

**CNS
SIXTH FORM
Handbook &
Planner
2025-2027**





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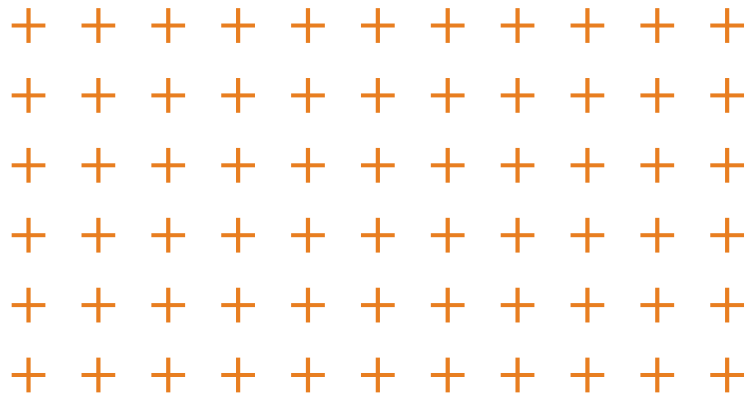
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Welcome from Ms Nichols

Dear Sixth Former,

Welcome to the Sixth Form at CNS. The next two years promise to be two of the most exciting and challenging of your lives, an opportunity to break from the constraints of a fixed curriculum at Key Stage 4 and develop the independent learning skills that will prepare you for university or the world of employment. At the same time, you will develop your social skills, build new friendships and rapidly grow into young adults.

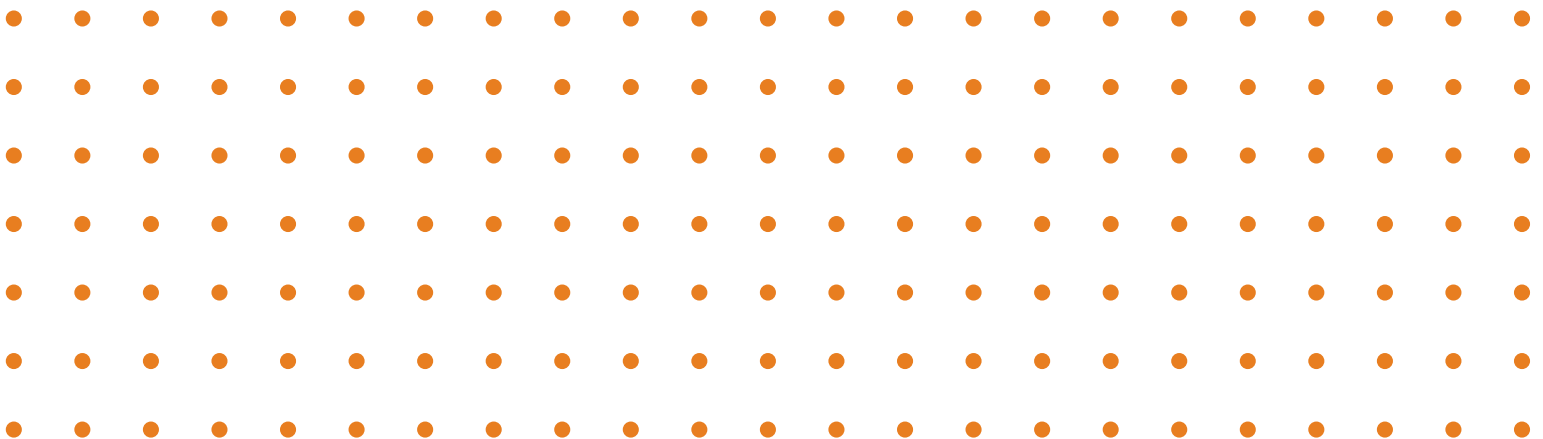
The Sixth Form Handbook is designed to assist you in your preparation for the next two years and to help make clear the expectations of all Sixth Formers as well as outline the support available. While the Handbook does not provide the answer to every situation you will encounter, it does offer a broad guide to help you gain the most from the next two years. Therefore, I would urge you to spend some time reading the Sixth Form Handbook over this week.

I would like to take this opportunity to wish you every success over the next two years and hope that you will gain the results and skills that enable you to open the doors to your future lives.

Yours,

Ms Nichols

Deputy Head Teacher - Director of Sixth Form



Expectations

What are the work expectations in the Sixth Form?

Life at CNS Sixth Form will begin with an introduction to expectations and challenges when studying A Levels through a series of orientation activities. Making the transition to more independent and specialist study can be difficult and there are a number of ways in which we will support this transition. For example:

- A compulsory **Morning Programme** with your tutor and subject specialists to help with all aspects of your studies. This includes organisation skills, independent learning and using resources effectively.
- You have 12 hours per fortnight per **subject**. You will be set extended learning tasks and homework, but to ensure that you are successful as an A Level student you need to use your independent study time appropriately.
- **Study Periods** are for independent study. This means consolidating your learning from previous and pre-reading for up and coming lessons. This should also include wider reading. You will have roughly 20 hours of study periods per fortnight, you are expected to work 20-30 extra hours outside of your lessons. Work is NEVER done.
- A compulsory **VESPA Programme** with the Sixth Form team will be timetabled for 1 hour per fortnight. This is to support your study skills and pathway planning.
- **Homework** will be set on Go4Schools regularly from each teacher. You are expected to complete this as part of your independent study and /or at home.
- **Directed lessons** may take place where staff are not available to deliver the lesson in person. Details of this can be found on page 10.

It is crucial that you meet deadlines and that you complete work to the best of your ability following the advice the teacher has given you. For the majority of you, this will mean work concerns will never get to the **Sixth Form Leadership Team (SFLT)**, but should you find yourself struggling it is important that you initially discuss the pressures with your **form tutor**, who if necessary will refer you to your **Head of Year, Mr Etheridge**. All students will find times where deadlines are piling up and the pressure is on and the crucial thing is how you handle the pressure: Remember we are here to help.

Organising your learning

Students should organise themselves to be prepared for learning. For each lesson, you will need a pen, pencil, ruler and paper. For STEM subjects you will need a calculator; in further maths a graphic calculator.

Many students now bring in their own laptops or tablets. There is free WiFi across the school for Sixth Form students to use.

You will be expected to buy and organise your own folders. Each faculty will lay out their expectations for books and folders in the first week. In Sixth Form we have 4 calendared weeks across the year that we will quality assure your books and folders in order to support your organisation.

Sixth Form organisation weeks will take place on W/C 29th September, 1st December, 9th March, 1st June.

The Tone and Ethos of the Sixth Form

Everybody in the Sixth Form wants to be treated like a young adult, and rightly so. However, it is important to remember that you have to earn that **respect** and it is not an absolute right. The following information is designed to help you have clarity on your position as a Sixth Former, including the rules, responsibilities and privileges you now operate by.

Role Models

As a member of CNS Sixth Form, you are, and we expect you to be, a role model to other members of the CNS community. This is a responsibility and a privilege, and you should remember this in how you act around and interact with the rest of the school. In this capacity, you:

- Inspire younger students.
 - *You are uniquely placed in the school community to exemplify behaviours and habits that the younger students might aspire to emulate.*
- Inspire staff.
 - *Good Sixth Form groups make teachers better. Your engagement and commitment in class can elevate the teaching experience, fostering an environment of mutual respect and continuous improvement.*
- Become an adult during your time with us.
 - *Your Sixth Form years are a transformative period where you transition into adulthood. This journey involves not just academic growth but also personal development, where you build character, resilience, and independence.*
- Make choices that will affect your future.
 - *The decisions you make now have long-term implications. Whether it's your approach to studies, your involvement in extracurricular activities, or your interactions with peers and teachers, these choices will shape your future opportunities and successes.*
- Are passionate in your beliefs.
 - *Your passion and commitment to your beliefs are powerful. They not only drive you to achieve your goals but also inspire those around you. Stand firm in your convictions, advocate for what you believe in, and use your voice to effect positive change in the school community.*

Embrace these roles with pride and dedication, knowing that your actions today pave the way forward for you and those who look up to you.

Contributions to CNS community

Whilst CNS Sixth Form runs quite independently of the lower school, as role models, students will be encouraged to support the CNS community as a whole. This could include :

- running a club or activity
- helping at Open Evenings
- Exia Magazine
- subject ambassadors
- Expect Respect group
- Cultural Celebration group
- Parents Evening ambassadors
- charity events and fundraising
- mentoring lower school students
- presenting at lower school assemblies
- visitor tour guides

Co-curricular / Super-curricular / Enrichment

You will be expected to participate in at least 1 co-curricular activity. Examples of past opportunities are below :

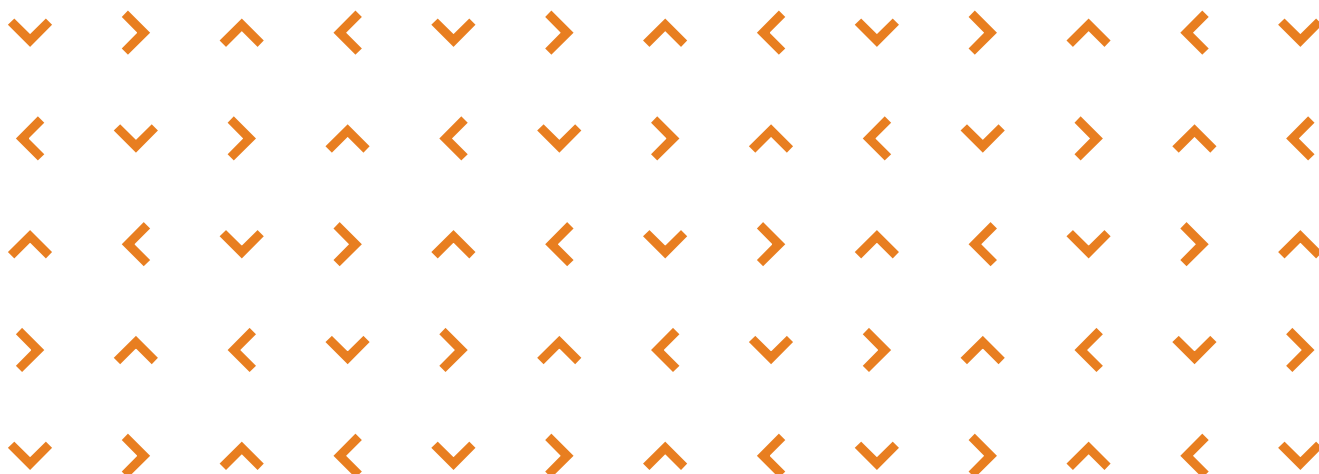
<u>Student Leadership</u>	<u>Oxbridge, Vets and Medics</u>
<u>Sixth Form Council</u>	<u>EPQ</u>
<u>Duke of Edinburgh</u>	<u>Expect Respect</u>
<u>Year 7 tutoring</u>	<u>Lab Rats</u>
<u>Gold Youth STEMM Award</u>	<u>Football</u>
<u>Sixth Form Prefects</u>	<u>Basketball</u>
<u>Subject Ambassadors</u>	<u>Debating Society</u>
<u>Coffee and Current Affairs</u>	<u>Badminton</u>
<u>Eco Club</u>	<u>Cultural Celebration</u>
<u>Music Ensembles</u>	<u>Dungeons and Dragons</u>
<u>Theatre: Stage & Lighting</u>	<u>German Speaking Group</u>
<u>Theatre: the Kitchen Sink</u>	<u>Yoga</u>
<u>LGBTQ+</u>	<u>Philosophy and Life</u>
<u>EXiA Magazine</u>	<u>Prayer</u>
<u>Charity Events Organisers</u>	<u>Core Maths</u>
<u>Project Pi</u>	<u>National Maths Competition</u>

Front of school

Large groups of students congregating directly outside the school gates can prove intimidating to some local residents. We therefore ask students to make use of the school grounds when congregating in big groups.

Smoking and vaping is forbidden on site and actively discouraged outside of school. Any student caught smoking/vaping in close proximity to the school will be asked to move on.

Students are expected to be responsible for their own litter.



Dress Code

High expectations of academic standards and setting a good example as role models to the lower school is important to our Sixth Form. This applies to our work ethic and effort, our communication with others around the school and also our presentation and appearance.

Students need to be suitably dressed for study, and we ask students for a common-sense approach to being part of a school community that has a uniform/set requirement for all other students and staff.

Dress code is based on safeguarding and the health and safety requirements of the school. In line with safeguarding, students must always have their lanyard on (other than in PE, practical science and creative tech subjects).

Most jewellery is acceptable; however, students may be required to remove items if it conflicts with health and safety.

Whilst we do not have a dress code that is overly formal, we do ask that students wear clothes that align with the desired level of formality in a learning environment. School is a professional setting, much like a workplace, and dressing in a more modest and respectful way helps maintain a sense of seriousness and equality. Additionally, having clear expectations for dress helps avoid misunderstandings and ensures that everyone is treated fairly. By choosing clothing that is suitable for school, students show respect for themselves, their peers, and the learning environment.

It is the right of staff to determine whether a particular item of dress is appropriate for the sixth form or not. Students who are not considered by staff to be dressed accordingly may be asked to go home and change, particularly if a verbal warning has previously been given. If you are uncertain, please see the Sixth Form Team.

We do enforce that no abdomen and underwear are showing and that shorts and skirts are in line with the lower school and no higher than a hand above the knee. All tops must also have straps and contain a back.

Staff will refer to the Sixth Form leadership team and SLT if dress is a concern.

Mobiles and headphones :

Student's mobile phones/headphones must not be seen or heard at any time anywhere on the school site **except for designated Sixth Form areas** (Elkins Centre & Study Hall), and **only** in class if permitted/instructed to by your teacher.

If you are seen to be using your phone whilst walking around school, you will be expected to put it away immediately. Repeated warnings may lead to confiscation whilst on site.

Why Is Email Etiquette Important?

The way you write emails can reveal a lot about your character, behaviour, and attention to detail. Your email etiquette reflects the aspects of your personality.

- **Professionalism.** Being a student means that you are a professional-to-be. An email is an easy way to convince the reader that you are responsible, capable and conscientious. Show your maturity by following accepted standards of communication.
- **Efficiency.** Emails differ from handwritten letters in many ways. Generally speaking, a good email is a short one. You demonstrate efficiency when your messages are to the point.
- **Respect.** Address the recipient in an appropriate manner. Avoid unnecessary embellishments, slang and small talk. This will show the reader that you respect their time and value your own. **Be polite at all times.**

Here to Help: the Sixth Form Team

Who's Who...

During your time in this Sixth Form you will need to work with several key people. First and foremost is your **tutor** with whom you will meet at least twice a week and possibly more. It is vital that you share your successes and concerns with them, and that you build a good relationship with them. That person will probably be your tutor for both Year 12 and 13 and will write your references when you leave us.

Ms Nichols is the **Director of Sixth Form** who has overall strategic responsibility for the Sixth Form.

Mr Etheridge (12) and **Miss Collison (13)** and are our **Heads of Year**. Their responsibility is to ensure that you are making at least expected progress in your subjects, communicating with your teachers, tracking data and arranging intervention as necessary.

Miss King (12) & Miss Cooper (13) are our **Pastoral Managers**. They are responsible for the welfare needs of our students, safeguarding issues, as well as attendance and punctuality.

Mrs Blake is the **Sixth Form Student Support Manager**. Mrs Blake has responsibility for student support, bursaries and oversees administration of the Sixth Form.

Everything relating to **exam entries** and results is dealt with by **Ms Spall & Mrs Britton**, our **exams officers** whose office is located at the end of the school Gym building.

Communication

You need to check your school **e-mail daily** as the SFLT and your subject teachers will communicate with you this way. **We highly recommend linking your school email to your phone for easy access.**

In addition, we have a **@CNS6F Instagram** account which we recommend you follow as events and achievements will be posted here.

Study Spaces:

The following spaces are available for our students to work:



The Study Hall – This is the main Sixth Form study space and the atmosphere should be entirely work-centred. There are silent worktables, computers and pods for small groups of Sixth Form students to book to work on group projects and presentations. There is also a stock of university prospectuses, recommended textbooks, journals and fiction books for you to use for reference to support your studies.

The study hall is not a social space, and inappropriate use of the facilities may result in you being asked to vacate the area and banned for a limited period. The Study Hall Protocol is displayed in the Study Hall.



Sixth Form Study Centre – This study facility is situated next to the Sixth Form Café. This area is a more flexible space where quiet conversation and snacks are permitted. Whilst this is not solely a social space we encourage students to manage the facility themselves and take ownership of its appropriate use.

The Learning Resource Centre (LRC) – This is a shared resource with the whole school where Sixth Form students are expected to work in silence. The availability of computers and books will vary dependent upon Main School booking.

The Sixth Form Café – The Sixth form Café is open for food and drink from 9:30am -2:00pm. This is predominantly a social space, but many of our students also use this space to work in. Please be aware that during break and lunch times if you are not eating and the area is busy you will be asked to leave to allow students to sit and eat.

How can I develop my skills and interests beyond the classroom?



More than ever, it will be of crucial importance to you in the Sixth Form to enrich your experience here and use your skills, as well as demonstrate that you use them to assist others. This also has the added benefit that it shows that you can take responsibility, and make a commitment to achieve a positive outcome. There are a growing number of opportunities to do this:

- Applying to be a member of the Sixth Form Council and other student voice opportunities.
- Oxbridge, Medicine and Veterinary Science

group

- Duke of Edinburgh Gold
- In joining and helping to run a wide variety of clubs and groups
- Sport, Music and Drama
- Organising fund-raising events
- Becoming involved with Expressive Arts
- Volunteering as a prefect or Sixth Form Prefect to assist with open events and representing the school
- Working on the school magazine (EXiA)



Are my views represented in the school?

We are dedicated to ensuring that the **student voice** is heard, and your views are represented. Our **Sixth Form Council and Students' Union** is your opportunity to get involved with the many issues relating to student learning and the learning environment as well as organising social events for the Sixth Form. We also have a suggestion box and a forms link for you to contribute ideas.

Rules and Routines

What should I do if I am ill and absent from Sixth Form?

Your parent or carer should:

- Ring the Sixth Form absence line **01603 274072** (this should be done on a daily basis and **prior to 9am**)
- Absences that are known in advance e.g. hospital appointments university interviews, driving tests, **must** be notified **in advance to Miss King or Ms Cooper with documentation.**
- Medical appointments – sign out with Miss King/Ms Cooper with supporting evidence if necessary. You should always endeavour to book doctors or dentist appointments out of school time.
- **It is your responsibility to e-mail the teachers whose lessons you are missing to request and catch up on the work you have missed.**
- University Open Day visits can be authorised at the Y12 Office. You are allowed 3 authorised days for Open Days.
- You **must not** miss school for driving lessons, employment, job interviews, concerts, festivals, holidays or other activities that will impinge on your progress in your studies.
- **You must not call the absence line yourself. This has to be done by a parent or guardian, and your absence will not be authorised otherwise.**

What if I feel ill during the day?

If you feel unwell during the school day, you need to report to the Y12 Office.

What should I do if I arrive in school late?

Make sure you sign in at the Y12 Office if you are late to school. However, we monitor punctuality, and a pattern of lateness could lead to an attendance and punctuality report by your Year Team.

Sixth Form “Directed” Lessons or Staff Absence

As with any institution, sometimes colleagues are unwell or absent from school. It is not in the procedures of the school to routinely cover Sixth Form lessons when colleagues are absent as we believe that Sixth Form lessons need to be taught by subject specialists. On the occasions when lessons cannot take place face to face, **DIRECTED LEARNING** will take place and the following applies:

- Check your emails for notifications, and/or the Daily Messages Screen. **The Lesson Changes List will be e-mailed out by 8:15am every morning, so please check your e-mails at this time.**
- Directed work (usually consolidation or pre-reading) will be shared by your teacher via Go4Schools and/or your e-mail so make sure you collect this as well.
- If staff absence continues, then Faculty Leaders will attempt to find subject specialists to cover the syllabus.
- CNS teaches 12 hours per subject per fortnight. The national average is 10 hours per subject per fortnight. This means that lessons do not need to be covered for occasional absences as content can still be covered through the time allocated. Students at CNS have roughly 90 more teaching hours per year than most other schools.

NOTE: do not assume because a member of staff is absent in the morning they will be absent for your lesson. They may be covered by another colleague in their Department. Always check with the Y12 Team or a member of the subject area.

Do I have to remain onsite throughout the school day?

You can opt to be offsite in your non-taught time or lunchtime, although as an independent student you should make sensible choices about how you use this time. We recommend that you **treat a school day like a working day**, being on site using your independent study time effectively to ensure that you are meeting deadlines and making at least expected progress.

You will need to Tap In and Out using your personalised ID badge every time you enter or leave the school grounds.



What should I do if I want to change or leave a course?

This type of decision is a major one and shouldn't be done without serious consideration and conversations with your parents, Tutor and Head of Year. No course changes are permitted after the first two weeks of the year.

Your place at CNS is based upon the requirement to **study 3 A level subjects**. All students will have **the first two weeks** in the **Autumn term** to make a final decision about your subjects and you will be allowed to change your A Level options in this time, although you will be required to catch up any work that you have missed from the subject that you are joining, including the Summer Gap Tasks that were set at Induction. These can be found in the sixth form area on

the CNS website or the appropriate subject staff.

If after this time you are struggling in a subject, make sure you are accessing the support and intervention that is available via your Tutor, Subject Staff and Head of Year. **Students will not be allowed to change their subject combinations after the first fortnight of term in September.**

4 A levels

In some very exceptional circumstances and dependent on your GCSE results Ms Nichols/Miss Collison may agree to allow a student to study 4 A levels.

All students can start on 4 A-levels in order to help them make the right choices.

Students must narrow down to 3 A-levels by end of 2nd week in Sept.

Students continuing with 4 A-levels past this 2 week period, must

- have an average GCSE grade of 7
- maintain C or above in all semester exams
- have attendance at 95% or higher

Will I have computer access?

You will be given a password to allow full access to the school's ICT facilities, with your own work area. It is important that you do not allow others to use this password. If you think its security has been compromised then you should change it. Naturally you will not be permitted to access or send unsuitable material, and some sites are restricted in school, such as social networking sites. Any attempt to do so will lead to suspension of network privileges. There are lots of materials supporting your learning available through the subject areas on the CNS Cloud homepage. You will also be issued with a school e-mail address and encouraged to use this mode of communication, checking at least once a day for any incoming mail from the Sixth Form Leadership Team and teaching staff/Tutors. Mrs Blake also has laptops that she can lend you.

Cycles/Motorcycles/Cars

- Cycles should be left, secured by a lock, in the cycle sheds near the school gates (Sixth Form only).
- Motorcycles etc. should be parked on the small car park outside the Canteen adjacent to Eaton Road. They should be well secured.
- Car parking for Sixth Form cars is at the back of the school on the small field. A deposit for a gate fob is required and a parking charge may apply depending on the distance you are travelling. To park in a Sixth Form space you must complete an application form available from Mrs Blake and adhere to the driving and parking agreements in place.

Safeguarding and the Student Lanyard

It is our duty to safeguard the students in our care, and part of this safeguarding is the necessity of Sixth Form students to **wear their chipped identity lanyard at all times when on school premises**. You must use **the card to enter the school premises through all external doors** and **it is important that all students swipe, even when in a group so that we are aware of who is on site for safeguarding purposes**. **If you forget your lanyard, you must report to Mrs Blake or Miss Cooper so that you can be issued with a temporary one.** Consistent failure to wear your own lanyard may result in you being required to have supervised study in a main school lesson during some of your study periods.



Lost Property

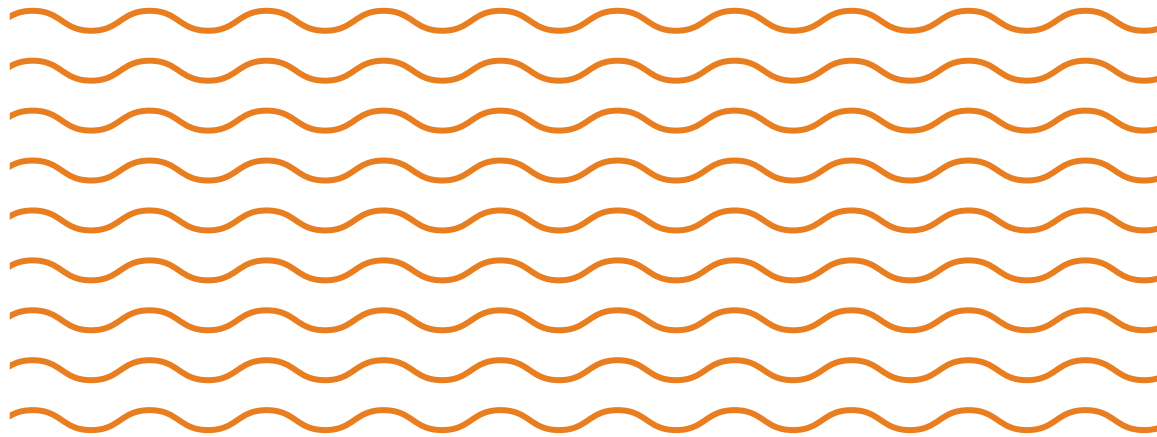
There is a lost property display in the Study Centre. If you cannot find your missing item here, please check Student Services and the Site Office.

What do I need to know about site security?

- Fire alarms. When the fire alarm sounds (a loud 2-tone siren) you must follow evacuation procedures immediately.
- Make your way directly outside onto the field and line up, in silence, in alphabetical order, in your tutor groups.
- Students must line up on the field facing the school on the right-hand side. You should also:
 - Follow staff instructions
 - Close doors behind you
 - Leave all possessions behind
- Other security issues. 'Friends or others' who are not members of the current Sixth Form are not permitted to be on the site. Only those people with legitimate business should be on the premises and they will be required to sign in at Reception and obtain a Visitors Pass.

What about part-time work?

Increasing financial independence is clearly a desirable aim for most teenagers. Many transferable skills can be acquired through paid employment. However, in accepting a place in the Sixth Form you are making a commitment to full-time study, and the time you allocate to your studies must reflect this. We would therefore strongly recommend that you **do not undertake more than 10-12 hours paid work a week / 2 shifts**. Any more runs the risk of compromising your studies. You must decline requests by employers to work during school time even as a 'one – off'. Working in part-time employment during timetabled lesson time will be regarded as a serious breach of discipline.



Sixth Form Bursary Fund

Financial support may be available to some students during their time in Sixth Form and this is dependent on their household income. **Expression of Interest Forms** should be collected from Mrs Blake and completed at the start of term or as soon as circumstances dictate the necessity. Information on eligibility can be found on the school website via the Governors' Policies link. Mrs Blake will be happy to answer any queries.

Respect and Positive Attitude to Learning

You have the right to study and be on the site free from intimidation and incidents of physical and verbal abuse will not be tolerated. If you have any concerns please speak to your Tutor or Miss Cooper, your Pastoral Manager.

It is not permitted to bring alcohol or controlled/banned substances onto the site. Students who are found to be under the influence of alcohol or controlled substances will be dealt with under our disciplinary procedures as detailed in the CNS Behaviour Policy. In extreme cases we will exclude students who disregard rules and expectations.



In class we expect that you will display a purposeful attitude, have brought with you any necessary equipment and textbooks and will not be distracted by mobile phones and other personal devices. We take for granted that you will display a high level of concentration and involvement since this will lead to a more successful and enjoyable learning experience for you.

Plagiarism - 'Copying' of work for submission to exam boards

You will be well aware from your GCSEs and NEAs that strict regulations govern the sitting of external exams. You also need to be aware at an early stage that strict regulations also cover the work that you submit as part of your final grade. In these situations you must not copy amounts of material into your work from any source. This includes –

- From other students' work
- Textbooks/texts
- Websites, including those offering essays to copy (sometimes for sale) and AI facilities such as Chat GPT.

Work submitted containing material from these sources risks jeopardising your exam entry in that subject and possibly all other exams at the end of Year 13. This has already happened to a few unfortunate individuals here. Full guidance on exam board rules is available from the JQC website.

You need to ensure that you are using the appropriate **referencing conventions** if you are citing other sources in your work and your subject teachers in areas where there is substantial written content, such as English Literature and History, will give you guidance on the ways in which you must properly acknowledge sections taken from textbooks, websites etc. so as to avoid being penalised.

Will my progress be monitored?

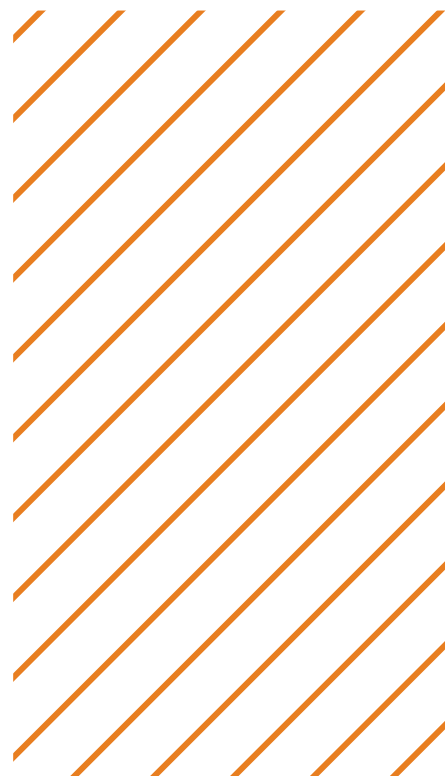
Yes, regular semester assessments take place with each of your teachers and your results will be shared via our electronic reporting system, Go4Schools. CNS Sixth Form follows a Semester Model: subsequently you will have 2 formal exam periods per semester along with in class assessments. Your parents will be able to access this information at any time. There will also be two Progress Evenings and two parent/carer information evenings in the year and you will receive summary reports throughout following each semester assessment.

All of these events will focus on your progress towards your target grades. Target grades are set through Ormiston Academy Trust and ALPs and are based on your past GCSE performance. Your forecast grades will be reviewed and updated regularly by your teachers, following Semester Assessments.

Criteria for transition from Yr12 into Yr13

Students will not be able to progress into Yr13 if:

- they have more than 10% unauthorised absence at the end of Yr12 – find alternative pathway.
- by June, any one of their subjects has never achieved more than a U (no pass) – option to retake Yr12 or find alternative pathway.
- They get 3 x Us at End of Semester exams in March or June Mid-Semesters – option to pause education, then retake Yr12 from Sept with different subjects, or find alternative pathway.



Getting Support

Where do I get advice about jobs, careers and Higher Education courses?

Throughout your time at Sixth Form you will be delivered a full programme of post 18 pathways advice about employment and Higher Education. This will include visits, workshops on Personal Statements and CVs, interview practice as well as more general advice and guidance as part of the Morning Programme.

What if I want to speak to someone about getting help with difficult problems?

We would expect that you will be discussing your progress and the factors that affect it reasonably continuously with your Tutor. However, in addition, the Sixth Form Leadership Team, including your Pastoral Manager, Miss King, are available at all times to discuss problems you may be experiencing with home circumstances, prolonged illness, drugs and alcohol etc. and will be able to signpost you to external dedicated service.

Buses and Transport

Information can be obtained from Traveline East Anglia, www.firstgroup.com or 0870 6082608.

We will presume that having chosen to enrol here that you have clarified that you can actually get here on time! Frequent lateness due to bus delays etc. will be queried by your Pastoral Manager, with the emphasis being placed upon you to make alternative arrangements to ensure punctuality.

The Norfolk County Council Transport Policy is available at www.norfolk.gov.uk/post16transport

Attendance Matters at CNS Sixth Form

Why Attendance Matters:

In 2024, attendance impacted on grades as follows:

Attendance	Final average grade
Under 80%	D-
Under 90%	D+
Under 95%	C-
Over 95%	B+

At CNS, we deem good attendance to be anything over 95%. Unacceptable attendance is anything under 90% (in government terms this is considered persistent absenteeism, PA).

At Sixth Form, students have a greater responsibility in their own attendance and are responsible for any catch-up work communications.

When students leave, we often get reference requests and these always ask about attendance. To prepare for the world of work, students should have excellent attendance.

Procedures for absence:

Pre-arranged absences: (e.g. work experience, university visits, interviews, medical appointments, funerals)

Ahead of the absence, students should alert their pastoral manager and all of the teachers they will miss lessons for. They should explain **when** they are missing the lessons, the **reason** for the absence and **request** the work be sent to them to complete.

For medical appointments, you may be asked to show your appointment card/booking evidence.

Unforeseen absences:

If you are ill, parents or carers should contact the pastoral manager, either leaving a message by email, or on the Sixth Form absence line. **Students cannot self-authorise absences.**

Ms King c.king@cns-school.org (Yr12) & Ms Cooper l.cooper@cns-school.org (Yr13)

Student should also then notify each of their teachers when they are well enough to do so and request the work to catch up.

Illness – during the day

Go to your Year 12 or 13 office to see your PM or Head of Year. If the offices are empty, please go to Mrs Blake or Ms Nichols.

What your codes mean:

Code	Meaning	Code	Meaning
/	Present	DL	Directed Learning (shows as present on registers)
N	Absent without follow up	C	Authorised attendance
O	Absent without authorised reason	HS	Home Study (used in reading weeks)
I	Ill – message from parent/carer	X	Not expected in school – used when students have no lessons that session (AM/PM) (non-compulsory school age absence)
M	Medical appointment	S	Study leave (used May Yr13)
V	Trip/Visit	J	Interview
G	Unauthorised Holiday	H	Authorised Holiday

Supporting Attendance

The staffing structures in sixth form support good attendance:

Form Tutor	Twice a week, students go to form time. One session a fortnight is spent looking at routines, checking calendars and giving tutors time to follow up on absences and punctuality with students.
Pastoral manager	Daily phone messages, Sends out cover lists, Calls made to missing students/ parents, Chase missing registers, Ensures all registers are complete by the end of a week, Analyse absence patterns and challenge, Parent meetings
Student Services Manager	Admissions and off-rolling, registers students for blocked study, mentoring of struggling students.
Key Stage Coordinator	Joins together progress, teaching and learning and attendance, holds student and parent meetings, will escalate to support plan or contract if needed.
Subject Teachers	Daily registers and follow up emails, will send work to those students who are absent and request the work.
Director of Sixth Form	Supports and challenges students whose attendance has dropped below 80%.

Challenging Attendance

The following will take place when attendance issues arise:

Incident	Action
1 day of absence with no communication	PM to speak to/ phone home/ email to seek reasons for attendance
Attendance drops below 90%	PM calls home to arrange an in-school meeting Letter at the end of each term to advise family of exam implications
Attendance drops below 85%	Contract with Key Stage co-ordinator (your Head of Year)
Attendance drops below 80%	Contract with Director of Sixth Form
20 consecutive school days missed with no communication from home	If there have been efforts to contact home and neither the students nor parents are able to sufficiently explain sustained absence, the student is off rolled . If there are welfare concerns, a home visit must be completed before off-rolling. Police are to be notified if the student is not seen.
Attendance is less than 90% between Sept of Yr12 and exam entries deadline 1st Feb of Yr13	Families/ Home will be expected to pay the exam fees . (between £100 and £300 per exam) CNS may decide the attendance is insufficient to be able to enter the student for full exams. Warning letters will be sent home at the end of Yr12 and in Nov Yr13.
Missing of exam without medical / bereavement/ emergency reasons	Full costs charged to the family.

Session vs Lesson attendance

AM and PM registration, taken as either registration or first lesson of the day, for AM and P5 or 6 for PM is reported as overall attendance.

Sixth formers will also have their individual subjects lesson attendance reported so that we can monitor trends and potential issues in specific subjects.

Lanyards and Tap In / Tap Out

Students are supplied with lanyards that they should wear at all times. This is a safeguarding measure and means we do not need to enforce a uniform.

Guided Lesson hours and Use of Study Periods:

Sixth form lessons take place between Period 1 to Period 6 Monday to Friday PLUS 2 hours registration a fortnight (2 x 30 min mornings a week)

Of the 60 periods available across a fortnight, there are 32-36 hours of lessons.

There are the optional 3 hours of EPQ or Core Maths and a compulsory 1 hour of VESPA.

This allows for between and 20 - 27 hours of study periods. These should be used to consolidate prior learning, complete weekly reviews and planners, pre-reading for future lessons, homework, past papers, textbook reading (all textbooks are available in study hall and study centre).

Attendance Questions

Do I have to register my attendance?

Yes. We operate an electronic registration system for lessons, assemblies, form time, tutorials & co-curricular opportunities, all of which are compulsory. There are set procedures in place to support students whose attendance falls below **95%** and we will discuss these with you in detail. Your **attendance record** will form part of your references, including for universities, at the end of your course. **Miss King** will monitor your attendance and if necessary hold meeting with you and parents if you fall below this, or if punctuality is an issue. As you arrive in school, you must tap in, and as you leave school, you must tap out.

Am I expected in every morning at 8:35am?

On specific days you will be expected to attend a range of different sessions organised by the SFT. These compulsory sessions are planned to ensure you have the skills and support you need to reach you full potential during your time at CNS Sixth Form.

What if I want to go on holiday during term time?

No holidays will be authorised during your time at CNS and this is the same for all year groups, including the Sixth Form. Any instances of unauthorised absence will affect your overall attendance percentage which do have to be reported in references.

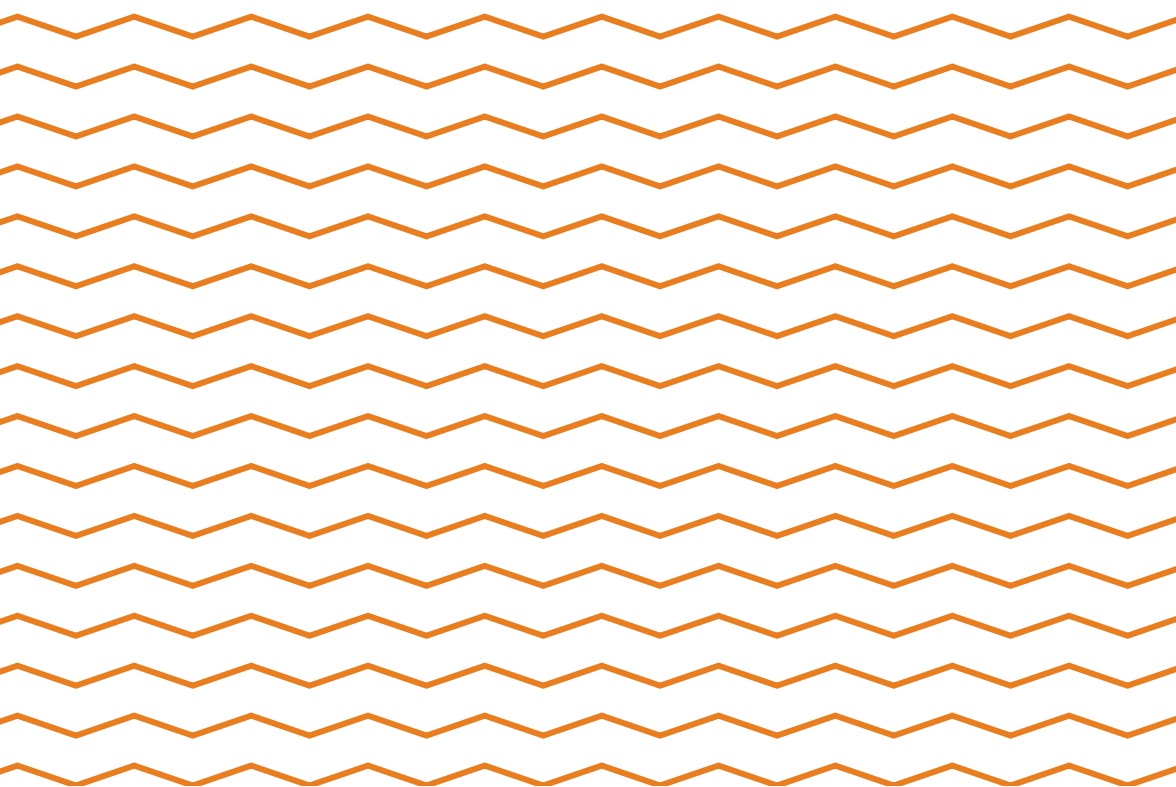
Assembly	Form time	Tutorials
<ul style="list-style-type: none">Fortnightly session led by your Head of Year.Includes a range of internal and external speakers.Keep up to date with important key messages	<ul style="list-style-type: none">One form time a fortnight will link to the assembly theme and focus on PSHE, RSE and current affairs.One form time a fortnight will be devoted to developing Study Skills.One form time a fortnight will deal with routines: Bulletin, 6F Council feedback and attendance checks.	<ul style="list-style-type: none">One to one sessions aimed to boost progress and engagement.You will be invited to a Tutorial at least once over the academic year with your Tutor. These are compulsory.

Will I have non-taught time? (Where can I study outside lessons?)

Yes – one third of your timetable will comprise of non-taught time, or “study periods”. It is important that you use this time sensibly to meet work deadlines and to support your studies, and we recommend that ***for every hour you spend learning in the classroom, you are spending at least another hour working independently.***

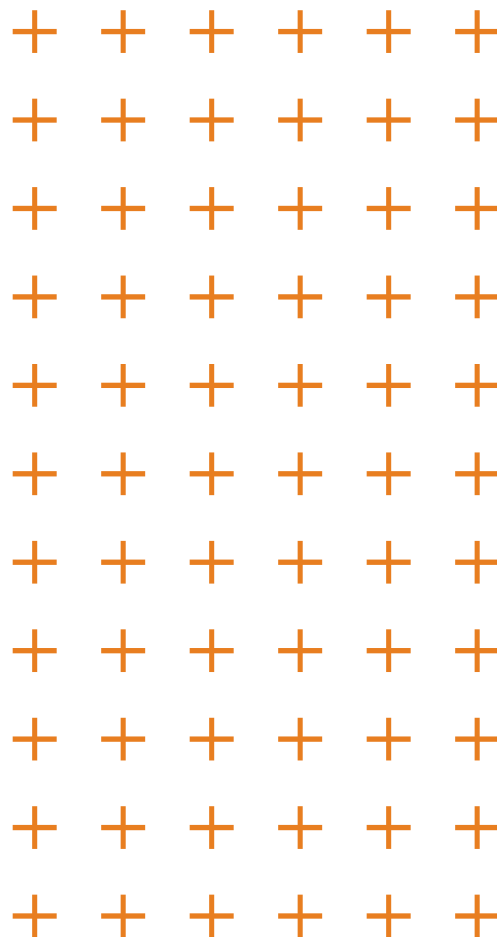
Criteria for Bursary

Students who claim the bursary must maintain over 90% attendance in that term for any claims or purchases to be processed.



Parents and Carers

As a Sixth Form we regularly communicate with your parents/carers whilst seeking not to undermine the independence of our students as they mature into young adults. We keep your parents informed of your positive achievements as well as causes for concern. Please support us in this by talking to your parents about what you are doing at school and what your plans are as they evolve.



Parental Consent

Until you turn 18, Parental Consent is still required in the following areas:

1. Biometric Scan Consent : Cashless Catering
2. Responsible Network Use Policy Consent
3. Administering Medication Consent
4. Photographic Image Consent
5. Consent for Work & Photographs to be used in Social Media
6. Photographic Consent for Web & Publication of Work

By signing the Student/Parent Agreement, parents will automatically be giving consent in all these areas unless indicating otherwise here:

<https://forms.office.com/e/upZenphwXc>

Start by sharing this book with them

Carry on by making sure that letters, notices and other information that you are given for them are handed over. You will need their support so support them by keeping them informed and making sure that your contact details held by the school are kept up to date



Student/Parent Agreement

I hereby confirm that I have read the Sixth Form Handbook and agree to adhere to CNS expectations regarding attendance, attitude to learning, progress and Sixth Form specific rules & routines.

I understand the consequences for not meeting these expectations.

Failure to sign and return this form by Wednesday 17th September will result in the termination of your place at CNS.

Student Name:	
Student Signature:	

Please complete to confirm **Priority 1** Parent/Carer contact information

Parent/Carer Name	
Title	
Address (if different from student)	
Mobile	
Email	
Parent/Carer Signature:	

Please return this form to Mrs Blake in the Sixth Form Elkins Centre.