 19 or over and have an Education, Health and Care Plan (EHCP)
- Meet the residency criteria in the current version of the ESFA document 'Funding Guidance for Young People 2021-22'

In addition to the general eligibility above, a student must satisfy **one or more** of the following criteria to be considered for a bursary:

- Have been in receipt of free school meals in Year 11
- Have parents in receipt of pension credit or income support, income- based job seekers allowance, child tax credit or employment support allowance
- Have a household income below £40,000 per annum

Students who do not satisfy these criteria but who are able to demonstrate significant financial hardship arising for a specific reason not covered above may be awarded a bursary on a case-by-case basis.

Evidence of Eligibility

Where the student was NOT in receipt of free school meals in year 11, evidence of the household current income is provided with the application. This may include:

- Proof of benefits, including the annual Child Tax Credit statement (for Universal Credit, the 3 most recent monthly award statements will be required)
- Proof of annual income (the 3 most recent payslips)
- Written confirmation from the local authority of current/previous looked-after status

- Written confirmation of benefit award/tax credit notice, in the name of the student (vulnerable or discretionary) or parent (discretionary)
- P60 End of Year certificate or self-assessment equivalent for adults in the household

Awarding of Bursary

The amount of bursary awarded will be based on individual need and will depend on funds available. A bursary is not guaranteed to be awarded even if all eligibility criteria are met.

Examples of support that may be offered include: -

- Books/IT equipment required for the programme of study
- Transport (to enable school attendance)
- School Meals
- Educational trips
- University open days and interview costs

This list is not exhaustive however any expenditure **must be connected to the student's education.**

The bursary fund may NOT be used for any of the following:

- Gifts cards/vouchers
- Attendance rewards
- Goods and services benefitting the whole student body including those not qualifying for a bursary award
- Blanket cash payments not linked to individual need
- Living costs

The amount allocated to each student will be based on the total number of eligible students, the financial needs of each student (as determined by the application process) and individual circumstances. There will be a panel meeting where the final decision upon the amount of bursary awarded to individual students will be made and documented by the end of September.

Students or Parents may appeal in writing regarding the decision of an award to the Head of Sixth Form.

Application

Applications must be made on the correct form. **Applications should be submitted within two weeks of the start of the academic year.** Whilst year-round applications will be accepted, it should be understood that funds may have been fully allocated before late applications are received and as such late applications may not receive an award. A proportion of the allocation may be withheld for students who join or transfer in-year, who legitimately could not apply at the start of term.

Applications will be reviewed and a decision will be notified within two weeks of receipt.

Payments

Where possible, payments will be made in-kind by the direct provision or supply of goods or services (e.g. free meals, equipment). If that is not feasible, upon receipt of proof of expenditure, payments will be made by bank transfer into a bank account held in the name of the student. Cash payments will not be made.

The amount and frequency of any payment will be determined by the award given and will vary according to the agreed need. Where a general award is made, regular payments will be paid into bank accounts on a weekly, monthly or termly basis provided the conditions of payment are met.

Where specific needs are identified, payments will be reimbursed on an ad-hoc basis when supported by evidence such as receipts, if the school is not able to purchase the required goods or services directly.

Conditions

Students in receipt of a bursary award must adhere to the terms and conditions set out in the Student Agreement. Students in breach of this agreement, for example not meeting the minimum expected standards of behaviour or attendance, may have their bursary award reduced or withdrawn. Such a decision will be confirmed to the student in writing.

Attendance Policy

All students aspire to at least 95% attendance. If it falls below this, their tutor will speak with them.

Even a 5% absence rate is equivalent to almost two full weeks of learning over an academic year and it is proven that students with lower levels of attendance perform less well than those with high attendance rates.

Students are required to attend all timetabled lessons and additional sessions, including study sessions, without exception.

Year 12 students are also expected to engage in three hours of enrichment activity per week.

The timetable is subject to change and in some cases, students may find additional study sessions and intervention sessions added to their timetable. These also must be attended without exception.

Where attendance falls below 90%, entry to exams may be withdrawn, if it is deemed appropriate by departmental teachers. Students with attendance below 90% may be required to resit the year.

A monthly attendance report will be produced showing students' individual attendance percentage. Tutors will share this with students.

Students / Parents to report absence to Sixth Form Office by 8.40 a.m. via phone or email.

All incidents of medical absence to be documented with medical evidence (e.g. Doctor's notes/letters) and kept on students' records.

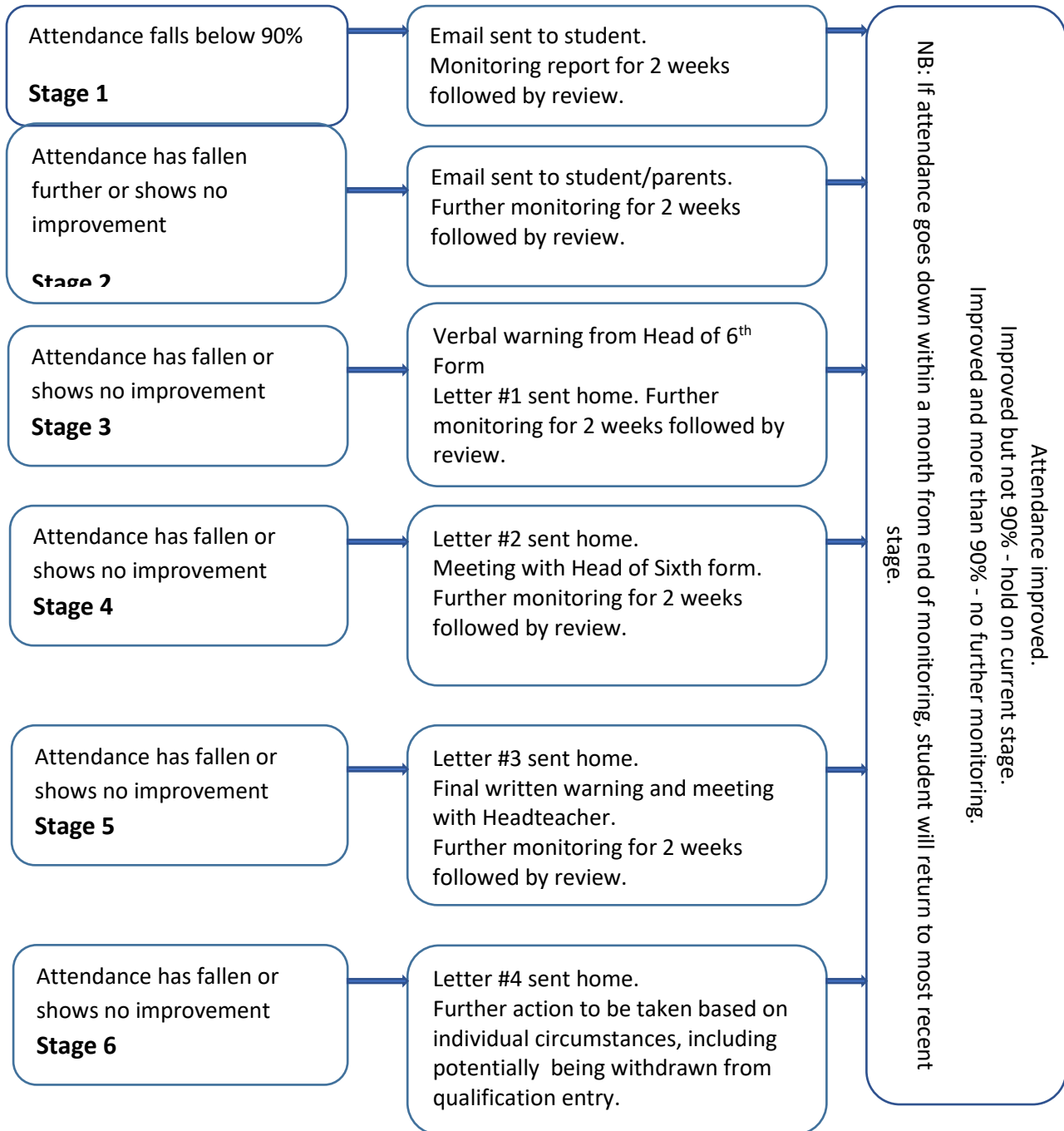
Planned absence without evidence cannot be authorised.

No holidays in term-time can be authorised.

The school will alert parents about student absence so the fact that the student was not present in school will be known to parents.

If students do not attend school for four weeks and do not provide such notification, they may be taken off roll, in line with National guidance.

Formal Attendance Procedure



Conduct of Sixth Form Students Policy

Sixth Form students are role models to the younger students of the school, they are therefore expected to display high standards of behaviour and conduct around school.

Expectations of Sixth Form students:

- Attend all lessons and be punctual.
- Complete all classwork and homework to a high standard and to deadline.
- Mobile phones are permitted for Sixth Form students, but must not be used around school site, or in areas other than the Sixth Form only designated areas.
- Food is to be consumed in designated areas only – the dining hall during lunch times or the Common Room. Students are expected not to eat anywhere else on site.
- Use language appropriate for school when on school site.
- Move around school site calmly and appropriately.
- No physical violence will be tolerated at all and such behaviour may result in an exclusion.
- No smoking or vaping anywhere on site or at the front of the school.
- Energy drinks are not permitted on school site, not even in the Sixth Form only areas.
Be polite and respectful to all staff and students.
- Show concern for younger students where necessary and report any concerns relating to younger students, or peers, to staff
- Uniform is not required in Sixth Form; however, it is expected that students dress appropriately for a school environment, in smart casual wear. Strappy tops, bare midriffs, fancy dress, pyjamas and see through clothing are examples of inappropriate dress.

This set of expectations is not exhaustive and it is expected that Sixth Form students will use maturity and common sense to behave in the correct manner.

Work Experience Policy

Work experience is a valuable opportunity offered within Sixth Form. Students are allocated one week at the end of Year 12 to go on work experience in an area which they may like to pursue as a career. This is beneficial for students for a number of reasons, including: to trial working in their sector of choice; to arm them with skills and experiences to enhance CVs and Personal Statements; and to allow links to be made with employers.

Students are asked to source their own work experience placements. This is to encourage independence and commitment to attending the placement.

Once a placement has been agreed, students must inform their tutor, who will then ensure the suitability of the work environment, including obtaining the following information:

- Employer liability details (copy of certificate)
- Health and safety policy and/or risk assessment that covers work experience or the activities the student will be experiencing
- Name of the person who will be responsible for the student
- Confirmation of awareness of duties under RIDDOR
- Confirmation that there are adequate arrangements for first aid, first aiders, appointed persons, first aid boxes and signs

There is a small fund to support work experiences, if specialised equipment or clothing is required in order to take a placement or if travel costs are an issue, please speak to your tutor who will support applications to this fund.

In some cases, in addition to the one week work experience, students may secure a work placement for half a day per week for a set period of time, which can be authorised providing the student has no timetabled lessons during the time of the placement.

Over the course of the year, students may be made aware of various different opportunities, including online / virtual work experiences. These opportunities will be advertised via the year group Google Classroom and are strongly encouraged for students considering a future in the sectors offering the experiences.