

## Sixth Form Policy



This document aims to act as a guide to our Sixth Form. Each section includes a table with links to important documentation relating to WDS Sixth Form. These files are located in the Sixth Form office (W55).

Approved on:	16 March 2016
Next review date:	Summer term 2017
Signed:	S Graham (Headteacher)
Signed:	K Rennie (For and on behalf of Governing Body)

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Company number 08166938. Registered office: 364 West Derby Road Liverpool L13 7HQ

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The comment balloons contain extracts from the following documents:

**DfE 1:** 16 to 19 study programmes - Departmental advice for senior leadership teams, curriculum planners, teachers, trainers and co-ordinators on the planning or delivery of 16 to 19 study programmes (August 2014)

**DfE 2:** Reforming the accountability system for 16 to 19 providers - Government response to the consultation on 16 to 19 accountability (March 2014)

**Ofsted 1:** 16 to 19 study programme - Guidance for inspecting school sixth forms (January 2014)

**Ofsted 2:** School Inspection Handbook - Effectiveness of the sixth form provision: the quality of education provided in the post-16 study programme

**1. Admission**

Joining a Sixth Form is a big decision in a young person's life. We believe it is our duty to provide all students with honest and constructive advice. To that end all prospective students are interviewed in Year 11 by the Head of Sixth Form and a member of the SLT. Direct entries to the Sixth Form will be interviewed upon receipt of their application. The timeline outlined below is followed with Year 10/11 students.

<b>Date</b>	<b>Activity</b>	<b>Person Responsible</b>
July	<ul style="list-style-type: none"> <li>Year 10 Sixth Form Taster Day</li> </ul>	Head of Sixth Form
September – December	<ul style="list-style-type: none"> <li>Assemblies with year 11 (whole group and individual tutor groups) to indicate interest and discuss options</li> <li>Drop-in session with Head of Sixth Form to discuss options available after school</li> <li>Year 11 parents' evening presence</li> <li>Sixth Form Open Evening</li> </ul>	Head of Sixth Form
November – March	<ul style="list-style-type: none"> <li>Subject information (prospectus) provided to students, including online version.</li> <li>Survey to ascertain interest, possible subjects etc.</li> </ul>	Head of Sixth Form
April – May	<ul style="list-style-type: none"> <li>Individual entry interviews</li> <li>Online application form to be completed by all applicants</li> <li>Conditional offer letter sent home with reply slip</li> </ul>	Head of Sixth Form/SLT
July	<ul style="list-style-type: none"> <li>Year 11 to 12 Transition Day</li> </ul>	Head of Sixth Form
August	<ul style="list-style-type: none"> <li>GCSE results published</li> </ul>	Head of Sixth Form/SLT
September	<ul style="list-style-type: none"> <li>Sixth Form registration, Year 12 Induction Day, confirmation of courses, courses start</li> </ul>	Head of Sixth Form

General entry requirements are also applicable when applying to our Sixth Form. These include:

- good attendance in Year 11;
- good punctuality;
- good behaviour record;
- to study A Level subjects students must have five separate GCSE passes A\*-C (ideally including English and maths however provision will be provided to resit these subjects) - individual subject entry requirements must be met (see prospectus);
- commitment and hardworking attitude;
- reference from current PPL/HOY (away students only).
- All applicants will be considered on an individual basis

All students and parents are provided with an 'Important Dates' document at the start of the course.

<b>File/Document</b>	<b>Location</b>
Sixth Form Prospectus	File #9
Online Application Form	<a href="https://westderbyschool.wufoo.eu/forms/west-derby-school-sixth-form-application/">https://westderbyschool.wufoo.eu/forms/west-derby-school-sixth-form-application/</a>
Important Dates	File #9
Year 10 Taster Day Booklet	File #9
Application Forms	File #13

## 2. Programme of Study

The Sixth Form curriculum has been designed to provide students with a broad and stimulating learning experience. A range of Level 3 and AS/A-Level qualifications are offered in Years 12 and 13. Students are provided with guidance and support throughout Year 11 so that they can make the best possible decision in relation to subjects to study. The option blocks for the 2016-2017 academic year are listed below. For a detailed overview of each subject including entry requirements and course content please see the *Sixth Form Prospectus*.

The Head of Sixth Form liaises closely with all HODs to provide a varied curriculum to meet the needs of all students. Year 11 students must also complete a survey to ascertain preferred subject choices and also to allow us to develop new subjects currently not on offer.

All teaching staff must provide a 'curriculum map' for their subject before teaching begins. This document provides an overview of what will be taught each half term, who will deliver it and how it will be assessed. These documents must be updated regularly and are stored on a shared school drive.

BLOCK 1		BLOCK 2		BLOCK 3		BLOCK 4		BLOCK 5 (OPTIONAL EXTRA)	
A Level Product Design		A Level English		Level 3 Applied Science		Level 3 Food Science & Nutrition		GCSE Maths <sup>3</sup>	
Level 3 Digital Media & Film <sup>1</sup>		Level 3 Digital Media & Film <sup>1</sup>		Level 3 Business Studies		A Level Chemistry		GCSE English <sup>3</sup>	
A Level Physics		A Level Maths		A Level Geography		A Level Government & Politics		AS Level Core Maths <sup>4</sup>	
Level 3 Applied Science		Level 3 Sport		A Level History		Level 3 IT		A Level Further Maths <sup>5</sup>	
				Level 3 Digital Media <sup>2</sup>		A Level Photography			

### Notes:

- Digital Media and Film is a double A-Level, you may select only 1 other subject to accompany it from blocks 3 or 4 excluding Digital Media from block 3.
- If you select Digital Media from block 3, you may not select Digital Media and Film from blocks 1 or 2.
- Subjects who do not achieve a grade C or above in GCSE Maths and/or English will resit this subject in Year 12.
- Core Maths is worth half an A Level and is delivered over 2 years, it is designed for students who achieve a grade C or above at GCSE Maths who do not wish to pick A Level Maths or who do not meet the criteria for A Level Maths.
- To select Further Maths you must have achieved a A\*/A at GCSE Maths and be taking A Level Maths from block 2.

## 2.1 Curriculum Hours

The tables below outline the hours assigned to Year 12/13 students per year. Non-contact time may also include non-curriculum activities such as university visits, educational visits, Career Ready activities and work placements.

Year 12	3 Subjects	Weeks	Total Hours
Subjects	15	36	540
Supervised Study	3	36	108
Extending Opportunities	1	36	36
Enrichment	1	36	36
Form Time	1	36	36
PSHCE	0.5	36	18
	<b>TOTAL</b>		<b>774</b>

Year 13	3 Subjects	Weeks	Total Hours
Subjects	15	36	540
Supervised Study	4	36	144
IAG Lesson	1	36	36
Form Time	1	36	36
PSHCE	0.5	36	18
	<b>TOTAL</b>		<b>774</b>

## 2.2 Academic Qualifications

We offer a range of AS/A2 Level qualifications. Individual entry requirements for each subject are outlined in the *Sixth Form Prospectus*. The provision of these subjects is monitored by the Head of Department for each subject area. Subjects are reviewed after each academic year (*see Data section*).

## 2.3 Vocational Qualifications

To ensure that all students have an opportunity to continue their studies at WDS we also offer a range of Level 3 Vocational Qualifications. Individual entry requirements for each subject are outlined in the *Sixth Form Prospectus*. The provision of these subjects is monitored by the Head of Department for each subject area. Subjects are reviewed after each academic year (*see Data section*).

## 2.4 GCSE English and mathematics

For students who have not achieved a C grade in GCSE English and mathematics, provision will be provided within their study programme to resit these subjects. This is compulsory for all Sixth Form



pupils. Once a student has achieved the necessary grade in these subjects provision will be made on their timetable in other subject areas that are in line with their study programme. Progress in GCSE English and maths is monitored by subject teachers, respective Heads of Department and overseen by the Head of Sixth Form. Progress in English and maths will be closely monitored and performance table information produced in preparation for 2016 Headline Measures reforms.

## **2.5 Core Maths**

Core maths will be available on the Sixth Form curriculum from September 2016. The Head of maths has attended a CPD session on the implementation of the Core maths qualification. Further information can be found in the *Core maths qualifications: technical guidance - Government consultation response*. This qualification will run over two years, cumulating in an AS grade. This qualification will be aimed at students who have an interest in maths, however they do not meet the criteria for A Level maths. The entry requirements for this qualification will be a high C grade or above in GCSE maths.

## **2.6 Liverpool East Collaborative**

West Derby School Sixth Form works in collaboration with the Sixth Forms of Broughton Hall, Cardinal Heenan, Holly Lodge and St Edward's College. Depending on interest, availability and demand, West Derby Sixth Form students may have the opportunity to study a subject at one of our collaborative partners. Studying at one of the other schools in the collaborative involves registering at West Derby, followed by a further interview at the collaborative school.

Students from any of these collaborative schools wishing to study at WDS must complete an online application form and attend an interview with the Head of Sixth Form.

## **2.7 A Level Reforms**

The Department of Education and the exams regulator Ofqual are in the process of reforming GCE A level qualifications. The main changes relate to the structure and timing of public exams. Currently A levels are 'modular' with students sitting AS exams in the summer of Year 12 and A2 exams in the summer of Year 13. The results of the AS and A2 exams are then combined to give an overall A level grade. The new reformed A level will be linear with all public exams at the end of the two year course in the summer of Year 13. Students will still be able to sit reformed AS exams but these will be stand-alone (decoupled) qualifications that will not contribute to final A level results.

These reforms are being staggered, with some subjects moving to the new reformed exam system with first teaching from September 2015, and nearly all remaining in September 2016/17. The table on the next page outlines the subject changes taking place. Because of the staggered introduction of the new A levels there will be a transition period when old and new systems run side by side.

### *When will students sit exams?*

The 2015-2017 cohort of students continue to follow the existing Sixth Form curriculum: studying three or four subjects (depending on ability) before continuing with three subjects in Year 13. All Year 12 students will sit AS examinations in summer 2016, including students completing reformed A level subjects. In the case of reformed subjects, the results of these examinations will not count towards the student's final A level grade, instead, they will be used by subject teaching staff as an assessment tool and guide before students enter Year 13. The unreformed 2015 subjects will be delivered in accordance with their design as modular courses with public exams at the end of both Year 12 (2016) and Year 13 (2017).

### *How will this affect university applications?*

Schools are asked to give full indication of Year 12 subject progress in students' university references, regardless of whether or not they have sat an AS qualification or whether they have dropped the subject at the start of Year 13. Parents will be regularly informed about their son or daughter's progress in Year 12. GCSE grades, school references, A level predicted grades and personal statements, alongside university admissions tests where appropriate, will form the basis of admission offers as universities adjust to the absence of AS grades.

### *A Level Reform Timeline*

<b>September 2015</b>	<b>September 2016</b>	<b>September 2017</b>
Biology	Drama & Theatre	Film Studies
Chemistry	Geography	General Studies
Physics	MFL (Spanish & French)	Government & Politics
Art & Design	PE	ICT
Business	Design & Technology	Media Studies
English Language		Mathematics
English Language & Literature		
History		
Psychology		
Computer Science		

<b>File/Document</b>	<b>Location</b>
Sixth Form Prospectus	File #9
Sixth Form Timetable	File #9
Curriculum Maps	File #9
Core Maths Guidance	File #10

### 3. Student/Parent handbook

All students will be provided with a *conditional offer letter* in May/June of Year 11 outlining the subjects they have been offered (this will be dependent on GCSE results in August). Students must also complete a reply slip to the school indicating their intention to accept the offer no later than the end of June.

All prospective students will be sent a copy of the *Sixth Form Student/Parent Handbook* in early July. This document contains key information for students and parents and is updated regularly.

<b>File/Document</b>	<b>Location</b>
Student/Parent Handbook	File #9
Conditional Offer Letter	File #9

#### 4. Attendance

To achieve the best possible outcomes students must have high attendance. Sixth Form students are required to attend all their scheduled lessons, study periods, enrichment lessons and IAG lessons if they are to achieve their full potential at A Level. A minimum of 95% attendance at lessons is required by all students to guarantee entry to external examinations. If students have an attendance below 90% and no adequate reason has been provided, it may result in students not being entered for exams, being required to pay for their own exams or in extreme cases being asked to leave the Sixth Form.

Attendance at morning registration is compulsory for all Year 12 and 13 students. All students must be in their form rooms by 8:45 for registration. Weekly attendance figures will be calculated at the end of every week and shared with tutors and students.

The only people who can report an absence are the legal parent, guardian or carer as listed in our records. If students are unable to attend school the parent/guardian/carer must contact the school before 9.00 am on the first day of absence. This can be done in two ways:

1. By telephone: **Tel. No. 0151 235 1300**. A voicemail must be left if no-one is available to take the message.
2. By email to the Head of Sixth Form, Mr. Feeney via email [d.feeney@westderbyschool.co.uk](mailto:d.feeney@westderbyschool.co.uk)

The message must indicate:

- A reason for absence;
- how long the absence may be;
- the Form Group for notification.

It is the student's responsibility to ensure all work is copied up and homework is completed within a week of their return to school. Students are registered daily. If students are absent and no reason for absence has been provided, parents will be notified by telephone or text message.

An emerging pattern of non-attendance without explanation will be deemed unacceptable. Students with an unacceptable level of attendance may be asked to leave the Sixth Form.

If a student requires a leave of absence for a medical/personal reason etc. students must complete a *Leave of Absence Request Form*.

Further information regarding the whole school attendance policy can be found in the *West Derby School Attendance Policy*.

File/Document	Location
Attendance Records	File #5
WDS Attendance Policy	File #9
Leave of Absence form	File #5

## **5. Intervention**

Interventions take place when certain triggers are met with regard to behaviour, academic progress, attendance and other issues.

### **5.1 Student behaviour**

Our Sixth Form aims to promote high levels of maturity, self-discipline and learning through positive encouragement. We treat all our Sixth Form students as young adults and expect that they treat all staff, students and support staff with respect at all times. Failure to comply with these basic conditions will result in the student's place at WDS Sixth Form being lost.

Under this agreement West Derby Sixth Form will endeavour to provide:

1. A programme of courses that are delivered by suitably qualified and effective members of staff using appropriate facilities and resources.
2. A friendly, caring, supportive environment.
3. A member of the Sixth Form Team who monitors your progress, provides guidance and assistance in setting targets for improvements.
4. The provision of structured guidance for the use of private study time, including the regular setting and marking of formal work completed during private study time.
5. Support in developing good study skills.
6. Support for any special needs you may have.
7. The opportunity to take part in leisure and extra-curricular activities.
8. A UCAS/careers programme for your progression beyond the Sixth Form.
9. The opportunity at least once a year for your parents/carers to come in to the school with you to discuss your progress.
10. Progress Reviews during your 2 years of study.

In return students will be expected to:

1. Maintain high levels of attendance (minimum 95%).
2. Attend all lessons punctually. This includes private study and guidance. All Sixth Form students must be in school by 08:45.
3. Holidays should not be arranged during term time. Dental/Doctors' appointments and driving lessons must be arranged outside of school hours.
4. Adhere to the expectations of students as laid down in the Sixth Form handbook, including the dress code and the wearing of an ID lanyard at all times.
5. Accept responsibility for your own learning with the support of your teachers.
6. Complete all work to the specified standard by the required deadline by using your time, in school and at home, effectively.
7. Remain on the school premises other than at break and lunchtime.
8. Act as a positive role model for younger students and behave in a manner which befits a Sixth Form student.
9. Get involved in extracurricular activities/leadership programmes to improve your key skills.
10. Respect the individual rights of all members of the school community and be involved in activities within that community.
11. Ensure all work submitted is their own.

12. Students have the use of the Sixth Form spaces (Café West and common room) as a privilege. It should be kept clean and tidy.
13. Accept that you will be asked to leave the Sixth Form if the above conditions are not met.

Further information regarding the whole school behaviour policy can be found in the *West Derby School Behaviour Policy*

When a student's behaviour becomes an issue for a member of staff, staff must complete a 'Student Concern Form' which is available on the Sixth Form website. The Sixth Form management team will then deal with the concern and complete an intervention document.

All students and parents must sign the *Sixth Form Contract* before their programme of study begins in September (please see attached contract at the end of this document)

### **5.2 Academic intervention**

It is our policy that staff intervene quickly and effectively with all student concerns. Where a student's progress in lessons has become a concern, staff will be asked to complete an online concern form. Interventions at classroom and departmental level must be provided before the Sixth Form Management Team will intervene. All interventions will be recorded in the interventions file and on the Sixth Form Database.

### **5.3 Rewards**

We find it important to reward student achievement. A rewards evening is held in November of each year to recognise the achievement of students.

All students identified as above target in data collections will receive a letter of congratulations sent home in appreciation of their achievement.

The Sixth Form website is regularly updated with student activities highlighting success. An end-of-year rewards trip is held for all KS5 students in July after all external exams are completed.

<b>File/Document</b>	<b>Location</b>
WDS Behaviour Policy	File #9
Student Concern Form	<a href="https://westderbyschool.wufoo.com/forms/sixth-form-student-concerns/#public">https://westderbyschool.wufoo.com/forms/sixth-form-student-concerns/#public</a>
Student interventions	File #6

## 6. Uniform

Sixth Form students are required to dress smartly, and our expectations reflect those that employers have of their staff in most business environments. In their leadership roles as the most senior students in the school, we insist on high standards of appearance and for them to be easily recognised within, and beyond, our school community.

Male students	Female students
Smart business wear– navy, black or charcoal grey. A blazer/ tailored jacket with co-ordinating trousers may also be worn	Smart business wear– navy, black or charcoal grey. A blazer/ tailored jacket with co-ordinating trousers may also be worn. Skirt or trouser suits are preferable
Smart plain business shirt (white/black/blue/grey)	Smart plain top or blouse
Tie	Smart, tailored trousers (jeans/ cords/ shorts/ cropped trousers are not permitted)
Smart, tailored trousers (no jeans/ cords/ shorts)	Smart skirt/ dress (skirts should be worn on or just above the knee)
Shoes must be formal, smart and dark in colour (no trainers)	Shoes must be formal, smart and dark in colour (no trainers)

Students are not permitted to wear the following: hooded tops or training shoes (except for sporting activities). All students will be provided with an ID badge that must be worn at all times.

Students with incorrect uniform will be sent home with an absent mark recorded on the school system.

## 7. Form Tutors

At West Derby School we are proud of our supportive and inclusive environment. The Sixth Form has 6 tutors, 3 per year group (depending on intake), centrally located in the ICT and media departments.

The primary role of the Sixth Form Pastoral Team is to:

- give students a clear identity and sense of belonging within the Sixth Form;
- intervene where students are underperforming;
- advise students of their rights and responsibilities;
- provide a safe and stimulating learning environment for all students.

A full overview of the roles and responsibilities of the Sixth Form tutors is outlined in the *Sixth Form Tutor Handbook*.

File/Document	Location
Tutor Handbook	File #9



## 8. Non-qualification activities

In order to enhance their academic studies, Sixth Form students will participate in an Enrichment programme every Wednesday afternoon. Provision could be on an individual or group basis, or, as is often the case, it will include the entire student body.

### 8.1 Enrichment activities

Organisation	Activities
<b>Realising Opportunities</b>	WDS has continued its successful partnership with the University of Liverpool and Realising Opportunities (RO). Realising Opportunities is a wider participation scheme which promotes and supports the progression of talented students into leading research intensive universities. The RO Programme aims to develop skills and provide support and information to help students make informed decisions about their future. 19 Year 12 students have joined the programme this year (an increase of 12 from last), the entry criteria for this programme included 8 A*-B GCSE grades. Consideration for students in receipt of FSM, PP, 16-19 Bursary and Postcode also played a part in the selection process. Students will visit several universities this year and take part in residential trips during the Easter holidays.
<b>National Citizenship Service</b>	National Citizen Service (NCS) is a once-in-a-lifetime part-residential experience open to all 15 to 17 year olds across England and Northern Ireland. The programme helps young people build skills for work and life while taking on exciting challenges, making new friends and contributing to their community. NCS runs outside term time and is delivered by a network of quality assured youth and community organisations. There are no cost implications for a school or college to support the programme and government backing ensures participants pay a maximum of £50 for a place. Bursaries are available for those unable to meet the cost and support is provided for students with additional needs.
<b>Career Ready</b>	Career Ready is a UK wide charity linking employers with schools and colleges to open up the world of work to young people. We offer a structured programme of study for 16-19 year olds that sits alongside students' school or college coursework. It is delivered by employer volunteers who provide masterclasses, mentoring, workplace visits and internships to help our students compete with the best in the country. Career Ready gives students with little family background of higher education or professional careers the confidence, skills and networks to achieve their potential. Through volunteering for Career Ready employers get the chance to develop their own management skills and find the next generation of talented employees.
<b>Oxbridge Collaborative</b>	Local MP, Stephen Twigg is keen to ensure that young people in his constituency are given encouragement, support and access to opportunities that will enhance their career prospects and life experiences. With this in mind Mr Twigg met with local schools, including WDS to discuss plans on how students can best be supported when applying to Oxford and Cambridge Universities. After the initial meeting, 6 WDS Sixth Form students were selected based on their outstanding GCSE results to take part in the

	<p>initiative. Six Year 10 students were also selected to take part, again based on academic merit. A fabulously attended launch event was held at St John Bosco Arts College for students and parents. A former Cambridge student gave a talk along with representatives from different Liverpool schools</p>
<b>Sixth Form Leadership Team</b>	<p>The SFLT members are nominated by peers in their tutor group. This group of students meets regularly to discuss issues that students face within school. Feedback is then provided to all tutor groups during form time.</p>
<b>Work Experience</b>	<p>Work experience plays an integral part in developing successful learners. We offer students the opportunity to take part in work experience during their Sixth Form programme of study. All students are scheduled to have interviews with <b>Career Connect</b> to ascertain career support required. Students are encouraged to organise their own work placement with support from WDS. If a student is struggling with securing a work placement we will assist in any way possible.</p>
<b>3AAA Apprenticeships</b>	<p>3AAA is an outstanding training provider of Apprenticeships in England, specialising in the delivery of Professional Services Apprenticeships such as Technology, Web and Social Media, Digital Marketing, Accountancy, Financial Services and Business Administration. They are a national company offering a personalised, local service in over 40 locations across England as we look to change the lives of young people through our work with local employers recruiting apprentices and helping these young people to find a pathway into the career of their dreams.</p>
<b>LJMU Shadowing</b>	<p>Prospective students in Year 12 and above have the opportunity to sample over 60 undergraduate programmes and work alongside academic staff and current students.</p> <p>During Subject Insight Days, running from January to April 2016, students and staff visit University teaching facilities and take part in lectures, practical workshops and laboratory sessions.</p>
<b>Further Mathematics</b>	<p>A-level Further Mathematics is designed to broaden and deepen the mathematical knowledge and skills developed when studying A-level Mathematics. It may be studied alongside or after taking A-level Mathematics and provides a stimulating experience for those who enjoy the subject.</p>
<b>Pathways to the Legal Profession</b>	<p>Pathways to the Legal Profession is designed to offer help and advice to year 12 students from the local area in the different ways to pursue a career in law. A degree in law is not the only way to enter the profession; apprenticeships are becoming more widely available and popular for those who are concerned about the burden of debt that comes with studying at University, and of course there are other routes, such as by initially qualifying as a legal executive. To date, over 150 students and teachers from 20 schools across Merseyside have booked places to attend the event.</p>
<b>Educational Visits</b>	<p>Participating in educational visits means more than simply leaving the school grounds. Educational trips should always have a major educational element, but the impact of Educational trips can extend much further. The importance of Educational trips includes giving students the chance to build closer bonds with their classmates, experience new environments and enjoy a day away from the classroom. WDS is proud to offer a wide variety of educational visits throughout the academic year.</p>

<b>Reading Enrichment Scheme</b>	Year 12 students are 'buddied up' with a Year 7 student to support their reading activity and help them overcome any barriers to fostering an enjoyment of reading for pleasure. These students meet once a week and read together. Mrs Speed keeps a record of progress and provides suitable reading material and information for students. All students receive a reading induction lesson from Mrs Speed before they participate on the scheme.
<b>Unilever apprenticeships</b>	Unilever apprenticeships combine on-the-job experience and formal training to give students the knowledge and skills to kick-start a career.
<b>Unifrog</b>	As we continually develop our IAG (Information Advice and Guidance) offered to all students, we have invested in an online application called Unifrog. Unifrog helps schools deliver their statutory duty to provide students with impartial and independent guidance on their full range of options. The tool is particularly helpful because it maintains a comprehensive set of the UK's University courses and Apprenticeship Vacancies, and it also pulls together the widest set of data on which to compare these opportunities. We believe that this application will meet the needs of all our students particularly well as the vast majority of our leavers pursue studies at University or apprenticeships. We also hope to expand use of the programme with Year 11 students.
<b>Voluntary Work/Active citizenship</b>	WDS encourages active citizenship amongst its students. We believe that by encouraging and supporting our students to build positive relationships with their community they will develop a sense of social responsibility which they will carry into their adult lives. Taking on a voluntary role also affords our students the opportunity to develop new skills and make a valuable contribution to their community. Skills developed and knowledge gained can be utilised in other aspects of their lives and included in CVs and personal statements. Ways in which our students have become involved include taking part in voluntary activities, community organisations and engagement with local politics. So far our students have volunteered to provide Christmas hampers for pensioners in the local community and put on a Christmas Bingo at a local Nursing home, raising money to provide prizes. Several of our students volunteer for Community charities that support the old and the young, including YPAS, Tuebrook Hope Centre and the Norris Green Youth Centre. We also encourage students to support the teaching and learning within the school where they provide essential support to students and staff by acting as positive role models and peer mentors. Several of our students were offered the opportunity to actively participate in the Schools Parliament where they were asked to take part in debates and campaigns at Liverpool Council's Chambers.

A record of enrichment activities is stored on the Sixth Form calendar. A register of attendees is kept by the Sixth Form Support Manager (Mrs Speed) in the Enrichment Log.

## 8.2 Work Experience

Work experience plays an integral part in developing successful learners. We offer students the opportunity to take part in work experience during their Sixth Form programme of study. All students are scheduled to have interviews with *Career Connect* to ascertain career support required. Students are encouraged to organise their own work placement with support from WDS. If a student is struggling with securing a work placement we will assist in any way possible.

A Year 12 work experience week is planned for July 2017.

In September 2014 WDS became the UK's first Career Academy focusing on logistics which aims to raise young people's aspirations and bridge the gap between education and work by giving students access to real experience of the world of work. Through the programme students develop a broad awareness of business to help them decide whether to opt for employment, work-based learning (such as apprenticeships or school leaver programmes) or higher education. Further information on Career Ready is available from Ms Forrest (Assistant Headteacher).

<b>File/Document</b>	<b>Location</b>
Sixth Form Calendar	File #9
Enrichment Activities Log	File #4

## 9. Data

### 9.1 Target setting

It is important for all students to have targets to strive towards. We believe that targets should be aspirational but also realistic. Target grades are set for all Sixth Form students at the start of their programme of study. These grades are based on average GCSE performance (APS). Targets are set using a variety of methods:

- Level 3 Ready Reckoner (previously called the LAT): this programme analyses and calculates Level 3 Value Added scores. These scores are based upon GCSE result scores.
- Learning Plus UK Grade Predictor: an interactive web based tool that allows the user to determine subject/course level predictions at Level 3. It calculates the average point scores for GCSE grades, provides predictions at the 50th to 80th percentile based on the complete national dataset and enables predictions for entire cohorts
- Teacher assessed target: all subject staff provide pupils with a personal teacher assessed target. This aims to be an aspirational grade to motivate pupils.
- UCAS target grade: L3RR and LPUK targets are converted to a UCAS score to allow pupils to track their progress against university requirements.

GCE targets at WDS are set at the 70<sup>th</sup> percentile as opposed to the 50<sup>th</sup> (national average). The reasoning behind this is to encourage students to achieve their very best and not settle for the bare minimum.

### 9.2 Assessment Weeks

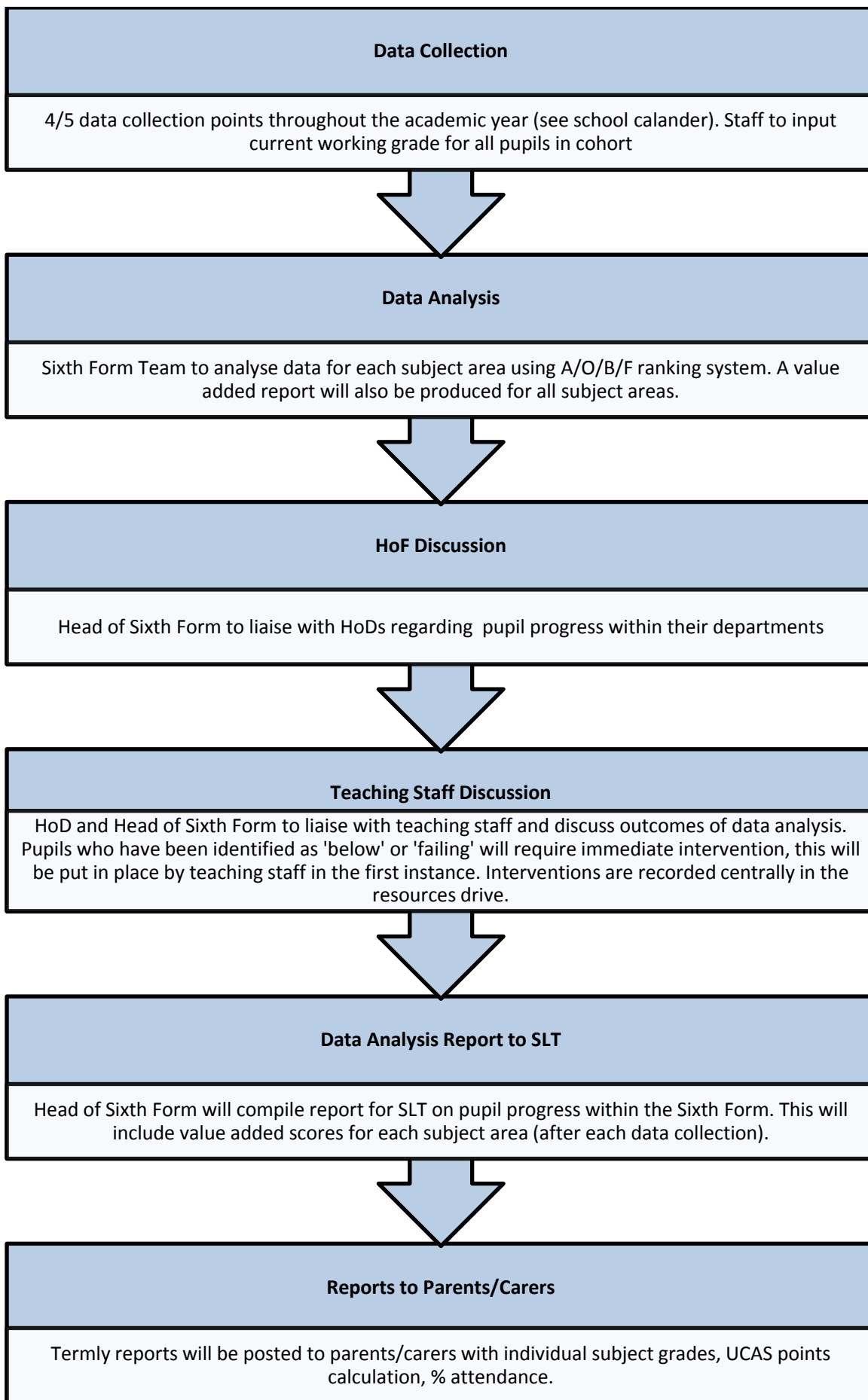
The changing landscape at Key Stage 5 now requires that all students sit terminal examinations at the end of Year 13. From September 2016, all Level 3 qualifications, which in the past were 100% coursework based, will also carry an examined component. To better prepare our students and focus them on the challenges ahead, the Sixth Form must adapt to meet the needs of all our learners. The introduction of 'assessment weeks' will ensure that all students are prepared for terminal examinations and allow for comprehensive tracking and intervention at KS5.

- Timetabled assessment weeks for all KS5 students, every 6 to 8 weeks depending on calendar
- All data recorded and analysed on LPUK/SISRA/SIMS the following week

	<b>Oct</b>	<b>Jan</b>	<b>March</b>	<b>May/June</b>
<b>Year 12</b>	AW1	Mock Exams	AW3	AS Exams (external)
<b>Year 13</b>	AW1	Mock Exams	AW3	A2 Exams (external)

### **9.3 Data collection/Tracking**

Data collection is carried out at 3 points throughout the academic year. Staff input a grade based on pupils' current progress (current working grade and assessment week data). This data is then reviewed by the Sixth Form management team and an analysis is produced for SLT and HoD. A ranking system of above, on, below or failing against target grade(s) for each student in every subject area is produced. After the data analysis has taken place issues are discussed with staff and interventions are put in place. The flow diagram overleaf outlines the data collection process within the Sixth Form. Data collection dates can be found on the whole school calendar.



## 9.4 Reports

A student progress report will be generated after each data collection and sent home to parents/carers. This document will give students target grades, current working grades, % attendance and UCAS points calculation.

## 9.5 Level 3 Value Added Report (L3VA)

Value Added is a measure of the progress students have made between the different stages of their education in relation to their peers nationally. For Level 3 Value Added, we look at the results achieved by each student in advanced level qualifications and compare them with the achievements of similar students nationally who, according to their results at the end of Key Stage 4, were of the same level of ability. Level 3 Value Added scores are provided separately for each main qualification type. Positive or negative scores indicate whether students taking a particular qualification at a school or college have made more or less progress than the average of other students taking the same qualification nationally. A mock L3VA report will be produced using in-house data collection information during the academic year (January and June). This information will form the basis of the Sixth Form Improvement Plan. Individual subject areas will be asked to provide feedback on this report.

<b>File/Document</b>	<b>Location</b>
Tracking Data	File #1 (Year 12) and File #2 (Year 13)
Intervention Record	File #6
School Calendar	File #9
Student Progress Report	File #9/Student files in Sixth Form office
PANDA/L3VA/QSR/LPUK Reports	File #11
Tracking and monitoring Software	



## **10. Teaching and Learning**

### **10.1 Teaching and Learning**

Aspiring towards outstanding teaching and learning is the priority of our school and Sixth Form. The quality of teaching is monitored by the SLT during performance management reviews and departmental reviews including the KS5 review week.

### **10.2 Monitoring Marking**

Feedback is a major element in achievement. Feedback on a task or piece of work provides three key pieces of information to a learner, the first of which is linked to the goals of a task:

- 1) What have I got to do?
- 2) What does the assessment indicate I know?
- 3) What does the assessment suggest I need to focus on in order to improve my understanding?

A number of book trawls are carried out by middle and senior leaders throughout the academic year (*see whole school calendar*). These book trawls will also include all Sixth Form exercise books, coursework and online/digital material.

The book trawl will focus on the following criteria:

- Is the marking up-to-date and regular?
- Is there clear evidence of closing the marking loop?
- Is the school's literacy policy adhered to?
- Is there evidence of differentiation?
- Is student feedback/dialogue evident?
- Are student targets clearly displayed and are assessment decisions linked to these targets?

All KS5 exercise books/files must clearly display the *KS5 Target Sticker*.

### 10.3 KS5 Review Week

All aspects of the Sixth Form will be monitored on an ongoing basis; however a formal review week will take place during the academic year. This review will focus on the following:

- 1) Teaching and Learning (including lesson observations and drop-ins)
- 2) Marking and Feedback (including exercise books, coursework material)
- 3) Data and tracking (how individual departments use data, monitor students, understanding of data)
- 4) Leadership (Sixth Form Management Team, tutors and support staff)
- 5) Enrichment (how successful is the programme)
- 6) CPD (impact at KS5 level)
- 7) Student Interviews

This review will be conducted by SLT in conjunction with the Head of Sixth Form. A full report will be produced for the Headteacher and an action plan put in place depending on findings. Findings will also be shared with all HoDs, teaching and support staff.

<b>File/Document</b>	<b>Location</b>
Teacher & Learning Policy	File #9
Mark Monitoring Feedback Template	File #9
Mark Monitoring Feedback	File #9
KS5 Target Stickers	File #9

## **11. Internal and External Examinations**

### **11.1 Internal Examinations**

Internal mock examinations in all exam based subjects are held in January of each year. The results of these exams are discussed at parents' evening scheduled for February 4th 2016. Each subject area is responsible for setting and grading of this exam material. Information letters and a revision timetable are distributed in the first term to all students.

### **11.2 External Examinations**

All students are provided with an exam timetable from the exams officer several weeks before examinations. A student with poor attendance may be asked to pay for entry to external exams if attendance drops below 90%.

## **12. Information Advice and Guidance (IAG)**

### **12.1 IAG Support Lessons**

Year 13 have designated IAG support lessons once a week with Mrs Speed in W9. Topics covered include knowing yourself, apprenticeships, CV writing, UCAS applications and interview skills. All students have been provided with an *IAG Student Workbook* to complete during these lessons.

Year 12 students will receive career advice delivered through our enrichment and Career Ready programme. Interviews are also arranged with year 12 students with the school's Connexions advisor.

All students from Years 10-13 are provided with access to *Unifrog*, an online tool designed to support students and provide independent, impartial and comprehensive advice. *Unifrog* helps schools deliver their statutory duty to provide students with impartial and independent guidance on their full range of options. The tool is particularly helpful because it is the only service which maintains a comprehensive set of the UK's University courses and Apprenticeship Vacancies, and it also pulls together the widest set of data against which to compare these opportunities.

### **12.2 UCAS**

A formal programme to prepare students begins shortly after Easter of Year 12. Students will be provided with information on the UCAS application process. There will also be an information evening for parents and carers on the UCAS process in October of each year, to which parents/careers are invited to attend with students.

Trips will be organised to various University Open Days where students can experience University life, research courses and visit facilities. These allow students to talk first-hand with representatives from the institutions and collect written information such as prospectuses.

During the last few weeks of the academic year, students will have dedicated university application lessons. Students will register with UCAS and begin completing the on-line application form. They will be advised about entering subject details and, specifically, about drafting their Personal Statements. Careers information will be available for all students whether they intend to go to university or not, along with advice about writing CVs and presentation at interview.

Staff completing references for university applicants must use the *UCAS Applications* software available on the schools shared drive. This software will allow staff to centrally complete references for all students. Advice and guidance is also available in the software package.

A list of further activities related to the UCAS application process is available on the *Enrichment Calendar*.

### **12.3 Career Advice**

Independent careers advice and guidance is delivered in school by Mrs Lil Allan (Career Connect Advisor). All pupils in Year 11 will receive a 1:1 interview with Mrs Allan so they can discuss in-depth their future career options. Pupils in Years 8 – 10 receive careers guidance via their Citizenship / PSHCE lessons and will have group sessions with Lil Allen.

Sixth Form pupils receive impartial advice and guidance from Mrs Allan and via their enrichment lessons, when guest speakers / workshops are organised for them. Individual interviews also take place throughout the academic year.

During the spring term, Mrs Speed runs an after school drop in 'Careers Clinic' for pupils who want assistance and guidance with the following:

- CV writing
- Applying for college courses
- Applying for apprenticeships

Literature is available for all students in the Sixth Form common room (W9) in relation to careers advice, apprenticeships, CV writing etc. Mrs Speed is available to discuss career options. Further information is available in the Enrichment calendar.

### **12.4 Career Ready**

In September 2014 WDS became the UK's first Career Academy which raises young people's aspirations and bridges the gap between education and work by giving students access to real experience of the world of work. Through the Academy Programme students will develop a broad awareness of business to help them decide whether to opt for employment, for work-based learning (such as apprenticeships or school leaver programmes) or Higher Education. Further information on the Career Ready is available from Ms Forrest (Assistant Headteacher).

### **12.5 Destinations**

A record of student destination for Years 11, 12, 13 and 14 is compiled at the end of each academic year. This information is used to review curriculum offering. Destinations information is also available on the Sixth Form website.

<b>File/Document</b>	<b>Location</b>
Enrichment calendar	File #4
UCAS material	File #12
UCAS Applications Software	File #12
Student/Parent UCAS Information Evening	File #12
IAG Student Workbook	File #12
Career Ready Information	<a href="http://sixthform.westderbyschool.co.uk/index.php/careers/careers-academy">http://sixthform.westderbyschool.co.uk/index.php/careers/careers-academy</a>
Destinations information	File #

### **13. Financial support/16-19 bursary**

All current and prospective students can complete an application form for our Bursary Scheme. Completed applications forms must be submitted by Friday 30<sup>th</sup> September 2016.

There are 5 parts to the financial support available to students in 2016-17:

- 1) Vulnerable Bursary of £1,200 for students in most need
- 2) Student support bursary (Level 1) of £300 for students who meet the Free School Meals (FSM) criteria
- 3) Student support bursary (Level 2) of £300 for students who come from a household whose income is £25,000 or less
- 4) Subsidised Transport – for students who meet certain criteria
- 5) Hardship Fund – an emergency fund for students who experience short-term financial hardship and are struggling to meet costs associated with attending Sixth Form

Further information can also be found in the Education Funding Agency document: *16 to 19 bursary fund guide - Guide for 2015 to 2016 academic year Advice for institutions*

#### **13.1 Vulnerable Bursary**

Those most in need will be eligible for a guaranteed bursary of £1,200 a year. You will be eligible for this bursary if you are:

- in care or a care leaver
- a young person receiving income support (e.g. young parents, young people living independently, young people who are registered as disabled) or Universal Credit
- or a young person receiving both Disability Living Allowance (DLP) and Employment Support Allowance (ESA) or in receipt of ESA and a Personal Independence Payment (PIP)

#### **13.2 Student Support Bursary (Level 1)**

West Derby School will provide a student support bursary of £300 per year to students who meet the Free School Meals criteria. You will be required to provide a FSM reference number. Payments will be reduced if your attendance, punctuality and behaviour are of a poor standard. Failure to complete work to deadlines/work experience etc. will result in a reduced payment.

### 13.3 Student Support Bursary (Level 2)

West Derby School will provide a student support bursary of £300 for students who come from a household whose income is £25,000 or less. The figure of £25,000 or less is the amount used by Finance England as the bench mark to award students a non-repayable grant to study at university. Students who wish to apply for the Level 2 bursary will need to show *Part 1 of the 2014/15 Tax Credit Awards Notice* for their household. This document from HM Revenue & Customs details entitlement to Tax Credits and the Total Household Income, as evidence of household income. Payments will be reduced if your attendance, punctuality and behaviour are of a poor standard. Failure to complete work to deadlines/work experience etc. will result in a reduced payment.

### 13.4 Hardship Fund

This is an emergency fund for students who experience short-term financial hardship and are struggling to meet costs associated with attending school. The fund is there to help cover costs such as textbooks, course materials, uniform, DBS checks and essential course-related visits. Certain criteria must be met to qualify for this fund. Further information can be obtained from the Head of Sixth Form.

### 13.5 Subsidised Transport

West Derby School recognises that the cost of transport is a major concern for some young people and their families. The subsidised transport scheme not only helps with transport costs to and from the school but may also provide transport to work experience placements and university open days. Please complete the ***Trio, Solo and Railpass Ticket Application Form*** enclosed with this booklet.

File/Document	Location
Student/Parent Handbook	File #9
Bursary Application Form	File #3
Bursary Payment Records	File #3
Bursary Guide	File #10



#### **14. Self-evaluation and Development Plan**

A copy of the Sixth Form SEF and Improvement Plan is available in file #9.

## 15. More Able Students

### 15.1 Higher Ability

Gifted and Talented students within the cohort are identified during the target setting process and added to the whole school's Gifted and Talented Cohort.

Gifted and Talented students are identified through the following process:

- GCSE APS of 48 or above (nominally a B grade at GCSE)
- Predicted AS/A2 grades of A/B

Each student has a completed 'Student Profile' indicating their targets and also any areas for development. These are circulated to all Sixth Form teachers and also the school's Gifted and Talented Co-ordinator.

Departments are encouraged to organise Enrichment Activities for these students as part of the whole school Gifted and Talented agenda but there are Sixth Form specific activities that they are encouraged to take part in:

- UCAS advice/ guidance during the application process
- Student Finance guidance
- University Open Days
- Outside Speakers
- Bursary application guidance
- Applications to the Social Mobility Foundation
- Work Placements
- Insight Days
- Enterprise days

As part of the Sixth Form's monitoring process the attainment of these students is tracked as with all students and if necessary a Senior Mentor is allocated to ensure that they remain on target. Form Tutors are involved in each stage of the monitoring process as outlined in the Sixth Form SEF, Action Plan and Monitoring Process. Further information can be found in the *West Derby School Gifted and Talented Policy* document.

## 15.2 Realising Opportunities Programme

Realising Opportunities (RO) is a unique collaboration of 15 leading, research intensive universities, working together to promote fair access and social mobility of students from groups under represented in higher education. The RO Programme provides able students with skills and information to help them not only make informed decisions about their future and to raise their aspirations to progress to a leading research intensive university, but to support their current work in school/college. Our students are supported throughout the Programme by the University of Liverpool and a dedicated ementor who is a current student at one of the RO universities. Successful completion of the RO Programme gives students the opportunity to have their achievements recognised through UCAS, resulting in additional consideration and the potential for alternative offers from the RO universities.

## 15.3 Liverpool Oxbridge Collaborative

In conjunction with 7 local Liverpool schools including West Derby, and local MP Stephen Twigg, the Liverpool Oxbridge Collaborative aims to ensure that young people in his local area are given support and access to opportunities that will enhance their job prospects and life experiences. Several places are available to high achieving WDS students to attend taster days/residential at various Oxbridge Universities. Masterclass workshops are also held on preparing personal statements and interview techniques.

<b>File/Document</b>	<b>Location</b>
WDS Gifted and Talented Policy	File #9
Student Profiles	File #8
G&T Register	File #8

## 16. Students with learning difficulties and disabilities

All pupils at West Derby School are valued and respected equally and their needs must be addressed. By developing a whole school approach to Special Educational Needs and disabilities, we will ensure an efficient delivery of the curriculum by all staff to all pupils and help ensure the inclusion of all. The whole school SEND policy is also applied across the Sixth Form. Please refer to this policy for further information.

<b>File/Document</b>	<b>Location</b>
WDS Whole School SEN and Disability Policy Statement	File #9
Student Profiles	File #8
SEND Register	File #8