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KVI Handbook

2026

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Introduction

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.
- SSixth 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.

Welcome 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 Sixth Form, I am honoured to guide and support you throughout this crucial phase of your academic life.

The Sixth 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 Sixth 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 Sixth 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

Head of Sixth Form



KVI Staff



Mr I Aslam

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Mr A Salh

KVI Assessment & Tracking

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KVI Form Tutors



Mr R Clarke



Mr N Seabridge



Mr W Muchenje



Miss L Price



Mr Mattu



Mr G Singh

KVI Staff



Form Tutors

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.

Term Time Holidays

Autumn Term 2026		
Term Time	03/09/2026	16/10/2026
Half Term Holiday	19/10/2026	30/10/2026
Term Time	02/11/2026	18/12/2026
Spring Term 2027		
Term Time	05/01/2027	12/02/2027
Half Term Holiday	15/02/2027	19/02/2027
Term Time	22/02/2027	25/03/2027
Summer Term 2027		
Term Time	12/04/2027	28/05/2027
Half Term Holiday	31/05/2027	04/06/2027
Term Time	07/06/2027	22/07/2027

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

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.

Any concerns should initially be raised with the Form Tutor or Head of Sixth Form. The Academy's Complaints Policy is available on the website.

If you are worried about yourself or someone else, please speak to a member of staff immediately. Safeguarding is everyone's responsibility.



SEND at The Khalsa Academy Wolverhampton

At Khalsa Sixth Form, we are committed to ensuring that all students, including those with Special Educational Needs and Disabilities (SEND), are supported to achieve their full potential.

Support may include:

- Adapted teaching and learning strategies;
- Pastoral and wellbeing support;
- Study skills and mentoring;
- Support from the SEND Team and specialist services where appropriate; and
- Examination access arrangements, such as extra time, a reader, rest breaks or the use of a laptop, in line with JCQ regulations.

Students with an Education, Health and Care Plan (EHCP) will continue to receive the support outlined in their plan.

Students and parents/carers are encouraged to contact the Form Tutor, Head of Sixth Form or SENDCO if additional support is required. Further information can be found in the Academy's SEND Information Report and SEND Policy on the school website.



Mr P Mann

Deputy SENDCO

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Miss Evans

SENDCO

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The School Day

	Start	Finish
Registration/Assemblies	8:30	9:00
Lesson 1	9:00	10:00
Lesson 2	10:00	11:00
BREAK	11:00	11:20
Lesson 3	11:20	12:20
Lesson 4	12:20	13:20
LUNCH	13:20	14:10
Lesson 5	14:10	15:10

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

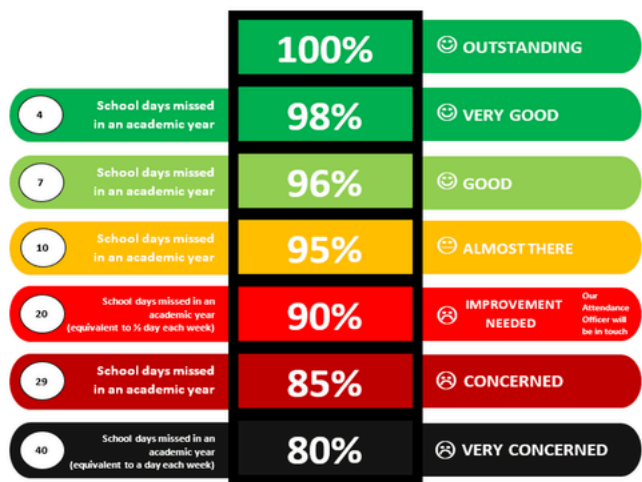
Thursday - Assembly

Friday - Presentation and interview skills/ PSHE Programme

Attendance

We expect all students to achieve at least 96% attendance 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 track pupil progress and extend their learning beyond the confines of the curriculum

Attendance Ladder



Attendance

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

Attendance

- 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. In accordance with statutory guidance, students who are continuously absent for 20 school days or more without authorised reasons may be removed from roll following the appropriate safeguarding and attendance procedures.

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.

The Academy reserves the right to investigate and apply sanctions for behaviour which occurs outside of school where it may bring the Academy into disrepute or have an impact on the safety and wellbeing of members of the school community.

How is Khalsa 6th 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 Sixth Form 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.

How is Khalsa 6th Different

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 understanding 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 Sixth Form 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.
- Students must not enter or leave the Common Room by the fire door except in an emergency.

How is Khalsa 6th Different

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 Sixth Form, it is expected that students should limit their working hours to no more than 8 hours 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 issues affecting young people, including staying safe when living away from home and managing 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.

Enrichment at Khalsa Sixth

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.

Students 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.

Enrichment at Khalsa Sixth

British Values, Equality and Diversity

At Khalsa Sixth Form, we promote the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. We are committed to creating an inclusive environment where everyone is treated with dignity and respect. We celebrate diversity and do not tolerate discrimination, bullying or harassment of any kind. Through our curriculum, assemblies and enrichment programme, students develop an understanding of equality, diversity and their role as positive citizens in modern Britain.

Safeguarding and Wellbeing

The safety and wellbeing of our students is our highest priority. If you are worried about yourself or someone else, please speak to your Form Tutor, the Head of Sixth Form, the Designated Safeguarding Lead or any trusted member of staff. We are committed to supporting students' mental health and wellbeing and provide guidance and support for issues including emotional wellbeing, online safety, bullying, peer-on-peer abuse and safeguarding concerns. As part of our safeguarding responsibilities, we also work to protect students from radicalisation and extremism through the Prevent Duty.

Student Voice

We value the views of our students and provide regular opportunities for them to share feedback and contribute to the development of the Sixth Form through surveys, meetings and leadership opportunities.

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

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 & 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.

Progress & Assessment

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.

Our Expectations

Khalsa Sixth students are representatives of the Academy and role models for younger students. 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.

Our Expectations

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 Students are expected to wear a formal grey suit in accordance with the Sixth Form dress code.. Students will be sent home if found to be wearing anything inappropriate.

Our Expectations

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).

Our Expectations

Dress code

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

Online Safety

Students are expected to use technology safely and responsibly. Any concerns regarding online bullying, inappropriate content, exploitation or harmful online activity should be reported immediately to a member of staff.

Additional Support and Guidance Within KVI

Equality, Diversity and Inclusion

Khalsa Sixth Form is committed to promoting equality of opportunity and fostering an inclusive environment where everyone is treated with dignity and respect. Discrimination, harassment and bullying of any kind will not be tolerated.

Fundamental British Values

Through the curriculum and wider enrichment programme, we promote:

- Democracy
- The Rule of Law
- Individual Liberty
- Mutual Respect
- Tolerance of Different Faiths and Beliefs

We encourage all students to become responsible, respectful and active citizens.

Careers Education

All students receive impartial careers advice and guidance to support their next steps, including university applications, apprenticeships, employment and higher education opportunities.



Mrs Harding

Careers Lead

c.harding@tkaw.org

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. Students who fail to attend examinations without a valid reason may be required to reimburse the school for examination entry fees, in line with the school's charging policy. 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 all timetabled lessons and registration sessions. If you have study periods, sign in at the sixth Form.
- Maintain 95% attendance to 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.

16 – 19 School Bursary Award Expectations

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.

The school reserves the right to suspend or withdraw discretionary bursary payments where attendance, punctuality or conduct do not meet the conditions of the bursary agreement. Vulnerable bursary students are assessed in accordance with DfE guidance.

16 – 19 School Bursary Award Expectations

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)

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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 always be displayed whilst the car is parked 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 Reach more parents. You will be required to download the Reach more parents 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

Purpose

Khalsa Sixth Form is committed to maintaining a safe, respectful and purposeful learning environment where all students can thrive academically and personally. Students are expected to uphold the values of the Academy and conduct themselves in a manner that reflects the high standards of the Sixth Form.

This procedure outlines the actions that may be taken where a student's behaviour, attendance, punctuality or conduct falls below expected standards.

Sixth Form Expectations

Students are expected to:

- Attend all lessons, registration periods, assemblies and intervention sessions.
- Maintain attendance of at least 96%.
- Arrive punctually to all lessons and activities.
- Behave respectfully towards staff, students and visitors.
- Follow all Academy policies and procedures.
- Complete all work to the best of their ability and meet deadlines.
- Wear appropriate Sixth Form dress.
- Use social media responsibly and uphold the reputation of the Academy.
- Demonstrate integrity, honesty and respect at all times.

DISCIPLINARY PROCEDURE

Behaviour Concerns

Examples of behaviour that may result in disciplinary action include:

- Poor attendance or persistent lateness.
- Failure to attend lessons, interventions or study sessions.
- Failure to complete work or meet academic expectations.
- Disruptive behaviour.
- Inappropriate language.
- Failure to follow staff instructions.
- Breach of the Sixth Form dress code.
- Misuse of mobile phones or technology.
- Misuse of the Common Room or Sixth Form facilities.
- Inappropriate use of social media.
- Conduct that brings the Academy into disrepute.

Serious Misconduct

The following may be considered serious misconduct and may result in immediate suspension or permanent removal from the Sixth Form following consideration of all available support and alternative strategies:

- Bullying, discrimination or harassment.
- Sexual harassment or sexual violence.
- Physical aggression or fighting.
- Possession, use or supply of drugs, alcohol or prohibited substances.
- Possession of a weapon or dangerous item.
- Theft, vandalism or deliberate damage to property.
- Serious misuse of technology or social media.
- Malicious allegations against staff or students.
- Persistent refusal to follow Academy expectations.
- Behaviour that places the safety or wellbeing of others at risk.
- Criminal behaviour or conduct that brings the Academy into serious disrepute.

DISCIPLINARY PROCEDURE

Stages of Intervention

Stage 1 – Informal Warning

The student may receive:

- A verbal warning;
- A meeting with a member of staff;
- Targets and support to improve.

Parents/carers may be informed where appropriate.

Stage 2 – Formal Monitoring

The student may be placed on:

- Attendance Monitoring;
- Behaviour Report;
- Academic Report; or
- A Sixth Form Contract.

A meeting may be held with parents/carers where appropriate.

Stage 3 – Final Warning

A formal meeting will take place involving:

- The student;
- The Head of Sixth Form; and
- Parents/carers, where appropriate.

The student may be issued with a Final Warning and given clear targets and review dates.

DISCIPLINARY PROCEDURE

Stage 4 – Suspension or Removal from Sixth Form

Where there is:

- Serious misconduct;
- Repeated breaches of expectations; or
- Failure to improve following previous interventions, the Academy may:
- Suspend a student from the Sixth Form;
- Remove a student from leadership positions or enrichment activities; or
- Permanently remove a student from the Sixth Form.

Any decision will be made fairly, reasonably and in accordance with Academy policies and statutory guidance.

Investigation Process

Before any significant sanction is applied, the Academy will:

- Investigate the incident thoroughly;
- Provide the student with an opportunity to explain their actions;
- Consider any mitigating circumstances;
- Consider any safeguarding concerns; and
- Consider whether the student has any additional needs or disabilities.

DISCIPLINARY PROCEDURE

Behaviour Outside of School

The Academy reserves the right to investigate and apply sanctions for behaviour outside of school, including online activity, where such behaviour:

- Brings the Academy into disrepute;
- Affects the safety or wellbeing of students or staff; or
- Impacts upon the orderly running of the Academy.

Appeals

Students and parents/carers may appeal a decision to remove a student from the Sixth Form by writing to the Principal within five school days of receiving the decision. The appeal will be considered by a senior leader who was not involved in the original decision. The outcome of the appeal will be communicated in writing and will be final.

Students will have

the right to be accompanied by a parent/carer at any formal meeting that may result in removal from Sixth Form.

DISCIPLINARY PROCEDURE

Safeguarding

The Academy recognises that behavioural concerns may sometimes be an indicator of unmet need, vulnerability or safeguarding concerns. Where appropriate, support and safeguarding procedures will be considered alongside any disciplinary action.

Monitoring and Review

This procedure will be applied fairly and consistently and reviewed annually in line with:

- DfE Behaviour Guidance;
- Keeping Children Safe in Education (KCSIE);
- The Equality Act 2010; and
- The Academy's Behaviour and Safeguarding Policies.

Statement of Expectations

Students who choose to study at Khalsa Sixth Form are expected to uphold the values and standards of the Academy and act as positive role models within the school community.

ATTENDANCE PROCEDURE

Stage 1 – Attendance Concern (Below 96%)

- Attendance is monitored weekly.
- The student will receive an informal conversation regarding attendance.
- Support and strategies for improvement will be discussed.
- Parents/carers may be informed.

Stage 2 – Formal Attendance Monitoring (Below 93%)

- Meeting with the student and Head of Sixth Form.
- Attendance targets set.
- Student placed on Attendance Monitoring.
- Parents/carers informed.

Stage 3 – Attendance Review (Below 90%)

- Formal attendance meeting with student and parents/carers.
- Attendance Improvement Plan implemented.
- External agencies may be involved where appropriate.

Stage 4 – Serious Attendance Concerns

Where attendance does not improve despite support and intervention, the Academy may consider:

- Removal from enrichment opportunities or leadership roles;
- A formal attendance contract;
- Review of suitability to continue at Khalsa Sixth Form.

Any decision will be made fairly and in accordance with statutory guidance and Academy policies.