

# Wellington School

## Sixth Form



### Behaviour & Appearance Code Attendance & Punctuality Policy 2021-2022

Name.....

Tutor Group.....

I can confirm that I have read and accept the behaviour & appearance code & the attendance & punctuality policy that forms part of my membership of the sixth form at Wellington School.

Student Signature.....Date .....

WE/I can confirm that we/I have read and accept the behaviour & appearance code & the attendance & punctuality that my son/daughter has to follow in order to be a member of the sixth form community at Wellington School.

Parental Signature.....Date .....

*The Governors of Wellington School reserve the right to update this contract.  
Any updates will be posted on the school website  
[www.wellington.trafford.sch.uk](http://www.wellington.trafford.sch.uk)*

*This contract outlines the conduct and dress code specifically tailored to the sixth form students. However, the sixth form students will also be expected to adhere to the code of conduct outlined in the Schools behaviour and appearance code.*

# **Sixth Form Dress Code Policy**

## **Wellington Sixth Form**

### **Objective and Rationale:**

This policy is designed to guide students on the required standards of dress and appearance in the Sixth form. It is crucial to note that student appearance in the Sixth form contributes to Wellington's culture and reputation both in the community and across the School. Sixth form students are considered as role models for all younger students at the School and therefore are expected to present themselves in a smart and professional manner that results in a favourable impression.

### **Professional Attire**

Students are expected to dress formally and reflective of attire suitable for a business/professional working environment. Students are expected to demonstrate good judgement and professional taste in relation to their attire and this policy is not exhaustive in defining acceptable and unacceptable standards of dress, however some guidance is as follows:

- A professional tailored skirt (dark or grey and a suitable length)
- A tailored business dress (dark or grey)
- A smart, formal trouser suit (dark or grey)
- A formal suit jacket (dark or grey)
- Dark smart shoes
- Smart, professional tops/blouses
- Discreet jewellery
- Shirt and formal tie.
- Top buttons must be fastened and shirts tucked into trousers.
- Smart formal jumpers (not sweatshirt material)

***It is important to note that the School remains the arbiter of what is acceptable and what is not.***

Please note that suit jackets must be worn at all times on School site (with the exception of extreme temperatures when students will be given permission to remove jackets).

Students may wear coats and scarves upon entrance to buildings but these should be removed upon entrance to a classroom. Hoods on coats should not be worn up in buildings.

### **Hairstyles**

Hairstyles must comply with the whole School policy due to the nature of being an ambassador/ role model for other students in the School. Please refer to the School website for our whole School behaviour and appearance code.

### **Non-Permissible Attire**

Students are expected to dress themselves in a smart, professional manner and therefore the following items that are not permitted are as follows:

- Trainers/ leisure footwear, flip flops or boots
- No excessive high heels
- Denim
- Shorts
- Visible tattoos/ facial piercings
- Tracksuits/sweatshirts/hoodies.
- Casual/ non-professional tops (t-shirts, vest tops, cropped tops, halter neck tops, strapless tops)

A student who is unsure of whether an item of clothing/attire is suitable should check in the first instance with his or her form tutor or with a member of the Sixth form staffing team.

Any student wearing unacceptable attire will be referred to the Sixth form leadership team (Assistant Headteacher, Head of Sixth form or Assistant Head of Sixth form) where a warning will be issued. If a repeat breach of the appearance code occurs then students may be sent home to change their attire.

All students are expected to observe the dress code which has been designed to be an appropriate preparation for the world of work. Persistent disregard of the dress code requirements will be considered as a disciplinary issue

## **Sixth Form Behaviour Policy**

### **Wellington Sixth Form**

The following standards of behaviour and appearance outline the expected conduct and attitude of all sixth form students at Wellington School. It is important to acknowledge that compliance with the following requirements is compulsory and continual failure to meet these standards could jeopardise a student's place in the sixth form.

#### **Being a Role Model**

- First and foremost be respectful at all times to both your peers and staff. Our school community belongs to all of us and every individual, has the right to feel safe and comfortable in our community
- Be proactive and act accordingly if you see something is not right around school
- Use Social Media/Internet in a positive manner and not in a personal or destructive way
- To adhere to the Sixth Form Dress Code and whole school policy on hair styles.
- To behave in a responsible and co-operative manner. Students are expected to be mature and adult in their approach, maintaining standards and expectations at all times. A Wellington Sixth Former is not here to solely serve his or her interests but to be a positive role model to the rest of the school.
- Mobile phones / iPods are allowed for discreet use in designated Sixth Form areas or with the permission of a teacher in lesson for an appropriate reason, however, they should not be used or be visible around the school site. They MUST be switched off outside the Sixth Form area. If a student is using a mobile phone outside the sixth form area, it will be confiscated and only returned at the end of the School day.

## **Whole School Commitment/Contribution**

- To commit fully to the school ethos and culture
- To take part in any year group based activity including the university visit. and work outside of School will not be accepted as a reason for failure to attend.
- To contribute to the whole school community during the year assisting staff and students when asked. All students should aim to contribute to the School community a minimum of three times during the academic year.
- To give freely of your time for the greater benefit of the school and our local community
- To fully take part in the personalised programme of enrichment.
- To organise a Professional Work Placement that is meaningful and relevant
- To ensure that school work takes priority over paid work

## **Sixth Form Studies**

- To complete all work on time, meet set deadlines and subject expectations.
- To bring all necessary equipment, including books, folders and stationery to all lessons and all Independent Study sessions.
- To act upon any teacher feedback given and utilise this in order to make required progress.
- To attend every timetabled lesson and Independent study session. Failure to do so will result in the student being asked to stay for an hour at the end of the same day to make up any time missed.
- It is the responsibility of the student to catch up on all work missed due to unavoidable absences and to arrive at the next lesson fully prepared, having caught up on missed work.
- To be punctual when arriving to both tutor sessions and subject lessons. Students should take any required folders from the common room to morning or afternoon tutor and then go straight to lessons rather than returning to the common room to collect their folders.
- Any student who is persistently late for either morning, afternoon registration or lessons will be asked to attend a formal interview and further action may be taken.

## **Sixth Form/School Facilities**

- To treat the school and sixth form environment with respect. This includes the care and appropriate use of all the sixth form facilities, common room and private study. The facilities are for everyone and you are responsible for ensuring they are kept to the expected standard. If found not to be the case, you could be excluded from the use of these facilities
- Common Room – You must take responsibility for where you sit and eat, leaving it tidy and litter free. If found not to be doing this, you will be excluded from the use of the common room.
- Common Room- you are not permitted to bring in takeaway food to be consumed on School premises. All takeaway food should be eaten before returning to the School site.
- Common Room- your personal belongings and folders should be stored in your own cupboard section. Anything left out at the end of the School day will be placed in a storage container. Any content still in the container on Friday will be taken to lost property.

## Directed Study

- To attend all timetabled private study sessions and to use this time effectively. As stated above any missed sessions will result in the requirement for the student to stay for an hour after School, the same day. Paid work outside of School will not be accepted as reason for failure to make up this time.
- To adhere to the conditions of working in the directed study suite, respecting the rights of others to have a silent study space.
- To complete all directed study tasks set by departments and hand these in for additional feedback.
- No eating or drinking in the directed study area.

## Sixth Form Attendance & Punctuality Policy Wellington Sixth Form

### Objective & Rationale

Wellington School takes attendance in the sixth form extremely seriously and we acknowledge that high attendance plays an essential part in academic development for Post 16 students.

All A level courses are intensive and students cannot afford to miss valuable teaching and study time. Good attendance is regularly rewarded and acknowledged through a variety of mediums including raffles, vouchers and reward breakfasts.

It is crucial to note that not only does an exemplary record of attendance contribute to academic excellence but it is also indicative of the character of an individual. A high attendance record can demonstrate that a student is dedicated, well-motivated and takes their responsibilities seriously. Attendance records are also heavily considered when applying to higher education establishments, apprenticeships or employment.

In addition to timetabled lessons, students also have allocated periods of non-contact time for directed study. Students must report to the sixth form directed study area during these periods. It is also a compulsory part of sixth form life to attend tutor time each morning and afternoon and enrichment activities on a Wednesday afternoon.

Sixth form students should strive to achieve consistently good attendance as poor attendance will affect academic attainment and their wider experience of life in the sixth form community. Students should therefore aim for **at least 96% attendance for the year. Unless there are exceptional circumstances, any student that continually falls below this mark of attendance may jeopardise their place in the sixth form at Wellington.**

Students must attend and be punctual for tutor time each morning from 8.30-8.50 and afternoon from 2.00-2.05. Attendance at these sessions and enrichment activities are compulsory and poor punctuality will not be tolerated. **If any given lesson, tutor session, enrichment activity or private study period is missed without prior permission then the student will be expected to make up the time after School either with the class teacher or in the directed study suite.** Commitments to an outside paid job will not be accepted as an excuse not to make up this time.

Medical and dental appointments should be minimal and avoided where possible. If they are unavoidable then you must contact the School to make us aware of this.

## Transition from Year 12 to Year 13

Due to the demanding nature of the new A Level courses, the transition from Year 12 to Year 13 is not guaranteed. Not only must students achieve as close to their target grade as possible at each assessment point, they must also have maintained a good record of attendance. We encourage parents/carers to take an active interest in ensuring students attend school regularly and punctually. Parents will be informed termly of attendance and punctuality and will be made aware when a problem arises.

## Friday 5

During Year 13, some students that meet the required criteria will be allowed to leave the School site at lunch time on a Friday and will have no lessons during the afternoon.

Part of this reward criteria will be 100% attendance to all lessons, enrichment and directed study sessions during the course of this week. If a student misses these sessions due to any reason (including medical/dental appointments) they need to make up this time on a Friday afternoon, in addition to catching up with the work on the same day that it is missed. Negative referrals gained in the week will also cause the loss of Friday 5 privilege.

## Unavoidable Absence

If, on occasion, the absence of a student is unavoidable then School should be contacted by a parent, carer or guardian on the first and each subsequent day of absence (or where part of a day is to be missed) and before 9.30am. This can be done by telephone (0161 928 4157 and then press '2' for sixth form where you will be able to leave a voicemail message directly with Mrs Wilson), email to [admin@wellington.trafford.sch.uk](mailto:admin@wellington.trafford.sch.uk) or by letter to Mrs Wilson or your son's/daughter's form tutor.

It is also crucial that a note signed by a parent/guardian is then brought in by the student upon their return to School. This should be given to the tutor and will then be kept in the students' folders as evidence of absence. If you fail to make the School aware of the reason for the absence this will be recorded as unauthorised. Upon returning to School it is the **student's responsibility** to catch up with all work missed.

If a student has to isolate then they would be expected to attend online learning and lessons as directed

## Authorised absence

Only schools can authorise a student's absence, following guidelines set out by the Local Authority and the Department for Education. There are very few reasons why absence may be authorised and they include:

- Sickness that requires the student to stay off (continued medical issues will require evidence to be provided where frequent absences become a concern e.g. a GP's note).
- Days of religious observance
- Exceptional family circumstances, e.g. bereavement
- Medical appointment (but only for the duration of the appointment).
- Authorisation will be given for up to three university visits per academic year

## Unauthorised absence

This is when a pupil is absent from school without the authority of the school. It's also called truancy.

None of the following reasons is an acceptable excuse for not going to school

- Time off for a minor ailment
- Holiday in term time
- Oversleeping
- Taking a 'long weekend'
- Looking after a brother or sister
- Taking the rest of the day off before or after a medical appointment
- Paid work commitments outside of School.
- Driving theory tests.
- In excess of three university visits per academic year.

**Punctuality is also very important.**

**If a student is persistently late for morning and afternoon registration or lessons, then they will be asked to attend a formal interview and further action may be taken.**

### **Sanctions for Punctuality in Tutor**

- First time late – 15 minute detention
- Second time late – Half an hour detention
- Third time late – 45 minute detention
- Fourth time late – 1 hour detention More than 4 times – Referral to PM

In Y13 a punctuality referral will also result in withdrawal of Friday 5

### **Intervention Plan**

Failure to meet the 96% attendance mark will result in the need for intervention from the sixth form team. This intervention will be in stages and students will be given opportunities to discuss any issues that may be affecting their attendance and rectify these issues as soon as possible.

Ultimately if attendance is continually a cause for concern despite intervention then the student may be required to forfeit their place in the sixth form



