



THE KHALSA SIXTH

Student Handbook

2025 – 2026



Welcome message from the Head of Sixth Form

Welcome to The Khalsa Sixth—the pinnacle of your educational journey! I am delighted to extend my warmest greetings and congratulations on reaching this significant milestone. As the Head of 6th form, I am honoured to guide and support you throughout this crucial phase of your academic life.

The 6th form is a transformative period where you will continue to build upon the solid foundation you have established in your earlier years. It is a time of increased independence, self-discovery, and intellectual growth. You will be challenged to push your boundaries, explore new subjects in greater depth, and prepare for the next chapter of your lives, whether it be higher education, professional endeavours, or other exciting paths you choose to pursue.

Our aim is to provide you with a nurturing and stimulating environment that fosters both personal and academic development. We have assembled a team of passionate and dedicated tutors who are committed to helping you achieve your full potential. They will not only impart knowledge but also encourage critical thinking, creativity, and a love for learning.

At The Khalsa Sixth, you will have the opportunity to engage in a wide range of subjects and activities. We offer a diverse curriculum designed to cater to your individual interests and aspirations. Whether you have a passion for sciences, humanities, arts, or any other field, we strive to provide you with the necessary resources and support to excel in your chosen areas.

Furthermore, we strongly believe in the importance of holistic education. Apart from academics, we encourage you to participate in extracurricular activities, clubs, and societies. These opportunities will allow you to develop leadership skills, nurture your talents, forge lifelong friendships, and create memories that will stay with you long after you leave the 6th form.

As you embark on this exciting journey, I encourage you to embrace the challenges that lie ahead. Be curious, ask questions, and take ownership of your learning. Remember that success is not solely determined by grades but also by your personal growth, resilience, and ability to adapt to new situations. I am confident that the 6th form will be a transformative and fulfilling experience for each and every one of you. I look forward to witnessing your growth, celebrating your achievements, and supporting you every step of the way.

Mr. I. Aslam
Assistant Principal



We are pleased to provide this handbook for Year 12 and Year 13 which gives you information regarding Sixth Form study and procedures. It is not in exhaustive detail, but we hope it gives all our stakeholders and interested parties some idea of our Sixth Form. We work hard to ensure students have been enrolled on a suitable course and we hope, with parental support and the information contained here, that significant success is achieved by all our students.

We enclose here:

- Some reminders about our expectations of students, the procedures we follow and how they can be supported by parents and carers.
- Information on the curriculum students will follow including how students will be assessed and monitored.
- Sixth Form support- Careers and Finance

The role of the Sixth form Tutor

As students continue into their non-compulsory education, we know that, with us, you will want the best educational results. Teachers at The Khalsa Sixth are confident that we can ensure that students fully reach their potential. It is a remarkable Sixth Form with a true sense of identity and community coupled with excellent academic results.

In preparation for university or employment, students are expected to take more responsibility for themselves, in terms of listening to and acting upon instructions. If there are any comments or concerns, please do not hesitate to contact the respective Personal Tutor in the first instance. We will always do our best to assist in matters affecting learning and progress in school.



Sixth Form Staff



Mr Aslam

Assistant Principal (Head of Sixth Form)

l.Aslam@tkaw.org



Mr Sangha

Head of Year 12 & 13

j.sangha@tkaw.org



Mr Salh.

6th Form Assessment & Tracking

a.salh@tkaw.org

Mrs Bilkhu.

6th Form Administrator



Year 12 Tutors



Mr Clarke

r.clarke@tkaw.org



Mr Seabridge

n.seabridge@tkaw.org



Mr Muchenje

w.muchenje@tkaw.org

Year 13 Tutors



Mr Singh

g.singh@tkaw.org



Miss Bateman

l.bateman@tkaw.org



Miss Price

l.price@tkaw.org



Form Tutor

Sixth Form tutors play a central role in the life of sixth form students. Students' general academic as well as personal strengths and weaknesses, their contributions to the life of the academy, their significant achievements outside the academy, and their participation in extracurricular activities should be known by the tutor. Such elements will form a major part of the summary review on the annual report and a part of any reference.

It is through regular contact via attendance to tutor time and genuine interest shown that unhappiness, underachievement, and difficulties beyond the academy will be detected early and acted upon by the tutor in the first instance. The work done by tutors underpins the whole experience of the student in the Sixth Form – affecting ultimately performance in academic subjects and influencing the ethos of the Sixth Form. As such, it should:

- Foster positive attributes
- Develop personal life skills.
- Enable students to take increasing responsibility for their own learning and behaviour.
- Develop an atmosphere conducive to learning.

Most importantly, tutors' work and continuous efforts will assist Individual students in achieving and succeeding in all areas of school life - and to a level which matches, if not exceeds, their potential.

Tutors are required to be the 'front line' of the sixth form in ensuring that The Khalsa Sixth's routines and expectations are **CONSISTENTLY** applied, particularly with regard to:

ATTENDANCE & PUNCTUALITY - follow up the process of attendance/fit to study procedure.

MONITORING OF ACADEMIC ACHIEVEMENT – monitoring data and completion of interactions on Unifrog.

DRESS CODE - ensure in line with Sixth Form dress code.



COMPLETION OF WORK/ORGANISATION - regular checks of student folders for each subject

FORM TUTOR TASKS- fostering integration of the group and enabling extracurricular opportunities.

PSHE PROGRAMME- providing opportunities for students to gain an insight into personal, social, health and moral issues, preparing them for employment, H.E. and adult life.



Mr Panesar
Art
b.panesar@tkaw.org



Mr Singh
Biology
g.singh@tkaw.org



Mr Aslam
Business
i.aslam@tkaw.org



Mr Mattu
Chemistry
h.mattu@tkaw.org



Mr De Les Heras
Computer Science
J.heras@tkaw.org



Mrs Kaur
English Literature
s.kaur2@tkaw.org



Mr Bujarh
History
b.bujarh@tkaw.org



Mr Mucenje
Physics
w.mucenje@tkaw.org



Mr Winfield
Geography
n.winfield@tkaw.org



Mr Clarke
Law
r.clarke@tkaw.org



Mr Salh
Maths
a.salh@tkaw.org



Mr Ali
Physics
m.alo@tkaw.org



Mr Sandland
Product Design
C.sandland@tkaw.org



Miss Price
Psychology/Sociology
l.price@tkaw.org



Mr Mann
BTEC Business
p.mann@tkaw.org



Mrs Harding
BTEC Health & Social Care
c.harding@tkaw.org



Miss Evans
Digital Media
a.evans@tkaw.org



Miss Sohal
BTEC Sport
h.sohal@tkaw.org



Mr Seabridge
Computer Science



Mr Ebot
Digital Media
a.ebot@tkaw.org



n.seabridge@tkaw.org

The Khalsa Sixth Subject Staff



Safeguarding at The Khalsa Academy Wolverhampton

The Khalsa Academy Wolverhampton is committed to safeguarding children. We believe that children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them. All staff, governance, trustees and volunteers, share our fundamental objective to keep children safe.

Meet the Team

If you have any concerns about the safety or well-being of anyone in school, at home or in the community, you can contact the safeguarding team by selecting the safeguarding team option via the following telephone number 01902 925390.



The Khalsa Academy
Wolverhampton

Safeguarding Team



Mrs M Bassi
DSL
Director of Safeguarding



Ms S Walker
DDSL
Student Welfare/
Early Help Manager



Mr M Dhillon
DDSL
Senior Assistant Principal for
Behaviour & Attitudes



Mr N Seabridge
Digital DDSL
Head of Digital Enterprise



Pastoral Team

“All children deserve access to an outstanding education in a safe and happy environment.”

Every child will be given the support and the opportunity to excel. At The Khalsa Academy Wolverhampton, we provide learners with an emotionally secure and physically safe place to arrive at every day; where their self-esteem and confidence will be nurtured.

Pastoral care will be organised on a year group system, in which Heads of Year and Form Teachers will be responsible for your child's performance. In this way, every child will have access to dedicated teachers who will help to support them throughout their school career and beyond.

ChardiKala Room is available for pupils to provide any additional support when they are struggling in lessons. This could be in the guise of mental health issues, home issues, anxiety, stress, friendship issues and academic stress.



Timings of a typical school day

Students are expected to be on site from 8.15am.

Timings	Duration (mins)	Period	For All Year groups
08:15 - 08:30	15	Bg	Briefing
08:30 - 09:00	30	FT	Form Time
09:00 - 10:00	60	P1	Period 1
10:00 - 11:00	60	P2	Period 2
11:00 - 11:20	20	Bk	Break
11:20 - 12:20	60	P3	Period 3
12:20 - 13:20	60	P4	Period 4
13:20 - 14:10	50	L	Lunch
14:10 - 15:10	60	P5	Period 5



Your Timetable and Learning Agreement

At the beginning of the academic year, you will receive a copy of your timetable from your tutor which will show details of:

- Morning registration time where you will receive your registration mark and spend time with your designated tutor.
- Your academic lessons.
- Dedicated mentoring sessions.
- 'Study periods' – which are your **compulsory study sessions**.

All sessions on your timetable are *compulsory*.

Registration Timetable - (8.30am to 9.00am)

Morning registration time with form tutors is compulsory. Students are expected to attend.

Monday - Start of the week notices/ Current Affairs discussion.

Tuesday - UCAS/ Wider reading

Wednesday - Societies

Thursday - Assembly

Friday - Presentation and interview skills/ PSHE Programme



Term Time Holidays

2025 – 2026

Autumn Term 2025

- Term Time: Monday 1 September 2025 to Friday 24 October 2025
- Half term: Monday 27 October 2025 to Friday 31 October 2025
- Term Time: Monday 3 November 2025 to Friday 19 December 2025

Spring Term 2026

- Term Time: Monday 5 January 2026 to Friday 13 February 2026
- Half term: Monday 16 February 2026 to Friday 20 February 2026
- Term Time: Monday 23 February 2026 to Friday 27 March 2026

Summer Term 2026

- Term Time: Monday 13 April 2026 to Friday 22 May 2026
- Half term: Monday 25 May 2026 to Friday 29 May 2026
- Term Time: Monday 1 June 2026 to Monday 20 July 2026

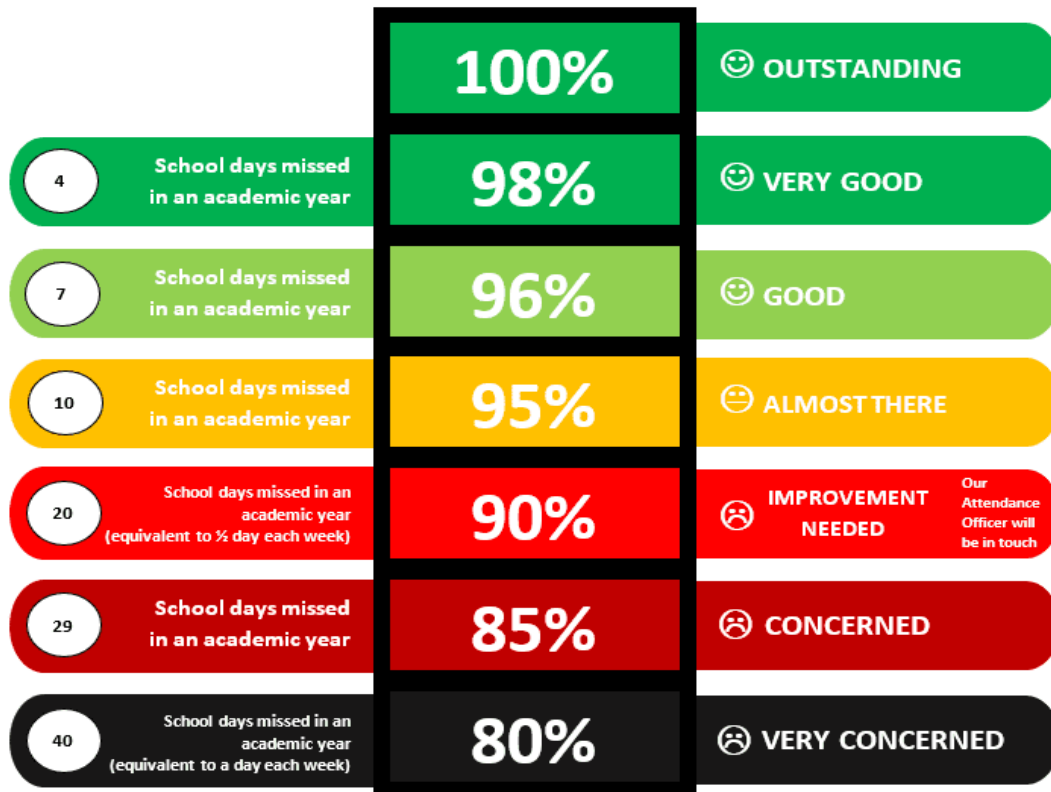
****Inset days will be notified to families as and when they are scheduled****



Attendance

Attendance must be no less than 96% in an academic year. Lessons are of vital importance as you work through the curriculum with your teachers and develop the skills necessary to perform well in the exams and in the coursework components. If you miss any of these, you will have significant gaps in your learning. Tutor time and assemblies are mandatory and should not be missed as these are times when tutors

Attendance Ladder





track pupil progress and extend their learning beyond the confines of the curriculum.

This means that dental, optician appointments, driving lessons should not normally take place when lessons are timetabled. If you are going to be absent because of a visit then inform your Sixth Form Manager, your form tutor, and subject teachers. It is your responsibility to copy up notes, obtain work sheets and see whether work has been set.

The following are examples of reasons for absence which would be acceptable:

- Medical/hospital/dental appointment unable to be organised outside school time supported by an appointment card or letter.
- University interviews supported with a letter or other evidence.
- Interviews with proof
- Bereavement/funeral of family or close friend
- Work Experience arranged or agreed by school.
- Court appearance, probation meeting or appointment with Connexions personal advisor
- School planned or authorised trips
- Sitting external examinations
- Driving test
- Genuine disruption to the student's mode of transport with supporting evidence
- Infrequent/emergency care required for a member of the family or other person for whom the student has caring responsibilities.
- Religious holiday (applied for in advance)

The following reasons for absence would not be acceptable:



- Driving lessons
- Holidays taken during term-time.
- Part-time job, including training associated with part-time job, which is not part of the student's course programme
- "Personal problems" unless supported by Pastoral Care Staff
- Non-emergency appointments
- Sleeping in or missing train/bus
- Family excursions, leisure activities, birthdays, etc.
- Minor aches and pains
- Working at home so missed tutor time/assembly/lesson
- Frequent care for sibling/relative unless alternative arrangements made for continuing the curriculum.
- MUSIC FESTIVALS and other excursions should be strictly limited to holiday time

Attendance in lessons, assembly and tutor times is registered electronically by subject teachers and tutors. Your form tutor will follow up any absences. If lateness or absence continues without authorisation the student will have an interview with the Head of Sixth Form and parents will be informed.

If a student is absent from school for longer than five days due to illness, parents/carers will be asked to provide medical evidence to support the students' absence. Students absent for more than 20 consecutive days may legally be removed from roll.

Leave of absence to enable a student to undertake employment cannot be granted, unless it is work experience approved or arranged by the school. Students are entitled to reasonable leave of absence to attend open days and interviews. This must be arranged in advance with the Sixth Form Manager and the Attendance Officer.





Vision, Aspiration and Excellence

To inspire you to envisage yourself as a valuable and worthy individual who can contribute positively to society. We will challenge you to work hard and also support you to become more mature, learn independently and take ownership of your education.

What does our pledge to you look like?

We envisage all our learners to have access to a range of experiences. We will promote:

Equality, Opportunities and Achievement

To support you to seek out opportunities that will support your lifelong learning journey. As we are a small sixth form we can take the time to get to know each one of you individually and this in turn will mean we are able to offer bespoke experiences that really fit with your future aspirations.

Citizenship, Work Place and World Ready

To equip you with life experiences, knowledge and intrinsic characteristics that will enable you to be a successful, resilient, focused and accomplished individual. The sixth form is an adult learning and working environment. We do however ensure that a strong pastoral support system is maintained so that everyone has access to any type of guidance they may need.



How is Khalsa Sixth different

We appreciate that students need an environment in which they can be successful both academically and personally. We also recognise that we are preparing you for a job market that is constantly developing and changing.

With this in mind, we have tailored the support we will provide to you so that it will encompass a variety of experiences, challenges, opportunities and life skills in order to allow you to successfully compete on a local, national and even international stage to realise your aspirations.

Tailored Support

Support will be offered and available to you whether it be academic or pastoral. It is important that you are supported and equipped with skills to make your own decisions.

Enriching experiences

We will ensure that we offer you a wide range of real-life experiences that will enable you to have an enriching and valuable time with us. These could include visits to other cities as well as visits to workplaces.

Behaviour

- The school behaviour code applies to all Post 16 students.
- Students should not become involved in disputes with or between younger pupils.
- Report any incident to a member of staff.



- No smoking in or around the school premises, including in the surrounding residential area.
- Students must not take photographs, film or record a lesson or conversation with staff or students unless this has been agreed in advance.
- Mobile phones must not be used in lessons or in study rooms unless for a specific learning activity as instructed by the teacher.
- Student behaviour in lessons must not adversely affect the learning in any way.



Opportunities

It is our role to expose you to as many higher education providers and workplaces as possible – we will build your portfolio of experiences so that you are fully equipped with knowledge and understating of how a variety of establishments operate and the skills needed to be a success in each of those.

Independence

Promoting independence in the way you work and the way you conduct yourself is important to us. We want you to leave us with an extensive range of skills that will allow you to continue to go from success to success.

Sixth Form Area

- Students are expected to look after the Sixth Form area, ensuring that it is a comfortable working environment for all and that there is no littering or damage to displays, furniture or equipment.
- Any accidental damage should be reported to the P16 office immediately.
- Ball games must not be played in the Common Room or around the school site unless arranged with a member of the PE staff.



- Music/ audio should be played on headphones only.
- KVI students are afforded the privilege of eating in the Common Room space, should they not wish to join the rest of the school in the canteen.
- We expect you to treat this privilege responsibly, using the bins provided for food wrappers and returning all plates and cutlery to the canteen.
- Students may not order food or bring in “takeaways” for themselves or other students.
- Student must not enter or leave the Common Room by the fire door except in an emergency.

Examination Entries

Examination Entries are confirmed in early February. If for any reason a student leaves a course after exam entries are made, they may be billed for the cost of the cancellation.

Students must attend all scheduled exams. If a student misses a public examination without appropriate evidence of exemption, they may be billed for the cost of the examination.

Part time employment

Whilst it is understood that many students will want to take on part-time work while studying Post 16, it is expected that students will limit their working hours to 8 per week and only outside of school hours. This will ensure that students are able to devote the necessary time to their studies and see successful progress and outcomes.

Laptops

Laptops are available for students to use in the Sixth Form Area. It is your responsibility to look after them and ensure they do not get



damaged. Any damages you make must be paid for by you/your family. The laptops remain the property of the school and should be returned to the laptop trolley and put back on to charge once you have finished using them.

Car parking

Students are allowed to park responsibly in the designated areas on the school site.

Planners and Lanyards

Every student will be issued with an academic planner. They should use this to record their progress in each of their chosen subject areas alongside other key data including independent learning tasks (homework), key dates and their stamps. A review of the planner's content is essential in the first week of term 1.

Enrichment at Khalsa Sixth

Our Sixth Form Enrichment Programme is a unique experience that all students are encouraged to take part in, with opportunities available to students such as:

- After school sports activities
- First aid courses
- Road Safety Workshop for young drivers
- Duke of Edinburgh award
- MOOC's
- EPQ (Extended Project Qualification)
- Debate club
- Mentoring younger students



- Subject based enrichment clubs
- University Campus Visit
- KVI Food Bank
- Enrichment visits and trips listed in the KVI Journey
- Cultural day
- Charitable events

Personal Development

We offer a wide range of opportunities for personal development. Our aim is to ensure that all students graduate from our Sixth Form with those skills essential for success whether in further study or the world of work.

Personal development sessions focus on supporting students with university applications as well as with applying for apprenticeships and jobs. Practice interviews, personal statements, UCAS applications are a few of the topics covered.

Students also receive seminars on key youth issues, so they have a better understanding of how to stay safe when away from home and Back to courses how to manage their finances.

Careers

Sixth Form students can further explore their chosen career during our annual careers' fair; this is an event attended by a high number of professionals from many and diverse sectors. All students also have access to an independent Careers Advisor to discuss their options in more detail.



All students will continue to receive Careers Education and Guidance. Work will involve further aspects of:

- Self-assessment
- Decision making
- Opportunity awareness
- Preparation for moving beyond Sixth Form study.

During Year 12 and 13 students will meet with their tutor, with a focus on their chosen pathway. Students who do not have a focused pathway will be supported by their form tutor or Mrs Harding to ensure when leaving the academy, they have a destination. In the summer term of Year 12 a Higher Education Evening will be held to introduce students to some of the opportunities available at university. Regular information on Open Days is publicised through displays in the Sixth Form area, Academy and via email.

Students should take advantage of any organised Open Day visits, as well as the UCAS fair in the summer of Year 12. In the final term of Year 12, tutor time will be devoted to the drafting of personal statements in readiness for making job and university applications. Applications to universities are made on-line via the UCAS APPLY service and all students are encouraged to apply. Students need to be aware that some popular degree courses (such as Law and Medicine as well as entry into Oxbridge) and particular universities, require students to sit additional tests, which need to be organised by students themselves that wish to access these courses before the end of Year 12.

Additional Qualifications and Awards

All students have the opportunity to study for additional qualifications that enhance their education, for example First Aid qualifications, Sports Leaders Awards, Student Leadership Awards, UKCATs and BMAT exams.



Student Leadership All Sixth Form students can apply to become part of the student leadership team.

Student will have a whole Academy role and learn key leadership and management skills. As role models for other Academy students, also organise a wide range of charitable events.

KVI Societies

- MedSOC
- Law Society
- Engineering Society
- Social Sciences Society
- Psychology Society
- Wider Reading Society
- UCAS Society
- Sports Society
- Enterprise Society
- Volunteering Society



Subjects We Offer at Khalsa Sixth

A-Level Courses

- Art
- Biology
- Business/Economics
- Chemistry
- Computer Science
- Core Maths
- Design Technology
- English
- Geography
- History
- Law
- Mathematics
- Physics



- Psychology
- Sociology

Vocational Courses

- BTEC Applied Science
- BTEC Applied Law
- BTEC Business
- BTEC Digital Media
- BTEC Health & Social Care
- BTEC Sports

Progress and Assessment

Year 12

Regular checks on student progress are made during the year. There are three internal Progress Reviews per year; the results of which are sent back to parents via the student. The Student Review Process will allow students to discuss, with subject and personal tutors, appropriate targets to help them improve their performance. A parents evening is normally held for Sixth Form students in December.

Should parents/guardians wish to follow up any issues related to the performance check, please contact in the first instance the Personal Tutor. UCAS Prediction exams happen the two weeks after the summer holiday, if students fail to attend these exams without a valid reason, they may be prevented from transferring into year 13. The grades the students achieve in these exams are used as their predicted grades on their UCAS application. For any student taking an external Year 12 written examination, these occur in May and June, but some practical examinations start in March. In some cases, pre-release material is issued before the examination period. It is



important that students do not take time out of school for holidays, as vital preparation for exams may be missed.

Pathway to Year 13

To progress into Year 13, it is essential that students achieve at least a grade D or a Merit in each of their end-of-year assessments. Those who do not meet this benchmark will be required to attend a meeting with the Sixth Form team to review their results and discuss their progression, which may include resitting the year or exploring alternative pathways better suited to their needs and aspirations.

Year 13 Progress is reviewed three times a year in Year 13 and a parents evening is normally held in December. The Student Review Process will allow students to discuss, with subject and personal tutors, appropriate targets to help them improve their performance. issues related to the performance check, please contact in the first instance the Personal Tutor. Year 13 examinations occur from January onwards. In some cases, pre-release material is issued before the examination period. It is important that students do not take time out of school for holidays during this critical time, as vital preparation for exams may be missed.

Students applying to university may be lucky enough to be given an unconditional offer for that place. Students must be aware that they still need to take the exams for this unconditional offer to stand, many students will not stop working due to this, as their exam results are with them for life and are needed past getting a university place. However, if students decide to take the foot off the pedal, with a drop in attendance to lessons and effort, they will be at risk of not being entered for their final exams.

Home Learning

Teachers will set additional study work up to one hour per hour of lesson time. This means students should expect to undertake



approximately 5 additional hours of study per week on top of their in-school independent study time.

It is expected that students will complete all work set, either in the classroom or remotely, and meet deadlines as set by their teachers. If there is any issue with completing an independent study task, we expect students to contact teachers to explain the issue at least 24 hours before the deadline set (preferably sooner) and agree a new deadline.

If you are absent from a lesson where independent study was to be handed in or shared with the group, students should ensure that the work is sent to the teacher electronically or via another student before the lesson.

There are a number of study spaces in the school for you to access for either quiet group work where talking is permitted, or silent study spaces. These expectations are put in place by the Sixth Form students.

themselves so they are able to receive the best learning environments for studying, and it is our expectation that we all adhere to the rules that have been agreed to collectively.

Independent Learning

As a Post 16 student you have up to ten hours of independent study time within your school day across the week. You should be aiming to be doing at least 10 more hours at home.

We are proud to be able to provide you with access to study spaces and IT equipment to support you in that time and we ask that you observe the following rules to ensure everyone can use these facilities effectively to support their learning.



- Quiet, respectful working is expected in the study rooms.
- Food must not be consumed in the KVI area or ICT room.
- If a student wishes to work elsewhere, such as in a classroom or specialist room, they must get permission from the class teacher or a member of the P16 team.
- Students must not disturb others during study periods.
- Students should not leave the site during study periods unless they have permission e.g. to travel to a consortium school.

Students will be challenged if their behaviour and attitude in study fails to meet our collective expectation.

Our Expectations

Khalsa Sixth students are to be a representative for us around the school and the wider community, and to also be a role model for students in the younger year groups.

As a student at KVI you agree to:

- Attend regularly, on time and ready to learn.
- Sign-in before 9am every morning, or sign-in at reception if they arrive after 9am.
- Attend registrations, tutor time, assembly and enrichment opportunities.
- To tell the school in good time if there is a problem which prevents them from attending or may make them late.



- Make every effort to make dental/medical appointments outside of school hours. If unavoidable to try to avoid missing taught lessons.
- To provide evidence to support absence such as appointment card/letter or text or copy of prescription slip with name and date clearly visible. If none of these are available, to provide a signed, dated letter from parent/carer.
- Make requests for planned absences with reasonable notice – at least one week. If unavoidably absent, contact teachers and use Google Classroom to ensure they have caught up on missed work (ahead of the next lesson where possible)
- Sign out when leaving the school site before end of school day.

Students must check their school email & Google Classroom daily to ensure they are up to date and respond accordingly within set deadlines. Students must ensure that they check with teachers what folders, books and other equipment are required for each of their subjects. It is students' responsibility to ensure they have the correct books and equipment for lessons and independent study.

Dress code

Here at Khalsa Sixth we encourage treating our students as young adults. Our Sixth Form students have privileges which are not available to the other year groups here at The Khalsa Academy Wolverhampton. One of these privileges is our Sixth Form dress code.

We expect our students to meet our standards and be smartly dressed in business attire – as you would if you were attending work. KVI students are to be a representative for us around the school and the wider community, and to also be a role model for students in the younger year groups.



Students are expected to adhere to our sixth form uniform policy. This will ensure consistency and an atmosphere of professionalism. All students will be expected to wear a formal grey suit. Students will be sent home if found to be wearing anything inappropriate.

Boys	Girls
Grey/Black suit blazer Grey/Black suit trousers White shirt Navy blue tie	Grey/Black suit blazer Grey/Black knee length pencil skirt/dress or Grey/Black smart trousers – not skinny fit (slim fit is permitted)
Black/navy/tan smart shoes	White/navy shirt/blouse - does not necessarily need to have a collar
No bulky belt buckles No large logos on the shirt	Black/navy blue/tan smart shoes- heels are permitted but should be sensible
	No bulky belt buckles No large logos on shirts

Dress Code

Students in the Sixth Form are expected to wear smart, formal business wear clothing of their own choice. It must be clothing that would be worn in a professional or managerial environment. This can take the form of a suit or separates.

Girls:

- Shirts and other tops must not be low cut and must cover the cleavage and midriff. T-shirts and tops with thin straps are not acceptable as outerwear.



- Trousers should not be tight fitting or flared and leggings should only be worn under a skirt or dress.
- Skirts and dresses should be no shorter than 3 inches above the knee.
- Shoes should be smart and suitable for moving round the Academy (trainers, stilettos, Ugg boots, sandals and flip-flops are not acceptable).
- Discreet facial make-up, nail varnish and discreet jewellery may be worn.

Boys:

- Shirts can be either long or short sleeved and should be worn with a tie at all times. The shirt should cover the midriff, v-line around the neck and must have a collar.
- Trousers should not be tight fitting and should cover the whole leg.
- Shoes should be smart and suitable for moving round the Academy (trainers, sandals, combat style boots and flip-flops are not acceptable).

Girls and Boys:

- Garments made of denim, or hooded tops, are not acceptable.
- Piercings should be discreet, no obtrusive piercings, if unsure check with your pastoral leader first.



- Dyed hair colours are not preferred at The Khalsa Sixth however when dyed, hair must not be bold in colour and must blend in as a natural hair colour. If students are unsure whether this will conform to the policy, then they are advised to discuss with their relevant progress leader before treatment.

In warm weather, during the summer term

- Boys may wear a plain coloured polo shirt with a small logo and no tie, together with a pair of trousers.
- Plimsoll style shoes of one colour, with laces (not slip-ons), may be worn.
- Girls may wear a pair of tailored shorts which sit no higher than 3 inches above the knee.

Headphones & phones

- Headphones are not to be worn anywhere in the Academy building (excluding the 6th form common room)
- Mobile Phones are not to be used anywhere in the Academy building (excluding the 6th form common room)
- This list is not exhaustive and individual judgements may be made by the Sixth Form Management.

Environment

As a community, we wish to have a suitable learning environment for study and expect all our students to work together to achieve this.



We are very fortunate to have a modern, up to date Sixth Form building with excellent facilities, which provides a pleasant working environment, and as such students are expected to respect this area so that it provides a place for purposeful study. Smoking and the drinking of alcohol are strictly prohibited within our school site.

Independent learning

Every student in Year 12 & Year 13 is expected to do the equivalent number of hours of private study as

they have lessons. All students in Year 12 are allocated a number of timetabled, supervised independent study lessons undertaken in the Study Zone (upstairs in the Sixth form area). Students are registered for these sessions; attendance must be punctual. It is important to make best use of this time either in the study Zone, Library and Canteen areas. Learning to motivate oneself and take responsibility for one's own learning is central to Sixth Form study and critical success in future study and careers.

In Year 13, students have much more autonomy in planning their time and will find a significantly reduced number of IS on their timetable in order to bridge the gap between Sixth Form and further study.

Additional Support and Guidance Within KVI

The level of care, guidance and support offered ensures that you will be well placed to realise your future aspirations. As soon as you enrol at Khalsa Sixth Form, you will be allocated a form tutor who will help



you settle into Sixth Form life and will provide you with advice and guidance on a daily basis.

Your form tutor will be the first port of call for any issues you may face. All your lessons will be taught by experienced subject specialist teachers who have outstanding levels of commitment. Throughout your studies, they will provide you with regular feedback on your progress and attainment.

Regular exam practice will help you prepare for examinations, annual progression interviews (at the start of Year 12 study and also in September of Year 13) will help you reflect on your progress and to focus on what you need to do to materialise your aspirations.

Your parents will also receive an annual formal report of your progress and will be invited to meet your form tutors and subject teachers to discuss your progress.

GCSE Mathematics and English GCSE resits

Students who are completing a GCSE resit are expected to attend all timetabled lessons and attend additional Year 11 GCSE subject lessons when they have a free study period.

In addition, there will be an expectation for students to attend extra, before/after school support study sessions.

Failure to attend sessions will result in payment of examination entry. We ask that students avoid this unnecessary issue by ensuring 96% attendance rate to GCSE resit lessons.

16 – 19 School Bursary Award Expectations

Your eligibility to receive the 16-19 Bursary Award is conditional on you meeting expected standards of attendance at school, adherence to



the School's Behaviour Policy and satisfactory completion of work. The following procedures explain what is expected of you.

You are expected to:

- Register your attendance at Lesson 1 and at Lesson 4 with your subject teacher. If you have study periods, sign in at the sixth Form.
- Achieve 100% attendance at all lessons.
- Ensure you are punctual to all lessons and register your attendance.
- Obtain advance permission for any absences.
- Successfully complete all homework and coursework on time. The Sixth Form Manager will liaise with Form Tutors, subject teachers and the Head of Sixth Form to make sure deadlines are being met.

Authorised Absences

You are expected to follow School guidelines with regard to absences. For a known absence, you must obtain a Leave of Absence Form from The Sixth Form area which must be completed and returned with a covering letter at least one week prior to the absence.

For a specialist medical appointment, a letter from parent/carer (with attached evidence) should be brought to The Sixth Form Manager at least one week before the appointment.

Examples of absences which can be authorised with evidence in advance include:

- A hospital or specialist medical appointment that cannot be arranged outside school hours.
- A religious holiday pertinent to your faith.
- A visit to a university, either to attend an Open Day or for interview, or for a career related interview.



- Attendance at external examinations.
- An appointment with a Careers Advisor, although these should normally be scheduled to avoid
- disruption to your studies.
- A work experience placement which is an integral part of your course and for which you do not receive a wage.
- Participating in a significant extra-curricular activity, such as drama, music or sport or volunteering.
- Court attendance.
- Attendance at the funeral of a relative or close friend.
- Practical driving tests.

The above list is not exhaustive. Please consult the Administrative staff for further guidance if necessary.

School should not have to be making telephone calls to parents to ascertain your whereabouts when you are absent. Your support from the Bursary Award may be stopped if you have not informed The Sixth Form Manager at least one week before any authorised absence.

Unauthorised Absences

Your bursary support is given on condition of satisfactory attendance and punctuality, in line with the School's current attendance policy. It is your responsibility to notify the school before 8.45am if you are going to be absent from school.

Student attendance and punctuality is routinely monitored by the Sixth Form Manager to ensure compliance with the attendance policy and students who fail to meet a satisfactory level of attendance and punctuality may have their support for bursary suspended or stopped.

Assuming that the school's procedures are followed, and all other criteria for receiving the support are being met, support may still be



offered if there are extenuating circumstances and removing the support would be detrimental to the student's continued attendance. The above guidelines in relation to absences must be followed and every effort must be made to attend school punctually.

Other kinds of unauthorised absences include:

- Routine medical appointments (Doctors, Dentist, Opticians, etc). Wherever possible these should be arranged during frees or home study and then will not affect your bursary.
- Holidays
- Part or full time work which is not part of your programme of study
- Leisure activities
- Birthdays or similar celebrations
- Babysitting younger siblings
- Shopping
- Driving lessons (taken during timetabled lessons)

Car Park

Once sixth form students have passed their driving test, they are permitted to drive to the academy and park in the car park. Students must ensure they have insurance and tax for their car. Students who have passed their driving test and wish to park their car in the academy car park must see Mr Aslam, Assistant Principal Head of Sixth Form, who will issue them a permit specific for their car number plate. On receiving this permit, the student is agreeing to the following conditions

- The permit must be always be displayed whilst the car is park in the academy car park.



- Students must park in a marked bay and must park in the first available bay they come to
- They must strictly follow the speed signs and one way system within the car park.
- To assist with the flow of traffic students must have arrived and parked by 8:15am and not leave before 3:30pm

They park their car at their own risk. Any student who parks in the car park without a permit or fails to follow the above conditions, will be banned from parking in the car park, this may be for a set period or for the remainder of the academic year.

Cashless Canteen

The canteen's cashless system has brought about a number of important benefits:

A faster, more efficient service, so that queuing time is reduced. Parents/carers can pay in advance by cheque for the students' meals, cutting out the need for students to carry cash. Parents/carers can have confidence that dinner money is being used for the intended purpose.

Students entitled to free meals will have a daily credit automatically applied to their account so that the entitlement remains completely confidential.

The system places a daily spending limit on each account. The system can be used to encourage 'healthy eating' and parents/carers if they so wish can monitor their child's choices! It is a secure system and students can only access their own account.



How are students and staff recognised by the system?

All students and staff will be registered by student ID badge and photograph.

Communication Platform – Reach more parents.

To communicate effectively and efficiently with parents TKAW has partnered with Reach more parents. The free Reach more parent's mobile app packages every aspect of school life into a single, user-friendly platform, ensuring important school information is delivered instantly into the hands of parents.

Once your child has been admitted to school, you will receive a registration email and/or text message from Parent Mail. You will be required to download the Parent Mail App and to follow the instructions to create and register your account.

Reach more parents is registered with the Information Commissioner and guarantees that any information you may provide is kept private and will not be passed on to any other organisation or third party.



DISCIPLINARY PROCEDURE

An informal word with a student should normally be sufficient in the majority of cases. However, in the case where a student does not respond to the informal approach, it may be necessary to use the formal disciplinary procedure shown below, which goes through a series of warnings, which need to be documented and parents will always be involved.

Sixth Form Disciplinary and Communication Stepped Response

Issue	Action	Key member of staff
<ul style="list-style-type: none"> • Small number of homework/course work late or not completed • Low level disruption in class, 6th form centre or library 	Departmental action Discussion with student Inform tutor Discuss contacting home with subject tutor	Subject teacher and subject leader
<ul style="list-style-type: none"> • Continued or larger number of homework/course work not completed • Continued low level disruption in class, 6th form centre or L zone 	Meeting with tutor and/or subject teacher or leader including review of 6 th form contract Outcomes noted on SIMS (copy to file) Review date agreed Letter or phone call home	Personal Tutor/ subject teacher or leader
<ul style="list-style-type: none"> • Continuation of the above 	Meeting with parents and student. Agreed contract Discussion of whether 6th Form is the correct environment Verbal / written warning	Assistant Principal - Head of Sixth Form
<ul style="list-style-type: none"> • Failure to meet terms of contract 	Final written warning Possible denial of progression into Year 13/ final exam entry Discussion with parents of options other than Hazeley 6th Form Consider permanent exclusion	Assistant Principal- Head of Sixth form or Principal
<p>On rare occasions, students may be involved in serious incidents which will bypass these steps and lead to immediate intervention by the Sixth Form management team. These incidents will be dealt with in the same way as in lower school with fixed-term exclusions being one possible action.</p>		

If the decision is made that students will not be allowed to progress into Year 13 or sit their final exams, students or parents might wish to appeal the process and if so, they must do so in writing to the Principal within 10 days of this decision being made.



ATTENDANCE/FIT TO STUDY PROCEDURE

An informal word with a student should normally be sufficient in the majority of cases, however when a student does not respond and improve their attendance, it may be necessary to use a more formal procedure shown below.

Attendance level	Action	Key Member of staff
Attendance is below 95% due to unauthorised absence or continued failure to attend tutor time or lessons	Student and tutor meeting, followed by two weeks of monitoring	Form tutor
Attendance drops below 90% due to unauthorised absence and no improvement in attendance to tutor time or lessons	Student, Tutor and Parent meeting, with a further two weeks of monitoring	Form tutor- Assistant Principal- Head of Sixth made aware
Attendance drops below 85% due to unauthorised absence and no improvement in attendance to tutor time or lessons	Student, Tutor, Parent and Head of Sixth meeting, 4 weeks supervision in Q zone with an hour supervised revision in Q zone after school	Tutor and Assistant Principal- Head of Sixth Form
Further days absence and no improvement in attendance to tutor time or lessons	Student, Parent and Assistant Principal- Head of Sixth meeting to discuss position in the academy	Assistant Principal – Head of Sixth

If the decision is made that students will not be allowed to continue at The Khalsa Sixth, students or parents might wish to appeal the process and if so, they must do so in writing to the principal within 10 working days of this decision being made.