September 2026

Dear Parent/Carer

Re: Welcome to Year 13!

We have been very pleased to welcome our new Year 13 students back to school and we are very happy to let you know that they have made an excellent start. Our continued high standards and expectations of all of the school community will lead us on our journey to help maximise the potential of all our young people, both academically and in terms of their personal growth.

Year 13 took part in an induction session before starting their lessons and were given an overview of the opportunities available to them this year, including enrichment activities and student leadership roles. We are looking forward to the sixth form continuing to take part in the student leadership programme and being role models to our younger students.

We also held a parent/carer information evening last week which covered the UCAS application process, student finance and how to find apprenticeships. Further details about this can be found by following this link.

The Sixth Form structure for 2026-2027 is: **Mrs Carter** (Head of Sixth Form), **Miss Thomas** (Deputy Head of Sixth Form), and our team of committed tutors, all overseen by **Mr Carter** (Deputy Head). We also have Sixth Form team of tutors and two dedicated support staff, Narinder Gill and Pam Griffiths, who run the sixth form office and are there to support the students if the teachers are not in the office.



Mr S Carter



Mrs S Carter



Miss J Thomas



Narinder Gill



Pam Griffiths

UCAS

The UCAS deadline for applications to Medicine, Dentistry, Veterinary Medicine and Oxbridge is **Thursday 15 October**. Students applying for any of these courses are therefore required to submit their completed applications by our **internal deadline of Friday 18 September**.

For the majority of other courses, the UCAS application deadline is **Wednesday 13 January 2027**. To allow the Sixth Form Team sufficient time to review and process applications ahead of this deadline, our **internal deadline for completion is Friday 20 November 2026**.

We strongly encourage all students to meet these internal deadlines to ensure there is sufficient time for their applications to be checked, finalised and submitted.

Teachers will use a combination of end of year assessments and any recent assessment data to generate predicted grades for students. According to the UCAS website, predicted grades should be aspirational, yet achievable, as this will often motivate students. However, it is not in students' best interests to be predicted a grade considerably higher than their teachers believe is possible, as this can lead to them not meeting the requirements for any offers, or ending up on a course where they will not be successful. Students are able to apply for up to 5 courses, and our advice is that they look at entry requirements carefully and have some aspirational choices, as well as some where they are likely to achieve the required grades.

Further information about the application process can be found on the UCAS website: Advice for parents, carers and guardians | UCAS

Personal Development, Mentoring and Assemblies

All sixth form students have a weekly personal development session as well as one-to-one or small group mentoring sessions with their tutors every 3-4 weeks to check their progress. There is also a weekly assembly which takes place on Thursday at 12.20pm.

Dress Code

We are one of the few remaining sixth forms that have a casual and not business dress code. We would appreciate your support in also prompting students to wear appropriate clothing.

Allowed	**Not Allowed**
Jeans	Excessively ripped jeans
Tops (t-shirts, blouses, shirts)	Tops that are see-through, strapless, excessively low cut, exposing stomach/waist/back, offensive slogans or images
Dresses (appropriate length)	***Very*** short dresses
Skirts (not very short)	***Very*** short skirts
Trousers	
Knee length shorts, knee length cycling shorts	***Very*** short shorts (even with tights under),
Footwear (trainers, sandals, boots, shoes)	Thigh high boots
Make up	Hats/caps/coats in lessons

NB – If there is any misinterpretation of the code, for example, not understanding what 'very short' or 'excessively ripped' means, a member of the sixth form team will be available to clarify this.

If students turn up to school and are not adhering to the dress code, they will be asked to go home and change into something more appropriate.

Mobile Phone Policy

Students in the sixth form are permitted to bring their mobile phones to school but must adhere to the following policy, as per the statutory government guidance.

1) Students may use their mobile phones in the **sixth form common area** and **sixth form study room**.
2) Mobile phones/headphones **may not be used** on the corridors or in communal areas outside of the sixth form common room and study room.
3) Communication between students and their parents via students' mobile phones must take place in the **sixth form common room** or **study room**.
4) Failure to adhere to these rules will result in items being confiscated. Students will be able to collect them at the end of the school day.

Attendance and punctuality

Students should aim for 100% attendance and not less than 95%. This includes timetabled lessons, assemblies and tutorial sessions. **It is vital that parents contact the school, either by phone on extension 1818, via email at sixthformteam@caludoncastle.co.uk or on the Arbor app 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.

We do understand that students are sometimes ill and family emergencies happen, but one session off can mean a student misses half of their weekly lessons in that subject. There is a very strong corelation between student attendance and students reaching their potential. Tutors will speak to any student whose attendance falls below 92%, and contact will also be made with home. We are happy to have meetings to support individual attendance. Any student whose attendance consistently falls below our expectations may put their place in our sixth form in jeopardy.

Punctuality also has an impact on a student's ability to achieve their potential. Any student who has 3 or more lates to a timetabled session in a week will have a 30-minute detention at the end of school on the Friday of that week.

Safeguarding

It is vital to be aware of who is in the building at any time. Students have been issued with lanyards and ID badges and it is therefore **essential** that students wear their lanyards at all times and scan in and out when they are entering or leaving the building.

Drayton Manor Trip

This is taking place on Friday 25 September and will provide an opportunity for students to bond outside of the classroom and reinforce a shared sense of identity and belonging within the whole sixth form cohort. Coaches will leave school at 9:00am and return at around 5:00pm. Students will need lunch/snacks or bring money to purchase their own.

Key Dates – up and coming

Friday 18th September 2026	Internal deadline for Oxbridge and Medicine/Dentistry/Vet Science
Thursday 15th October 2026	UCAS deadline for Oxbridge and Medicine/Dentistry/Vet Science
Friday 20th November 2026	Internal deadline for UCAS applications
W/b 30/11/26	Year 13 Mock exams 1
Wednesday 13th January 2027	UCAS deadline for equal consideration
Thursday 11th February 2027	Year 12 and 13 Subject Evening and Careers Fair
W/b 01/03/27	Year 13 Mock exams 2
Monday 10th May – Friday 18th June 2027	Provisional A level/Vocational exams period
TBC	Sixth form prom

We very much see the Post-16 experience as a bridge from childhood to employable young people and look forward to working with you to support your son/daughter on this journey. We wish your child every success in the academic year ahead and please do not hesitate to contact us on sixthformteam@caludoncastle.co.uk if you have any queries or concerns.

Yours faithfully

Mr Steve Carter
Deputy Head

Mrs Sarah Carter
Head of Sixth Form

Mrs Jenni Thomas
Deputy Head of Sixth Form