

22 September 2017

Dear Parent/Carer

We are delighted to welcome back our Year 13 students and we are very proud of the way they are representing the sixth form around the school. They are proving to be excellent role models. We were very pleased with their results in the summer, with 95% gaining A-E in their AS or BTEC level 3 subjects, the highest in the city. We are also delighted with the A level results of our students who left last year, 50% attained A*-B grades and 100% attained A*-E, 117 of our students will be starting university courses this month, whilst others have started apprenticeships (including Jaguar Land Rover, Aston Martin and GCHQ), or employment with training, or are gaining further qualifications at college.

UCAS

The deadline for applications for medicine, dentistry, veterinary medicine and Oxbridge is **Friday 13 October**. We are encouraging all other students to submit their university applications as soon as possible after this date. Applying later than **Friday 17 November** (our internal deadline) may put them in a less advantageous position. Once a student has sent their application, there is still a lengthy process in school before we send the applications to UCAS and so the earlier they send it the better.

Post-16 Staff

The Post-16 team for 2017/2018 is: **Mrs Carter** (Head of Schrödinger House and Deputy Head of Post-16), **Miss Roberts** (Head of Rowling House and Head of Post-16), **Mrs Waring** (Deputy Head), **Mr Handy** (Head of Apple House, Work Experience and Enrichment) and our team of committed tutors. We also have dedicated support staff, **Sharon Veasey** and **Tracey Hamill**, who run the Post-16 office and are there to support our students.

Student Absence

It is vital that parents or students phone the school on the morning of every day of a student absence, please use extension 818. This will ensure that both registers and students' attendance records for references, attendance awards and the bursary are accurate.

Bursary

Students who are eligible for bursary or free school meals will continue to receive the bursary and parents must ensure they reapply. We have already asked for applications, but if your son/daughter has not applied and is eligible for free school meals, please ask them to see Tracey in the Post-16 office.

Mock exam week

Year 13 will have mock exams week beginning **Wednesday 6 December**.

Dress Code

We are one of the remaining sixth forms that have casual and not business dress. We do, however, have a dress code. Please can we remind students to respect this code as we prepare them to move from the school to the working environment.

- No crop tops, shorts, short skirts, hats, offensive logos/pictures on T shirts



Attendance

Students should aim for 100% attendance and not less than 95%. This includes timetabled lessons, tutor registration on a Monday, mentor sessions and assembly. It is vital that parents or students phone the school on extension 818 on the morning of every day of a student absence. This will ensure that both registers and students' attendance records for references, attendance awards and the bursary are accurate. Medical appointments need to be arranged outside of school time where possible. If there are only appointments available in school time, proof of appointment is needed.

Graduation

We were also delighted with the graduation successes of students in Year 12 last year and look forward to even more this year. In order to graduate at the end of year 13 and attend the leavers prom, students will need to show that they are engaging and succeeding in the Post 16 experience. The criteria for graduation is:

- 95% attendance (including registration, mentor and assemblies)
- ATLs of predominantly 5s and 6
- Completion of stage 4 Caludon Experience

Sixth Form Important Dates 2017-2018

Friday 13th October	Final deadline for Oxbridge medicine, dentistry, vet med UCAS application
Wednesday 18th October	At risk evening Year 12 and 13
23rd October – 31st October	Half Term
Friday 17th November	UCAS (internal) application deadline
Wednesday 6th December	Year 13 Mock exam week
22nd December – 7th January	Christmas Holiday
Monday 8th January	Sixth form return from Christmas break
Monday 15th January	UCAS deadline
Thursday 18 January	Year 13 mock results
Tuesday 23rd January	Drama performance
17th February – 25th February	HALF TERM
Wednesday 28th February	Year 13 Mocks
Thursday 1st March	Subject evening Year 12 and 13
Wednesday 28th March	At risk evening Year 12 and 13
30th March – 15th April	EASTER HOLIDAY
26th May – 3rd June	HALF TERM
Tuesday 5th June	Music solo performances

If there is anything else that you would like to discuss, please do not hesitate to contact your son/daughter's tutor, or a member of the Post-16 house team.

Yours faithfully

Miss Roberts
Head of Post 16 Learning