The Hart School Sixth Form Contract – 2026/2027

Welcome to the Hart School Sixth Form.

Joining our Sixth Form marks an important step towards adulthood and independence. As a member of our Sixth Form community, you will benefit from increased responsibility, wider opportunities and the support needed to achieve your academic and personal ambitions.

At The Hart School, we are committed to providing an environment where every student can excel, develop their character and prepare successfully for university, apprenticeships, employment and future careers. In return, we expect all Sixth Form students to demonstrate high standards of attendance, punctuality, academic commitment, conduct and respect for others.

As senior students within the school, Sixth Formers serve as role models for younger pupils and are expected to always uphold the values and reputation of The Hart School.

This Contract outlines the expectations that all students must meet to remain a member of The Hart School Sixth Form. By signing this agreement, students and parents/carers acknowledge their shared commitment to these expectations and to creating a positive, respectful and ambitious Sixth Form community.

Inclusive Sixth Form Values

At The Hart School Sixth Form, inclusion is fundamental. Every student is recognised, supported, and treated with dignity. We actively promote a safe and positive environment and do not accept discriminatory language or behaviour in any form. Our goal is a community where all learners feel secure, confident, and able to thrive.

Key Contacts

Mr Brennan – SLT Link for Sixth Form

Mrs Humphries – Head of Sixth Form (Joint)

Miss Caulfield – Head of Sixth Form (Joint)

Sixth Form Tutors

Students are assigned a form tutor who provides daily guidance and monitoring. Form tutors are the people who students should contact for routine enquiries, initial attendance matters, and wellbeing updates. They will advise if a student needs to be referred to another member of school staff for additional or specialist support with a specific issue.

Attendance and Absence

Our target for every student is at least 95% attendance. Students are expected on site from 8:40am each day and must attend all lessons, tutor sessions, assemblies, PSHE lessons, enrichment activities, intervention sessions and timetabled study sessions.

Students are expected to maintain at least 95% attendance and attend all lessons, tutor periods, assemblies, study sessions, interventions and enrichment activities.

All absences must be reported before 8:30am. Planned absences (e.g., medical appointments, driving tests, university visits) must be requested in advance, with evidence where appropriate. Where possible these should be arranged outside of lesson time to avoid missed learning. Driving lessons and part-time employment are not an acceptable reason for absence and will be recorded as unauthorised.

Students are responsible for catching up on missed learning and communicating with staff regarding work missed through absence. Students who feel unwell during the day must gain permission before leaving and sign out correctly.

A staged response is used to support improvement with attendance:

- **Stage 0 – 95%+ attendance:** Positive recognition recorded weekly.
- **Stage 1 – Below 95%:** Tutor discussion and reminder support.
- **Stage 2 – Below 85%:** Head of Year meeting and attendance contract. Parent contact made.
- **Stage 3 – Below 80%:** Formal meeting with senior staff and parents.
- **Stage 4 – Below 70%:** Senior leadership and Headteacher review. Place in sixth form may be withdrawn.

Poor attendance may result in the student being required to pay their own exam fees, and can ultimately lead to a student's place in the sixth form being withdrawn.

Missed Learning

Students are responsible for making arrangements to catch up with missed learning, and should email subject teachers when they will be missing a lesson. For longer periods of absence (more than 3 lessons) the student and class teacher should agree a catch-up plan. The Heads of Sixth Form and other appropriate pastoral staff should be informed of catch-up arrangements for long-term absences.

Punctuality

Being on time is an essential professional habit. It shows reliability and readiness for future pathways including university and employment. Late arrival results in same-day catch-up time. Repeated lateness leads to further sanctions and intervention. Students should be on time for all lessons, meetings, assemblies and any other Sixth Form commitments.

Academic Expectations

Sixth Form study requires independent learning and personal responsibility. Students are expected to:

- Complete all classwork and homework by the stated deadlines
- Meet coursework and NEA deadlines
- Attend intervention sessions when requested
- Bring the correct equipment and learning materials to every lesson
- Make a commitment to maintain organised work from lessons
- Use study periods productively for independent learning.

Students are expected to check school communications regularly, including email, Arbor and Teams, and to respond appropriately when required.

GCSE English & Maths Resits

Students without a grade 4 must attend resit classes. Attendance and commitment are compulsory, and may result in students being removed from courses to dedicate more time on these resits.

Behaviour Standards

As senior students, Sixth Formers are expected to act as positive role models and represent The Hart School professionally at all times.

Students must:

- Treat all members of the school community with respect.
- Follow school rules and staff instructions.
- Refrain from vaping, smoking or antisocial behaviour.
- Use school facilities responsibly.
- Follow expectations regarding mobile phones, parking and conduct around the school site.

Serious or repeated misconduct may result in the loss of Sixth Form privileges or removal from Sixth Form.

Dress code – Modern business dress

The Hart School Sixth Form models a professional, smart casual standard that reflects modern business wear:

- Clean, smart chinos or tailored trousers; skirts/dresses of appropriate length; shirts, blouses, knitwear; smart footwear.
- **No** ripped or distressed clothing/ jeans, offensive slogans, beachwear, loungewear, or excessively revealing items.
- **Sportswear** is only permitted for sports activities or sports lessons
- **ID lanyards:** Worn and visible at all times on site (unless instructed otherwise for safety).

Reasonable adjustments will be made where required for religious observance, disability, or medical needs.

The school may be able to provide financial support in the form of bursaries to purchase suitable clothing for membership of the sixth form.

Year 13 Progression

Moving into Year 13 depends on meeting course entry and progress requirements.

- Entry requirements must be met.
- Continued placement depends on satisfactory effort and achievement.
- Mock exams help determine continuation.
- Poor attendance or behaviour may affect progression.

- Where students are continually failing assessments, students will be moved on to AS courses where available and suitable, however, in some cases course withdrawal may be necessary.

The final decision for this will be made by the school in the best interests of the student.

Plagiarism

Submitting copied work is a serious offence and may lead to exam board penalties and removal from sixth form. This includes the use of AI.

Enrichment

Enrichment is a compulsory part of Sixth Form life and helps students develop skills valued by universities and employers.

Students must complete a minimum of two hours of enrichment each week. Additional enrichment may be required where it supports a student's academic or personal development.

Representation of the School

Students must understand that their conduct both within and outside school, including on social media, may impact the reputation of The Hart School Sixth Form. Students should use social media responsibly.

Students are expected to uphold all expectations outlined within this contract regarding attendance, punctuality, academic effort, behaviour, dress code, enrichment and representation of the school.

Parents/carers are expected to support the expectations outlined within this agreement and work in partnership with the school to promote attendance, achievement and positive conduct.

Failure to Meet Expectations

Membership of The Hart School Sixth Form is conditional upon adherence to this agreement.

Failure to meet the expectations outlined in this contract may result in:

- Academic monitoring
- Attendance monitoring
- Supervised study periods
- Parent/carer meetings
- Withdrawal of Sixth Form privileges
- Formal Sixth Form review
- Removal from The Hart School Sixth Form in cases of persistent or serious breaches.

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THE HART SCHOOL
Creative Education Trust

Student Declaration

I understand the expectations of The Hart School Sixth Form and recognise that remaining a member of the Sixth Form is conditional upon maintaining high standards of attendance, punctuality, effort, conduct and commitment.

I agree to uphold these expectations throughout my time in Sixth Form.

Student Name: _____

Student Signature: _____

Date: _____

Parent/Carer Declaration

We have read and discussed this agreement with our child and will support them in meeting the expectations of The Hart School Sixth Form.

Parent/Carer Name: _____

Signature: _____

Date: _____