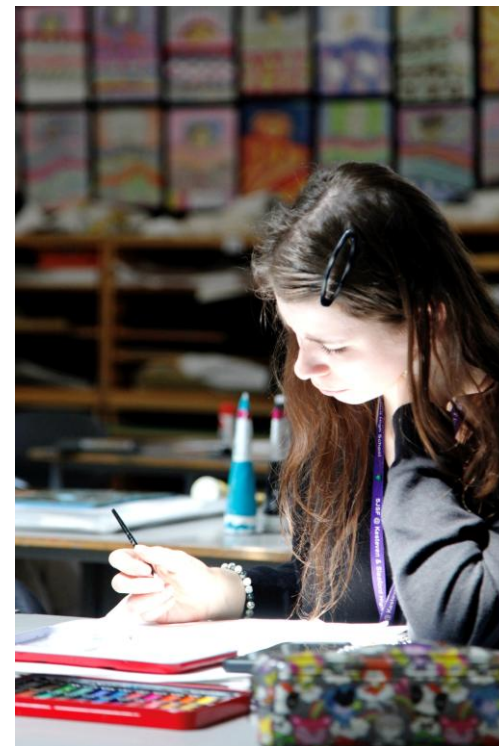




Year 12 Information Evening

September 2025





The Sixth Form Team

Miss Sarah Chant	Head of Sixth Form/Careers Leader	KS5 Office
Mrs Emily Cook	Sixth Form Administrator	KS5 Office
Mrs Amy Ellison	Sixth Form Tutor 12A	
Mr James Cassidy	Sixth Form Tutor 12F	
Miss Astrid Natley	Sixth Form Tutor 12L	
Mrs Sarah Ross	Examinations Officer	School Office
Mrs Amy Kopsidas	Designated Safeguarding Lead	Assistant Head Office
Mrs Kaylie Brown	SENCO	Assistant Head Office
Mrs Michelle Watts	Pastoral Manager	The Hub
Mr Brendan Rooney	Enrichment Lead	PE Office – Carre's



Our Aim

To help each student to achieve their full potential:

- Qualifications which open doors
- A place at their preferred post-18 institution or employer
- Skills for life enabling them to become an active citizen





We will...

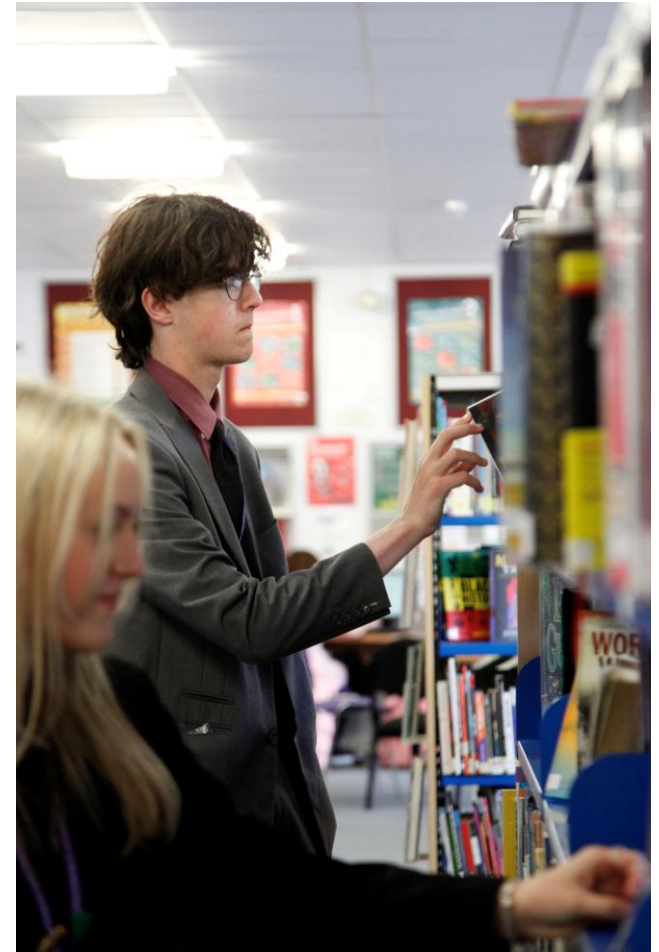
- Track your child's academic progress
- Discuss causes for concern from subject teachers and praise successes
- Discuss strategies for support, if required
- Monitor attendance at all lessons and tutorials
- Provide pastoral support and care, when needed
- Communicate with you about your child's progress and if there are any problems
- Provide guidance about post-18 options
- Provide opportunities for extra-curricular activities





We expect our students to...

- Work hard – to the best of their ability
- Have good attendance and punctuality
- Follow the Sleaford Joint Sixth Form Code of Conduct
- Not to undertake more than 8 hours a week of paid employment
- Talk to us – Tutors, Sixth Form Team, Subject Teachers
- Participate in enrichment activities and the wider life of the school





We would like you to...

- Encourage your child to achieve their best
- Attend parents' evenings
- Communicate with us – Tutors, Sixth Form Team, Subject Teachers
- Let us know about absences in advance or on the day (MCAS, phone or e-mail)
- Let us know any issues at home/out of school that may affect your child in school
- Let us know about any concerns you have about their progress earlier rather than later





Sixth Form Attendance

- Morning registration with tutors starts at 8.45am for all students
- 95% attendance is a government expectation
- Below 90% parents/carers will be informed by letter and we may want to discuss this with you.
- Attendance is expected at:
 - Tutor time
 - All lessons
 - Official timetabled supervised study sessions
 - Core/assembly
 - Extended Project Qualification lessons (if selected)
 - Wednesday afternoon Enrichment sessions



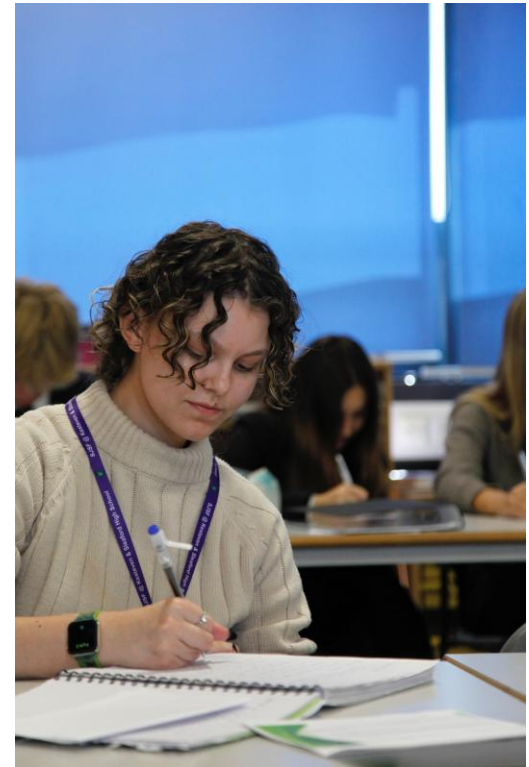
Planned Absences

If a student takes time out of school for a medical/dental appointment, university open day, interview, work experience or sport activity which has not been arranged through the school, the student must collect, complete and return an '**Planned Absence**' form from the Sixth Form office or Reception.

Requirement for students to get a **signature from their teachers (for missing lessons) and a parent/carer.**

Driving lessons – in FREE lessons only.

Strongly advise against term-time holidays – but the **Leave of Absence Request form** should be used (school website) – Headteacher authorises or not.





Unexpected Absences Procedure

- If there is a genuine reason for absence, a parent/carer must message via MCAS or inform KSHS Reception (answerphone) before 8.45am.
- The office will pass this information to Mrs Cook, Sixth Form Administrator. If we have not been given a reason for absence, then Mrs Cook will contact the parent/carer to find the reason for absence.
- Most references for employers/Higher Education require data about attendance and punctuality. It is, therefore, essential for students to maintain an excellent attendance record.
- An attendance and punctuality check will be made weekly and if this gives us cause for concern, a parent/carer will be informed and it is possible that the Sixth Form Discipline Code will be used.



Formal Disciplinary Procedure

Detentions. For minor breaches of school rules. 20 minutes at Break.

For more serious/persistent breaches:

Stage 1. An official **verbal warning** will be issued by a member of the Sixth Form Team. A letter will be sent home to explain that a verbal warning has been issued.

Stage 2. A **written warning** will be issued by the Head of Sixth Form. A copy of the written warning will be sent home.

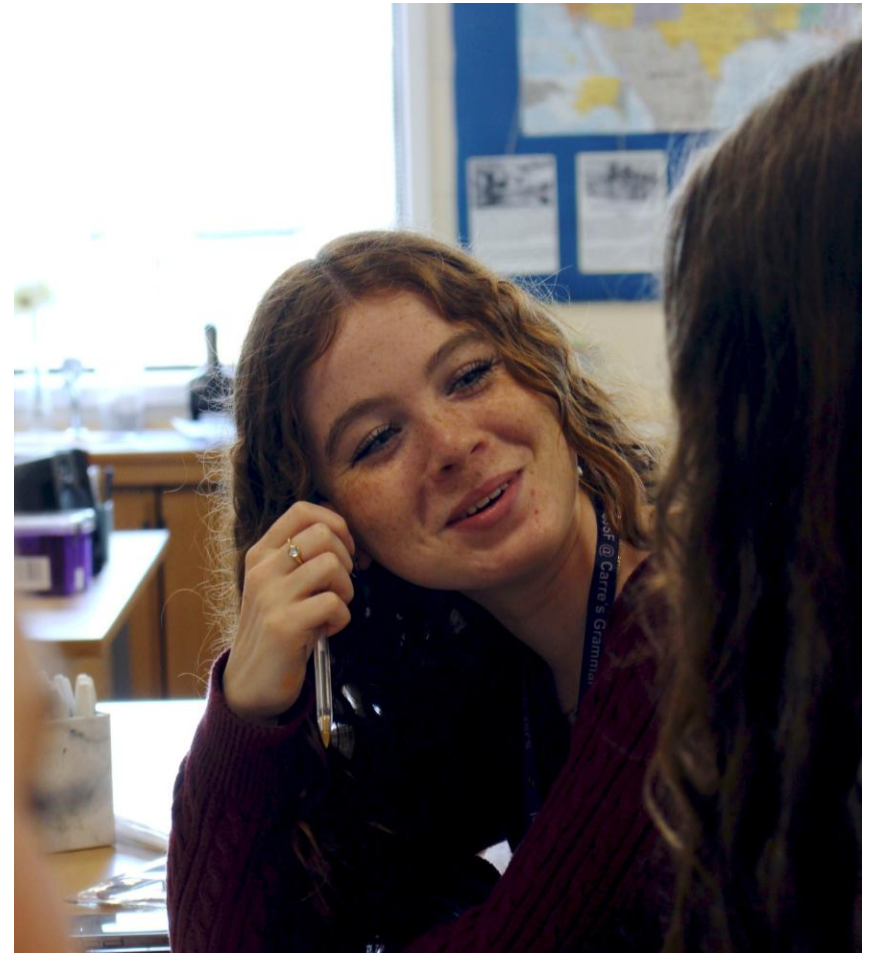
Stage 3. A **written warning** will be issued by the Head of School. A copy of the warning will be sent home.

Stage 4. Headteacher's review. A review of the students' place within the Sixth Form will be conducted. Parents/carers and the student will attend a review meeting.



Rewards

- Intrinsic rewards in sixth form
- Recognition for good attendance and progress – letters home; prize draw.
- Subject awards
- Roles of Responsibility awarded
- Senior Prizegiving event
- Cinema trip





SJSF Dress Code

A choice of:

- Smart, formal suit with shirt and tie
- Smart, formal jacket, skirt/trousers and blouse/top
- Smart, formal jacket and dress

In addition:

- Smart, formal footwear
- In colder weather, a smart jumper or cardigan may be worn *under* the jacket, but not instead of.
- If a coat is worn, it is as well as, not instead of, the jacket.
- The SJSF purple lanyard, provided by the base school, must be worn at all times.



Support and Guidance

The Role of the Tutor

The tutor is the first point of contact for parents/carers and students for any concerns arising through school work or any other issues.

All Year 12 and 13 students meet for registration in the morning with their tutor.

The tutor is the academic and pastoral mentor and will monitor attendance and progress. They will be one of the people students can turn to if they needed advice, including career and Higher Education advice.

Tutors undertake regular academic reviews with their tutees to discuss their progress and offer praise and support as required.

The tutor will be responsible for writing the reference when a student applies for university, employment or apprenticeships.



KSHS Where can you go for help or support

KSHS Listening service

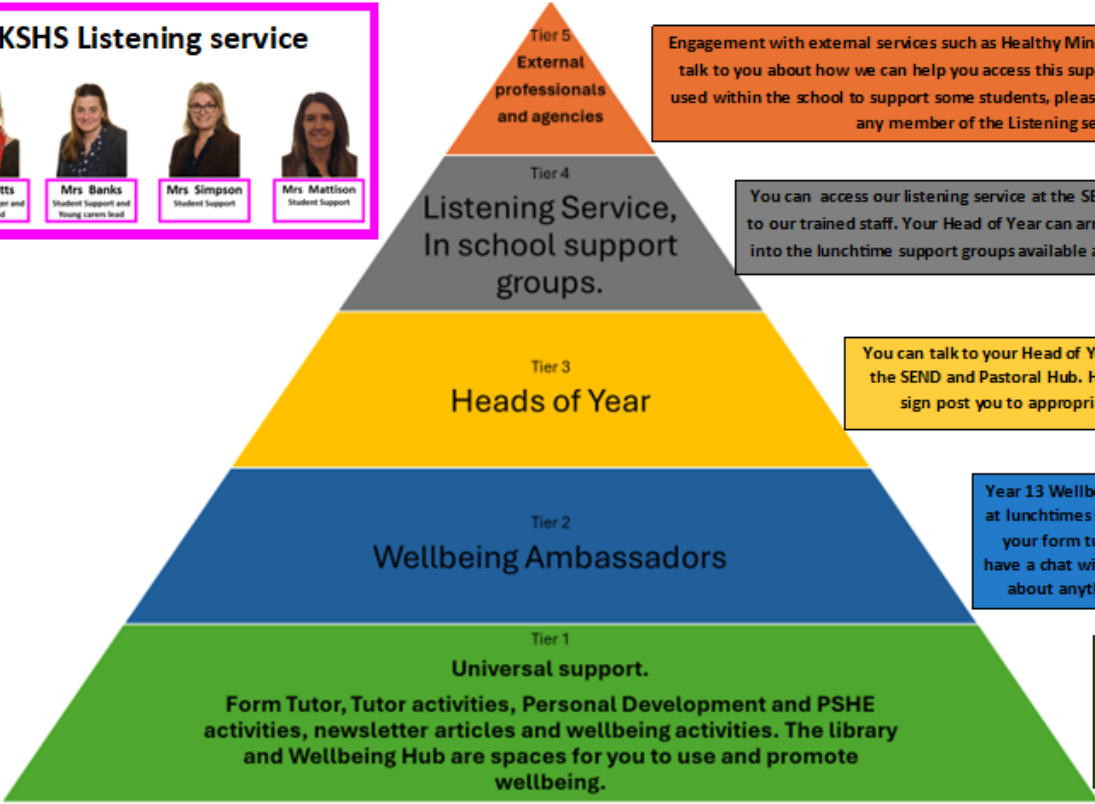


Mrs Wetts
 Pastoral manager and
 Forces lead

Mrs Banks
 Student Support and
 Young carers lead

Mrs Simpson
 Student Support

Mrs Mattison
 Student Support



Engagement with external services such as Healthy Minds, MHST and CAMHS. We can talk to you about how we can help you access this support. CASY counselling is also used within the school to support some students, please talk to your Head of Year, or any member of the Listening service.

You can access our listening service at the SEND and Pastoral Hub and talk to our trained staff. Your Head of Year can arrange this for you. Join or drop into the lunchtime support groups available at the SEND and Pastoral Hub.

You can talk to your Head of Year, Heads of Year can be found in the SEND and Pastoral Hub. Heads of Year may then be able to sign post you to appropriate support in place in school.

Year 13 Wellbeing Ambassadors are on hand at lunchtimes in the Wellbeing Hub (C6). Ask your form tutor about this or pop in and have a chat with the Wellbeing Ambassadors about anything you are worried about.

Many of the themes and activities in assemblies, Core and tutor time are designed to help you consider how to help support your own (and other peoples') wellbeing and mental health. Speak to your form tutor if you are worried.



KSHS Wellbeing Ambassadors



Amna

Mary

Jessie


Lois

Fatima

Gabrielle

Ella

KSHS Peer Mentors



Molly

Mirella

Zainab



Personal Development Curriculum

What?

- Health and Wellbeing
- Relationships
- Living in the Wider World
- Study Skills: VESPA

V: Vision
E: Effort
S: Systems
P: Practice
A: Attitude

When/how?

- Core Sessions
- Assemblies
- Tutor Time
- Careers Events
- Enrichment

Career planning

Healthy relationships and consent

Financial choices

Mental health and wellbeing

Healthy life styles

Employment rights and responsibilities

Media literacy and digital resilience

Managing risk and personal safety



The Independent Learner

- Use supervised study periods wisely: a **minimum** of 15 hours independent work each week outside the taught lessons in class.
- Year 12 have 3 formally registered supervision periods per week
- Students can decide where to work on-site in other non-contact periods
- If students are behind, this will be increased as part of their support plan.

“The simple answer is that studying, studying and studying some more is the key to success. You will find that without doing so you will be rather disappointed in your results. In my case it was only by being truly shell-shocked by my Year 12 results that I have got out of the mindset of coasting along”.

“In the Sixth Form it is essential that you move away from the idea that ‘homework’, set by the teacher is the only work to be done out of lessons.”



Tracking Grades, Reports, Parent Evenings

Tracking grade information will include:

- Target Grade – based on overall GCSE results
- Effort Grades
- Concern Codes

Dates of issue of Tracking Grades and Reports:

- Tracking 1: early November
- Tracking 2: end of Term 2
- **Parent Evening: Wednesday 14th January**
- Tracking 3: March
- Tracking 4 (and examination results): end of May
- Year 12 Report: June

Dates of Formal Assessments & Internal Exams:

- w/c 20 April (Internal Exams)
- w/c 22 June (Internal Exams)



Continuation of a Subject into Year 13

- Year 1 content internally examined at the end of Year 12; students must pass to progress to Year 13.
- Support plans if required after April exams.
- Students will, wherever possible, continue all subjects/courses through to Year 13.
- Vital that students have selected appropriate subjects for their ability, future career requirements and enjoyment.
- Hard work is essential; building a firm foundation for Year 13.
- Formal Assessments and examinations in Year 12 are part of the formal tracking system.
- BTEC and CTEC courses – students must complete all the required Year 12 units to be able to progress to Year 13 on these courses.



Planning for the Future – Advice from Sixth Form Students

- *“Have a good idea early in Year 12 about what you want to do after Sixth Form. Plan and research. It helps to keep you motivated and you have something real to work towards.”*
- *“Use the Unifrog online careers destination platform throughout Year 12. It is the place where students can compare every university course, apprenticeship and FE course in the UK. It also has very helpful information about writing personal statements and CVs.”*
- *“Don’t turn down any opportunity to take part in extra-curricular events, because you will regret it when the time comes to write your personal statement.”*



Year 12 Career Planning

- Exploring post-18 possibilities is the main feature of Friday Core sessions and our tutor programme.
 - Unifrog Online Careers Platform.
 - UCAS website.
 - Apprenticeships: <https://www.gov.uk/apply-apprenticeship>
 - Careers meetings (external agency)
 - Guest speakers
 - Open Days (SJSF trip to university or apprenticeship event - Term 6)
 - SJSF Careers and Apprenticeship Fairs (March – TBC)
 - Oxbridge Conferences
 - University, Apprenticeships & the Future Evening (June)

“Know where you want to go; be flexible with how you get there”



Quizzes

Skills profile >
 ✓ Quiz last taken 31 Oct 24

Quiz profile >
 ✓ 4 of 4 quizzes complete

Exploring

Careers library >
 ✓ Careers favoured

Subjects library >
 ✗ Subjects favoured

Know-how library >
 ✓ Guides favoured

Courses >
 ✗ No courses added

MOOCs >
 You have 1 shortlist

Read, Watch, Listen >
 ✗ Profiles favoured

Special opportunities >
 0 shortlists

Recording

Activities >
 ✗ Recorded at least 10

Skills >
 ✗ Completed all 12

Interactions >
 ✗ Missing 5 Interaction types

Academics >
 ✗ 1 Classes, 1 Predict missing

Placements >
 ✗ No placements added

Materials

UK personal statement >
 ✗ Subject added

Subject References >
 ✗ Overall Ref not finished / 1 Sub Ref, 1 not finished

CV / Resumé >
 ✓ Tweak your CV for each role

Notes for Reference writers >
 ✗ 2 notes missing

Searching

UK universities >
 2 shortlists

European universities >
 0 shortlists

Oxbridge >
 0 shortlists

Apprenticeships >
 0 shortlists

College / Sixth Form >
 1 shortlist

Irish universities >
 0 shortlists

Connecting

Unifrog events >
 Interact directly with experts

Talent pool >
 ✗ Not joined

Applications

Post 18 Intentions >
 ✗ Plan A and Plan B complete



Post-18 Planning

During Year 12, all students are expected to:

- Explore potential post-18 routes (university, apprenticeships, degree-level apprenticeships, employment, gap years, studying abroad)
- Be curious – ask questions, research opportunities
- Participate in all morning registration activities and attend all Core sessions.

UCAS applications start June 2026; January 2027 deadline

Apprenticeships are often later (January to June 2027) but not always!

Predicted grades will be based on performance in Year 12 and the October tracking grades in Year 13.



Core Programme

Students are expected to attend a bi-weekly Core session.

Sessions include:

- How to get the most out of sixth form
- Careers and Work Experience
- Employability skills workshop
- Why think about Higher Education?
- Apprenticeships
- Support for Early applicants: Medics, Dentists, Vets, Oxbridge
- VESPA study skills
- Choosing the right HE course and studying abroad
- Blood, stem cell and organ donation
- Breast Cancer Awareness
- Driver Safety
- Writing your personal statement



Enrichment

- Opportunities for students to broaden their Sixth Form experience beyond their subjects.
 - Helps with personal development (transferrable skills) and impresses universities and employers – makes students stand out!
-
- Extended Project Qualification
 - MOOCs
 - Work Experience/Volunteering
 - Cooking & Living on a Budget
 - Book Club
- Sport – football, rugby, netball, indoor sport, fitness suite, fitness classes, racket sports
 - Duke of Edinburgh Award
 - Roles of Responsibility e.g. House Captain, Form Prefect, School Council





Extended Project

- Students can choose to take Extended Project/EPQ.
- Lessons: 1-hour per fortnight of formal lessons.
- Out of lessons: expectation of an additional 2 hours of private study.

Past questions:

- Dissertations:
 - What is the Inverse Care Law and how is it influenced?
 - To what extent does the football industry operate as a business?
 - The impact of Post-Polio Syndrome: is a generation being failed by a lack of research?
 - Were serial killers from the 1950s onwards predisposed to kill?
 - Is the NHS nursing shortage in England due to inadequate pay?
 - What are the causes, effects and current solutions to plastic pollution in the North Pacific ocean?
 - Does China need feminism?
- Artefacts: A play; a graphic design poster; novel; work of art; robot.



16-19 Bursary

- A discretionary fund to support eligible young people with the costs of transport, books, educational visits or other course materials or equipment essential to successfully completing their programme of study.
- Information and application form – on sixth form area of KSHS website or students can collect from the Sixth Form Office.
- Deadline: 12 September 2025



	Vulnerable Bursary	Discretionary Bursary
The types of references available:	A Vulnerable Bursary of up to £1,200 a year for young people in one of the defined vulnerable groups.	A Discretionary Bursary is awarded by school to support payment of individual educational needs. For example, school meals, educational visits, essential books, equipment or specialist clothing.
What is required to qualify for the Bursary?	To receive a Vulnerable Bursary, you, the student , must meet one of the following criteria: <ul style="list-style-type: none">• if you are in care or have recently left local authority care; or• receiving Income Support (IS) or Universal Credit (UC) because you are financially supporting yourself and someone who is dependent on you and living with you such as a child or partner; or• receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in your own right as well as Employment and Support Allowance (ESA) or Universal Credit in your own right.	To receive a Discretionary Bursary, you, the student , need to meet one of the following criteria: <ul style="list-style-type: none">• if you are entitled to a free school meal or you have a sibling who has a free school meal; or• have a parent or carer in receipt of any of the following benefits: income support; tax credits; universal credits; or • if your household income, i.e., your parents/carers earnings are less than £31,500 a year



	Vulnerable Bursary	Discretionary Bursary
How is the Bursary paid?	<p>The Vulnerable Bursary will be paid into your (the student's) bank account. The Trust cannot pay your Bursary in cash or into someone else's bank account unless they look after your finances with/for you. If you do not already have your own bank account, you should explore opening one for your bursary to be paid into if your application is successful. We cannot make payments directly into Post Office accounts.</p> <p>Your bursary will be paid each week by the Local Authority during term time providing that you are still attending school and that we do not have any concerns about your behaviour or attendance whilst in school.</p>	<p>The Discretionary Bursary can be used to pay for various things to support education and is often used to pay for things on your behalf; for example, on a letter informing you of an educational visit, it will state that if your son/daughter is in receipt of a Bursary, the cost of the trip will be paid for using the Bursary. In line with the DfE guidance, the Trust will make bursary payments in-kind rather than cash e.g., vouchers, books or equipment. If you need specific kit or equipment, please add this to your application form, so that it can be considered.</p>



Work Experience

20-22 July 2026

- At the end of the Summer Term, all Year 12 students in the SJSF are expected to complete work experience.
- Students should start planning this as early as possible.

What should students be doing:

- Write to employers of interest to request a placement (following up with a call if necessary).
- Once confirmed, complete the 'Placements tool' on Unifrog.
- This generated e-mails to parents and the employer.





Thank you for listening.