



The Carlton
Academy

The Carlton Academy Sixth Form

Student Handbook

2025-2026



Introduction and Welcome

Welcome to all of the new Year 12 students at the Carlton Academy! An exciting year awaits you in your role as a Sixth Form student and as the Head of Sixth Form at the Carlton Academy I am looking forward to working with you all. The year ahead will feel like a rollercoaster at times and you will be faced with a number of different challenges during your time as a Sixth Form student. In light of this it is important that we all work together to ensure that your time at Sixth Form is rewarding and you achieve everything that you wish to achieve.

The purpose of this handbook is to acquaint you with some aspects of student life in Sixth Form. It is not intended to be a list of rules and regulations, although some sections may appear as that. This year there will be more students in the Sixth Form than in previous years, so some basic expectations are essential. These are intended to ensure that Sixth Form runs smoothly and efficiently, so that you will gain the maximum benefit from your time with us.

It is important that you keep in mind the main reason for returning to Sixth Form is to *study*.

As students, your prime aim should be to strive for academic excellence. Indeed, there are many facets to Sixth Form life and in one or two years' time when you look back at your Sixth Form experience, you will be surprised to see how much you have changed and how much you have achieved. We expect you to not only focus on your studies here, but to also take an active role in Sixth Form Leadership opportunities.

The start of your career may seem far away in the distance but, whether you intend to apply for Higher Education pathways, find a Higher or Degree apprenticeship, or seek employment, you will benefit from involvement in all Sixth Form activities – we have designed it that way!

Your time with us in Sixth Form will give you the opportunity to develop as a person, and with help and support from myself, Mr Sturrock and your experienced Tutor team, we hope you will enjoy it! I know that by working together as a community, the year ahead will be all the more successful and productive. My final advice is for students to work and enjoy themselves in equal measure. In final terms you will be judged by what you can put down on paper, this does not mean that you cannot enjoy life along the way!

Ms Jennings

Head of Post 16

THE SIXTH FORM TEAM

Head of Sixth Form: Ms A Jennings
Deputy Head of Sixth Form: Mr M Sturrock
Sixth Form Administrator : Mr C Cook
SLT Sixth Form Link: Mrs Mullen

Please see the Sixth Form Administrator if you have any administrative query regarding Sixth Form. Messages for the Head of Sixth Form may be left with the administrator, but please ensure you speak directly to Ms Jennings or Mr Sturrock whenever possible.

TUTOR GROUPS

Group	Tutor
6A Y12	Miss Eglin
6B Y12	Miss Mason
6C Y12	Mr Yeadon
6D Y12	Dr Savage
6E Y13	Miss Peragon Delgado
6F Y13	Mr Hope
6G Y13	Mrs Dyer-Ince
6H Y13	Ms Armitage

Tutor time: 10:40 – 11:05am		
	Year 12	Year 13
Monday	Tutor Time	Tutor Time
Tuesday	PSHE	PSHE
Wednesday	Assembly	UCAS
Thursday	Getting the Grades	Assembly
Friday	Stellar	Stellar

All students must attend Sixth Form assembly and Tutor Time.

ATTENDANCE POLICY

Planned Absence

Attendance to **all** lessons, tutor time and enrichment is a prerequisite of commencing courses at The Carlton Academy. To ready students for the world of work, we require all students to complete a **"Planned Absence" form (a yellow form)** when they know they are due to be away from school. Planned absences **should not include driving lessons** as these should be made outside of school hours where possible.

These forms must be signed by all of your subject teachers and Tutor before being passed to the Head of Sixth Form for approval. If your absence is not approved, then you will be marked as having had an unauthorised absence which could negatively affect any future references. **Planned absence forms need to be given to the Head of Sixth Form at least one week before the absence date.**

Important: No holidays can be authorised during term-time.

Un-planned Absence

In the case of an un-planned absence, a parent or carer must telephone the **Sixth Form office on 0115 940 8399** or email c.cook@theacademycarlton.org on the first day of absence to inform the administrator of the absence, the reason for it and an expected return date.

Attendance Targets

The target for Sixth Form attendance is a minimum of **96%**. When students fall below this target, action will be taken.

Stage 1: 3 days missed a discussion with Tutors, **5 days missed** Tutor phone-call and letter home.

Stage 2: 8 days missed a meeting with Head of Sixth Form, **10 days missed** Head of Sixth Form phone-call and letter home.

Stage 3: 16 days missed Head of Sixth Form parental meeting and warning letter. **20 days missed** attendance panel meeting.

Stage 4: Attendance Officer parental contact and attendance referral.

Continued persistent absence will result in students being placed on a formal contract and possibly result in students being asked to leave the Sixth Form if attendance does not improve.

Contact will be made to parents when a Sixth Form student is absent from school.

Punctuality

Students are expected to be punctual. Arriving 5 minutes after the start of the lesson will result in students not being permitted into the lesson and a late mark issued. Late marks are monitored on a weekly basis. Persistent lateness will result in students being placed on monitoring or a formal contract.

NOTE: If students miss lessons for any reason, they are expected to collect and complete any missed work.



STUDY PERIODS

Students will receive a number of non-teacher study periods a week during which they are expected to organise their time effectively. **Students MUST use the Post 16 Study Centre for these study periods.**

Students can use the following locations in which to study:

- ◆ The Sixth Form Study Centre (silent study area)
- ◆ The new Sixth Form area (group study)

GETTING ORGANISED

It is important that students start their A Level / Level 3 studies as they mean to go on. Below is a list of items The Academy deems to be essential in order for students to function effectively as successful learners. It is the student's responsibility to ensure that they have purchased these items ready for the start of the school year, alongside any other items recommended by subject staff. Some subject staff supply some of this equipment so speak to staff before making any purchases.

General Equipment Checklist

Pencil case
Pens
Pencil
Pencil sharpener
Highlighters
Rubber
Ruler
A4 lined paper
Folder for each subject / subject dividers
A suitable bag



COURSE REQUIREMENTS

Every student is expected to work consistently hard to ensure the best results possible. To this end students must enter into a working partnership with their teaching staff, communicating on a regular basis. It is the student's responsibility to ensure that staff are fully aware of any problems at all times.

LOCKERS

These are available on a first come, first served basis and a padlock and key will be supplied. **A £3 deposit is required.** Please see the administrator if you would like to reserve one. Your deposit will be retained if the locker is damaged or you lose your key.

CHANGING COURSES /SUBJECTS

Year 12 students may find quite soon into their A level course that they have made a mistake and want to change subjects.

Some tips:

- ◆ Do not let the situation become desperate before talking to us about it!
- ◆ Discuss problems with your subject teachers as they may be able to reassure you.
- ◆ Discuss the situation with your parents/ guardians.
- ◆ Keep attending ALL lessons.
- ◆ Make an appointment with the Head of Post 16 to discuss your options.

NOTE: The **cut off date to change subjects is Friday 3 October** so it is important that students are proactive in getting advice on the options available to them.

WORKLOAD / HOMEWORK

Students are expected to work hard outside of school hours and must remain organised in relation to homework and assignments set. Staff endeavour to space out work, but invariably students may feel overloaded at times and must approach staff before deadlines in order to iron out any issues.

Please see expectations for additional study hours outlined below:

- ◆ Year 12—Four hours per week per subject

Failure to complete homework may lead to sanctions set by the teachers. If there is a valid reason for non-completion of tasks, it is the student's responsibility to communicate with the subject teacher before the lesson.

COMMON DEADLINE

All Sixth Form students work towards the Common Deadline in November in order to demonstrate how well they have settled into Year 12.

Students will receive a piece of work from all subjects / teachers which needs to be completed by a date agreed by teaching staff.

The outcome of the Common Deadline assessment will allow the Sixth Form team to support students more effectively.

EMPLOYMENT

We appreciate that some students need to earn money but our experience leads us to strongly recommend that students limit the hours they work outside of school. It is recommended that in Year 12 you do **no more than 12 hours per week** in paid employment reducing to **no more than 8 hours per week** in Year 13. Research has found that paid employment can have a significantly negative impact on examination results if a student works too many hours. This could amount to as much as one grade. It is important that you keep the right balance between study, social life, and employment.

Under no circumstances should you be in paid employment during the school day. We strongly suggest you reduce working hours during EXAM PERIODS.

WORK EXPERIENCE

Gaining valuable work experience is essential for students progression, therefore students are given a week off timetable to pursue a work experience placement of their choice at the end of Year 12 in July. There are also many virtual work experience opportunities that students can complete throughout the year.

REPORTS

Parents will receive two Progress Reports during the academic year. This will help form the basis of mentoring discussions with Sixth Form Tutors and the Sixth Form Leadership Team.

PARENTS EVENING

Year 12 students will have a parents evening which will provide a valuable opportunity to meet face-to-face with subject teachers.

SIXTH FORM STUDENT AGREEMENT

This is the formal agreement between, the student and The Carlton Academy, setting out expectations for both parties. It includes sections on both studies and attitude! Students will be expected to sign this agreement and confirm that they have read the Sixth Form Handbook.

CARS

Due to the school having a restricted number of parking spaces students are not permitted to park on the school site.

SCHOOL ACCESS

Sixth Form students have their own entrance to access the school site. The students will be given a fob in September which will enable them to access the school site through a turnstile. **It is important that students attach this to their lanyards so they do not misplace it and fob in and out of school. If students do lose the fob then they must report it immediately to Mr Cook so that the system can be re-set. Loss will incur a cost of £5.** Year 12 students are expected to be in school between 8.40am-3.10pm in the first half-term to embed positive attitudes to organisation and learning. This will be reviewed in the Spring term.

DRESS

One of the privileges of being a Sixth Form student is no longer having to wear a uniform. Instead they have their own dress code, whereby they are treated as adults and trusted to wear clothing that is appropriate for a professional working environment in a school setting. **Sixth Form students are seen by the school as working adults so we ask students to dress in a smart/casual manner.** We ask students to use their judgement but there are certain expectations the Academy has in relation to the Sixth Form dress code:

- Shorts and skirts are permitted but have to be at least close to knee length
- Students do not wear strapless tops, crop tops, backless tops, muscle/gym vests or garments with inappropriate language or logos (this will be at the Head of Sixth Forms discretion)
- Hats and caps are not worn on the school site
- Students do not wear excessively ripped jeans or shorts (at discretion of Head of Sixth Form)
- Students take coats off in the classroom
- Students wear their lanyards at all times

MOBILE PHONES AND EAR PODS/HEADPHONES

Students are not permitted to use mobile phones in the main school. This is to comply with the rules for years 7 to 11 and act as positive role models. Sixth Form students have their own spaces where phones are permitted. Students must also refrain from using a mobile phone in assembly, tutor periods and lessons. The Academy retains the right to confiscate mobile phones should a student fail to comply with this policy. It is also important that students take out ear pods/headphones whilst walking around school.

SIXTH FORM BURSARY

The 16-18 Student Bursary Fund is a cash-limited fund to support learners who would benefit from financial support to help overcome specific barriers to participation so they can remain in education. There are two elements to the Bursary Fund; Vulnerable Bursary and Discretionary Bursary. (deadline for applications 20th September 2024).

SIXTH FORM CLUBS AND SOCIETIES

In the past, students have had differing interests ranging from a Sixth Form magazine, Debating Societies, Dance Groups etc. The groups that run this year will depend upon **your** interests and enthusiasm. Ideas can be given to the Sixth Form Student Leadership Team or the Head of Post 16. We are open to all suggestions!

SIXTH FORM ACTIVITIES

Each year there will be a number of activities offered to students by the Sixth Form and subject teachers, e.g. a subject conference or theatre visit. There will also be visits and talks associated with careers and higher education. We strongly advise that students participate in these visits as they will help in preparing them for future pathways.

I hope that you will want to socialise together as a Sixth Form both in and out of school. We believe strongly in the importance of building a sense of community in Sixth Form. Regular social events enable students to get to know each other better and build a stronger sense of being part of a team. If you have any ideas for trips and activities please let the Sixth Form Leadership Team know.



LEADERSHIP ROLES AND VOLUNTEERING

Senior Students

Year 13 affords students the opportunity to become a member of the Senior Leadership Team. These prestigious positions include the roles of Head Boy and Head Girl which are interviewed for in the Summer Term of Year 12. Duties include representing the school at high profile events as well as taking a lead in the running of the Sixth Form Student Committee.

Head Boy Azan Ahmed

Head Girl Noor Ahmed

The Sixth Form Student Committee

The Sixth Form Committee is overseen by the Head Boy and Head Girl at the Academy. Both Year 12 and Year 13 students are invited to take part in the Sixth Form Committee. It is formed of students who apply for a position to be on the committee.

The main role of the student leadership team will be to lead charity-fund raising events, organise Sixth Form challenges and competitions, lead student voice and organise social events.

We strongly encourage students to become involved in a variety of activities both inside and outside of school. We owe it to you to give you the opportunity to make a real contribution towards both the school and the wider community. The acceptance of such an opportunity will benefit you as a person and will also be to your credit when questions of responsibility and attitude arise in the future. This experience will make you stand out at any interview and will help when you put together a Personal Statement on your UCAS form for university applications. It will also help contribute towards your reference in Year 13.

ENRICHMENT

As part of A level study all Year 12 students will participate in one hour of enrichment each week. **This is a compulsory part of the year 12 programme of study.**

The opportunities available for enrichment and voluntary work will be discussed with students at the start of term.

INTERVENTION / MONITORING

We believe that despite endeavouring to foster positive attitudes and responsibility in students there may well be the need to apply sanctions when attendance, achievement or conduct fall below the required standard. Sometimes students require extra support which should be embraced and not seen as a punishment. This may mean that students are placed on 'Student Monitoring' or they may be given compulsory study periods.

The Academy's Student Monitoring structure operates a staged response which is outlined below:

Level	Trigger	Response
Verbal Warning	Two concerns received in the same subject over one half term	<u>Tutor:</u> issue a verbal warning to the student liaise with subject staff regarding ringing home to inform parents. Level 1 triggered if referrals continue
Level 1 Amber Back on Track (2 weeks)	Four concerns over one half term OR recommendation of the Head of Sixth Form	<u>Deputy Head of Sixth Form:</u> Meet with the student to issue a Level 1 Amber Back on Track report card (Monday). Monitor student at the end of each week and sign report. Contact parents/carers to make them aware. <u>Tutor:</u> Monitor the student at the end of each day/tutor time and sign their report. <u>Student:</u> Asks subject staff to complete the report at the end of each lesson (including tutor time) and get it signed by their tutor at the end of each day/tutor time. <u>Sixth Form Office:</u> Send the relevant letter home.
Level 2 Red Back on Track (2 weeks)	Failed Level 1 Amber Back on Track OR recommendation of the Head of Sixth Form	<u>Head of Sixth Form:</u> Meets with the student to issue a Level 2 Red Back on Track report card (Monday). Other intervention may also be implemented such as compulsory subject intervention, removal of free periods etc. Monitor the student at the end of each day and week. The H of SF will contact parents/carers to make them aware. <u>Student:</u> Asks subject staff to complete the report at the end of each lesson (including tutor time) and gets the report signed by the Head of Sixth Form at the end of each day. <u>Sixth Form Office:</u> Send the relevant letter home.
Level 3 Student Contract (month/half term)	Failed Level 2 Red Back on Track OR serious breach of the school rules	<u>Head of Sixth Form & Director of Post 16/Line Manager:</u> Meet with the student and parents/carers and a contract will be signed by all parties. The student will be issued with a Contract Report Card. NOTE: The contract may involve students signing in and out each day and will have some/all free periods removed. Other sanctions may be put in place such as compulsory subject intervention etc. <u>Head of Sixth Form:</u> Monitor the student at the end of each day and week. <u>Student:</u> Asks subject staff to complete the Contract Report Card at the end of each lesson (including tutor time) and gets the report signed by the Head of Sixth Form at the end of each day. Failure could lead to the termination of courses.

NOTE: If a student breaches some of the specified terms of their formal contract, they maybe asked to leave the Sixth Form. Any behaviour that is deemed unacceptable may result in immediate exclusion from Sixth Form as it would for lower school.

In Conclusion

We think it is important that policies and expectations should be written down and published for all to see at the beginning of an academic year.

I hope that you have taken the time to read this handbook carefully and that you will keep it and refer to it as necessary throughout the year. If you have any comments or need points clarifying, please do not hesitate to talk to your Tutor or myself about it.

Finally I am really looking forward to working with both Year 12 and Year 13 throughout your time in Sixth Form. Our aim is quite simple: to make The Carlton Academy the best Sixth Form in Nottingham and beyond. We can only achieve this by working together!

I wish you a happy and successful year. Remember the more you get involved in the Sixth Form experience the more rewarding you will find your time at The Carlton Academy Sixth Form.

I operate a open door policy, so please feel free to come in and talk to me. Remember the Sixth Form Team are there to ensure that you are successful in your Sixth Form Studies. So let the hard work commence and remember, it'll be worth it in the end!

Ms Jennings

Head of Post 16

USEFUL CONTACTS

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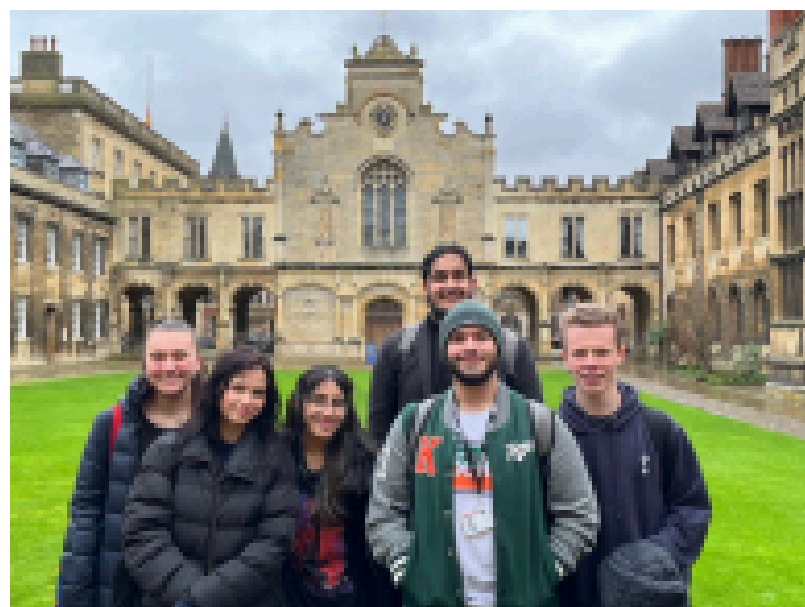
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