

**ALTRINCHAM**  
**GRAMMAR SCHOOL FOR BOYS**



**AN A-Z GUIDE TO THE**  
**SIXTH FORM**  
**2024-2025**

## **WELCOME TO THE SIXTH FORM**

### **AT ALTRINCHAM GRAMMAR SCHOOL FOR BOYS**

You have chosen this School as the place in which to study your A Level subjects. In addition, you will follow an enrichment programme and you will also give some of your time to Voluntary Service and to extra-curricular activities.

You should see the Sixth Form as your gateway to the future. If you succeed you will be able to take up your Post 18 choices of a university or college place, or whatever career step you are aiming for.

We want to help you to succeed and will work in partnership with you.

#### **What we will provide for you:**

- Appropriate teaching and marking of assignments.
- Careful monitoring of your progress and reporting back to you and your parents.
- Academic and Pastoral support for individual students.
- Facilities and resources for study. The Sixth Form Centre has private study areas including N1 and the large conservatory both of which have computer facilities. The old and the new Library are also available for private study.
- Considered and comprehensive careers advice both in terms of UCAS applications and many other Post-18 options.
- A willingness to talk to you and your parents whenever necessary.
- A concern for your welfare and achievement. No student should ever feel that there is no-one to turn to.

#### **What we expect of you in return:**

- You are role models for junior boys and, as such, we expect you to conduct yourselves in a mature and co-operative manner.
- In addition to the assignments which are handed in for marking, you must be prepared to work independently and read around your subject to widen and consolidate your knowledge.
- For your 3 or 4 A level subjects you will have timetabled lessons every week. Some work can be done during Private Study periods in school, but 2-3 hours at home each evening will be essential. Use your initiative and plan your work sensibly. You will complete an EPQ or MOOC.
- It goes without saying that full attendance and punctuality are essential and that all assignments must be completed and handed in on time.
- If you are having problems, ask your teachers for help. You must be proactive at this stage of your education.
- We recognise that many Sixth Formers have part-time jobs. Your employment should take up no more than 9 hours per week and preferably not during the week.
- Your academic studies are only part of your Sixth Form career. You need to get involved in the kind of extra-curricular activities which enhance your identity and which allow junior boys to interact with you.

# SIXTH FORM STAFF

These are the members of staff responsible for your progress through the Sixth Form.

Mr T. Murray Assistant Head Teacher (Head of Sixth Form)

Dr Z Hepden Head of Year 12  
Mr C Kidd Head of Year 13  
Dr J. Marsden Higher Education Officer  
Mr S Smith Head of ACE and Enrichment  
Ms J Hutchinson UCAS Co-ordinator  
Mrs G Williamson Sixth Form Officer

For support and administration and your first point of any contact for any query is the Sixth Form Office 01619280858 option 3.

## SIXTH FORM TUTORS – 2024/2025

Year 13:

Form	Form Tutor
13BK	Mr Baker
13BN	Mrs Brennan
13CU	Mr Cummins
13DV	Mr Davies
13GH	Mr Gooch
13MD	Dr Marsden
13MG	Mrs Maguire
13RD	Mr Reeder
13SQ	Dr Squire

Year 12:

Form	Form Tutor
12CN	Mrs R Chapman
12CT	Mrs Crowther
12EL	Mr Ellis
12EY	Dr Eyers
12NW	Mrs Newton
12PT	Miss Potter
12SM	Mr D Smith
12WK	Mrs Wallwork
12WY	Ms Welsby

## The Altrincham Grammar School for Boys: A - Z Guide to the Sixth Form

This guide provides information about:

- the variety of activities in which Sixth Formers can get involved;
- important events which take place throughout years 12 and 13;
- procedures to be followed by Sixth Formers in certain circumstances;
- some of the key school rules which still apply to Sixth Formers.

You should read it thoroughly and then keep it as a reference for the next two years.

### A LEVEL SUBJECTS

In Year 12 you study three, or in some cases four, subjects. All require a great deal of study in your own time. Internal examinations and assessments will be a key piece of evidence on your UCAS forms and will inform your predictions at A level.

You will take A level exams in June of Year 13. A reduction to less than three subjects is not possible.

### ABSENCE

If you are ill your parents should report this using the **ARBOR** app or if this is unavailable please ring the sixth form office before 10am

If you know you are going to be away for a **planned non-academic event** (including a holiday) report this from the absence request form of the website which will then be passed to the Head Master;

If it's for an Academic Event/Aspirations Event/University visit **report this on ARBOR**.

If it's for medical appointment, parents should report **this on ARBOR**. If it is a medical issue that you do not wish to share with your parents, you may instead speak with your Head of Year or Mr Murray to arrange an absence.

If you are absent from School and we haven't heard from you we are likely to contact your parents from ARBOR by email. Your attendance mark will be set to an unauthorised absence until a reason is provided. We may contact your parents by phone if we think it is appropriate.

If you arrive after registration, even if you have a planned absence, **YOU MUST TAP IN** at main reception.

### Applications for absence from School

We hope that you will always aim to plan activities to take place outside term time or after school hours. When this is not possible, written permission requesting your absence should be sought from the School. If the School accepts the application for absence, it will be recorded as Authorised. If the School does not give permission or the application is made without reasonable notice, but the student is absent, it will be recorded as Unauthorised. Below are some examples which will require a written application for permission if they take place in school time:

Nature of Absence		Min notice
Family Event	Web site request	1 Month
Educational Activity not organised by the School	Web site request	1 Month
University Open Day (2 per academic year) see below	ARBOR	1 week
<b>Practical</b> Driving Test ( the Theory test must take place outside of school hours)	ARBOR	As soon as you know the date

## **ALCOHOL**

The same School Rules apply to Sixth Formers as to the rest of the School. Pupils are forbidden to possess or consume alcohol when they can be associated with the School i.e. in any of the following circumstances: on the journey to and from School; on any School visit, including residential visits; at any time whilst in School uniform; during the School day; on the School premises. Punishment for those infringing these rules will be imposed at the discretion of the Head Master.

## **APTITUDE TESTS**

It is the responsibility of the student to apply for tests that are required for their Post-18 plans and that are required for university entrance.

## **ASPIRATIONS**

As part of Aspirations we gather information from students throughout their time in the Sixth Form concerning their post 18 interests and plans. We encourage students to investigate options and we support them in doing this.

All Sixth Form Students have both a UCAS HUB and a UNIFROG account which have resource libraries and links to UK and international opportunities which link to institutions, courses, webinars, placements, apprenticeships and much more.

Aspirations does include UCAS but this is just a part of the full scope of what we can support.

## **ATTENDANCE**

You are required to attend all registration sessions as well as all lessons and private study periods. Punctuality is also extremely important.

By prior agreement with the Head of Sixth Form, and signed permission from a parent, Year 12 and 13 students may take study leave for the afternoon session of a school day, if they have no timetabled lessons on period 4 and period 5. Many students may however prefer to stay in school and study. All students are required to attend every morning session.

In Year 12 and 13, If you are "free" for lesson 5 you may leave the School at 2.20 p.m. if you wish, but you must Tap out using one of the three machines in the school.

## **BEHAVIOUR AND RULES**

You are now part of the most senior group in the School and so you are allowed a greater degree of freedom than you have had before. However, you are expected to act in a mature manner and set a good example to the younger boys in the School at all times. Sanctions will be imposed for inappropriate behaviour and, of course, it is likely to be referred to in School references.

## **BRING YOUR OWN DEVICE**

This policy was issued to all students at enrolment. Please take your device to the IT Technician team to add permission to the use the network.

## **CAREERS ADVICE**

The School's Careers Adviser is **Mr Andrew Gallamore**. Sixth Formers can make a formal appointment to see Mr Gallamore or, alternatively, he will run an informal drop in session during the school week.

## **CHESS CLUB**

The Chess Club is open every lunchtime. Joining the Chess Club is free of charge for Sixth Formers! You can encourage the younger players and also help with running the Chess Club. There is a Senior Team playing in the Manchester League.

## **COMMON ROOM**

Year 13 students may use the Common Room at any time of the day when they don't have lessons. Year 12 students may use the Common Room before school, at break, at lunchtime or during Period 5 if they are free. However, they must not use it during designated Private Study periods. See the Code of Conduct for more details. Students are expected to keep the Room tidy. There is a rota for cleaning duty. All Sixth Form Students must pay a Bond if they wish to use the Common Room.

## **Lion's Award – AGSB Volunteers**

Some of your free time can be spent helping in the community in some way. In previous years boys have helped in primary schools, retirement homes, the local school for the handicapped or with a service of their own choice. Once you have a community service placement you are expected to attend regularly. If there is a good reason why you cannot attend (illness, interview etc) **then you should inform your contact at the placement as soon as possible. The Sixth Form Office** will help you plan and log your community service. All placements must be entered and authorised using UNIFROG.

## **CV**

Students should consider creating a CV. This is useful preparation for opportunities that arise at this point in their lives. Often, part time jobs, Work Shadowing, Internships, Courses and Experience Days, Year in Industry etc require a CV or, at minimum, for the student to list qualifications, employment, volunteering and skills. This is also good preparation should a student then create a UCAS application, Gap year or career application. **See The Sixth Form Office** who can help or direct you to Aspirations/careers advice publications.

## **DEBATING SOCIETY**

Run by a committee of Sixth Formers, the Debating Society meets one or two lunchtimes every week to debate contentious issues. In recent years the Society has entered the Bar Council Mock Trial Competition, the European Youth Parliament and various other public speaking events.

## **DRIVING**

Many Sixth Formers take driving lessons and pass their driving test whilst still at School. Some then wish to bring a car to School, either regularly or occasionally. The School is content to allow this to happen providing the conditions below are adhered to.

- There will be no parking on site.
- Sixth Formers must drive at all times with due care and attention, particularly on Marlborough Road where there is often traffic congestion and a potential hazard to pupils arriving in the morning and departing in the late afternoon.
- A Sixth Former should only carry other students in his car if he has the permission of his parents so to do and, of course, if he is adequately insured. He must be mindful of the great responsibility that carrying passengers places upon him.
- **A Sixth Former should use his car at the beginning and end of the day to travel to and from School. He should only take his car out at lunchtime for emergencies and having first sought permission from the Head of Sixth Form.**

## Driving Tests

If possible the practical Driving Test should be taken outside of School time. However, as this often can only be taken during “office hours”, the practical test may be taken during School time, but permission must be sought in advance from the Head of Sixth Form and Form and Subject Tutors must also be informed.

**N.B. Driving lessons and the Driving Theory Test MUST NOT be taken in School time.**

## DRUGS

The same School rules apply to Sixth Formers as to the rest of the School.

Any instances of possession, use or supply of illegal drugs or being under the influence of drugs are regarded with the utmost seriousness and are strictly forbidden i.e. in any of the following circumstances: on the journey to and from School; on any School visit, including residential visits; at any time whilst in School uniform; during the School day; on the School premises. Punishment for those infringing these rules will be imposed at the discretion of the Head Master.

## DUKE OF EDINBURGH AWARD SCHEME

Every year students are involved in working towards the Award and work closely with local organisations. Permission to take time off for expeditions should be sought from the Head Master.

## ENRICHMENT - Advanced Curriculum Enrichment

Advanced Curriculum Enrichment (ACE) lessons. In this programme of study we have devised a carousel of lessons and activities, which will run over the two years of the Sixth Form course at AGSB. The objective of ACE is enrichment – making our students more rounded, more independent and more aware of the world we all inhabit. The lessons are going to be ACE as we have utilised the wide ranging skills, experience and interests of our staff to ensure a varied programme of topics such as:

- Money and Finance for University
- Cooking for yourself
- Yoga & Meditation
- And much more!

The course will be engaging, thought provoking and at times challenging.

## ENTRANCE EXAMINATION

Early in the Autumn Term the School holds its annual entrance exam for prospective Year 7 entrants. Year 12 students act as guides and assistants and therefore are expected to keep this particular day free. This year’s entrance exam takes place on **Monday, 16<sup>th</sup> September**. Mrs Short will give you your instructions.

## EXTENDED PROJECT (EPQ)

Toward the end of Year 12 and into Year 13, a group of students will have the opportunity to study for the AQA Extended Project Qualification. An essay or artefact is the final product. Students have a supervisor and also maintain a project log. The Qualification is part of the UCAS Tariff and awards a grade and UCAS points. Students should be aware that:

- 40% of the marks are for illustrating planning, making decisions and reflecting on your weaknesses
- You must make a note of your challenges, decisions, reasoning, successes so that you can include them in your project log
- The essay or artefact is the final hurdle; the planning and research are key.

## EXAMINATIONS

**April 2025:** Year 12 take Internal exams in April. The dates for these exams are on the “Key Dates for Sixth Form” card. They form the basis for UCAS predictions.

**January 2026:** Year 13 take internal exams. See the Key Dates for Sixth Form Card.

**May/June 2026 :** A level examinations.

## EXTRA-CURRICULAR ACTIVITIES

In the Sixth Form, it is important to make the most of all the opportunities open to you. The range is extensive and the staff responsible will speak to you in September.

In the meantime, here is some food for thought!

- Chess Club
- Lions Award - AGSB Volunteers
- Debating Society
- Drama
- Football
- Hockey
- Languages
- Med Soc
- Model United Nations
- Music (including Choirs, Orchestras and swing Band)
- Philosophy Society
- Rugby
- Work Experience
- AND MUCH MORE .....

## HIGHER EDUCATION

Preparation for UCAS applications will begin in late January 2025 with a Higher Education evening for all Year 12 students and their parents. All students are expected to attend. The evening will run from 7pm to approximately 8.45pm and will include a presentation by a University Admissions Tutor. This will be followed up by a visit to the Higher Education Convention in Manchester, which usually take place in early March. Several ACE sessions will be devoted to further preparation for UCAS applications.

Applications through UCAS can be made from the start of the Autumn Term of Year 13. You will be able to apply for up to five courses. We will give details nearer the time. Applications are made on-line using the UCAS Website, [www.ucas.com](http://www.ucas.com). However, prior to completing their application, students will create a UCAS HUB account and can look at this Website to find valuable information about courses and institutions.

Oxbridge applications must be submitted to UCAS and the university by 15<sup>th</sup> October of Year 13. We will advise students of the procedures and internal deadlines involved. Likely candidates will previously have been invited to attend the annual Oxbridge Conference at Haydock in the previous March. The School will also hold an Oxbridge information evening during late spring.

Many universities organise H.E. Conferences for Year 12 students covering a wide range of courses. e.g. Law, Medicine, Forensic Science, Physiotherapy, Chemistry etc.



## HOMEWORK

There is no set time for this; you are on “flexi-time”. You work until you have understood the area being studied, and have completed assignments, but a good guide would be 2-3 hours per night. Boys who gain high grades at A level will have worked consistently and conscientiously. Those who don’t might scrape into Higher Education but often not onto the course of their choice.

## ILLNESS AT SCHOOL

If you are ill at School and need to go home you **MUST**

- Go Main Reception. A member of staff will assess you and contact your parent.
- It is essential that you follow this procedure. **Failure to do so will mean absence is unauthorised and you will be expected to make up the time.**
- Tap out when you are collected by your parent.

## INFORMATION TECHNOLOGY

The ability to use a computer to organise and analyse data is essential in the modern world. When you leave Altrincham Boys’ Grammar School, whether for university or employment, you will be required to use I.T. in some guise. For this reason Sixth Form students are encouraged to make use of the School Network and the Internet for research and to make use of I.T., either at home or at School, for word-processing, databases, spreadsheets, graph plotting etc. If you are new to the School, you need to be registered on the School’s Computer Network. You must adhere to the School rules for safe use of computers – infringements will result in access rights to the School network and files being removed. This was issued in your enrolment pack.

## INTERVIEWING SKILLS

In Year 13 arrangements can be made for “mock” interviews to help students with applications for Higher Education or employment. See **The Sixth Form Office** for details.

## LATENESS

You must be present for registration – 8.40 in the morning. See the Punctuality Section for the procedures the School adopts to deal with punctuality issues.

If you are late, on arrival in School **you MUST tap In which is at Reception and must also give a reason.** The Sixth Form Office does a 10am check of attendance, and if you are not registered and have not tapped in and your parents have not reported an illness, your parents may be contacted by email to check that you are safe.

## LEARNER AGREEMENT

When you enrol in the Sixth Form, you must sign the Sixth Form Learner Agreement. The main aim is to indicate to students and their parents what the School hopes to provide for its students, together with what is expected in return, and it is designed to reflect the idea that the Sixth Form should involve a partnership between both parties. The Agreement also has the added purpose of providing the criteria which the School uses to determine whether 16-19 BURSARY FUND and other support payments should be authorised.

## LEARNER SUPPORT - 16-19 BURSARY FUND

Applications for financial support should be made to Ms Cathcart, Assistant Headteacher - Inclusion. The School has set criteria for support and details of this are also available from the Head Master. Any agreed payment is also dependent on the student having a satisfactory attendance and punctuality record and also having no significant work or behavioural issues. Breaking the terms of the Learner Agreement or an exclusion for any reason will also result in non-payment. **A fresh application must be made for each academic year.**

You may also be eligible for ACCESS programmes from the start of Y12 for applications to Universities (for example the University of Manchester MAPP), other Post-18 Support and opportunities including Summer Schools (for example Sutton Trust). We can provide some advice but opportunities change frequently, so it is the Student's responsibility to research such opportunities.

## LEAVING THE PREMISES

Unless you have prior permission, the earliest you can leave the school site in 12:20pm. You must **not go off site** during the School day except at lunchtime or if you are free Period 5 or if you have an authorised study afternoon. Failure to adhere to this requirement will lead to loss of Sixth Form privileges.

## LESSON MONITOR

Teachers will take a register for every lesson. This is used to monitor attendance and for safeguarding purposes. Students that are identified as missing a lesson should expect to make up the time at the end of school. Persistent absences would also result in a meeting with parents.

## LIBRARY

The Library welcomes you as 6th Formers to utilise the full range of services that we have to offer. Using the Library and its resources regularly will enrich your studies significantly and will reflect well in your work. We have links with Manchester University, John Rylands Library and have forms available in the library for you to join the University Library and you may then use it for reference purposes.

## LUNCH TIME ARRANGEMENTS

The Servery in the Sixth Form Centre serves food. This is a **contactless card/cash** system. Students are not generally required to stay on the premises at lunchtime. However, if they go out of School (not in cars), they should at all times act in a mature and responsible manner **and ensure that they return to school in time for statutory afternoon registration which is taken at 1.20 pm in your P4 lesson. Any abuse of this privilege will result in it being withdrawn.**

## MOBILE PHONES

If a Sixth Former chooses to bring a mobile phone or other devices and valuables then the School cannot be held responsible in any way if they are lost or stolen. If a student is found using a mobile phone on the School premises, **other than in the Sixth Form building**, then it is likely to be held by staff until retrieved by a parent or until the receipt of a letter from parents requesting its return.

## MUSIC

For application forms or details of activities please see **Mr Monument, Head of Music**. If students require lessons they must see Mr Monument as soon as possible at the start of the Autumn term.

## OPEN DAYS

Many universities hold open days in the summer term. Year 12 students are encouraged to go to these but should **go to no more than two in any academic year**. Most universities run open days on Saturday and students should attend these if at all possible to avoid disruption to their studies. If there are special reasons why a student needs to go on more than two they should discuss them with the Head of Sixth Form.

if they wish to attend an open day Parents can request this on ARBOR or the Student can request this on an email to **Ms Williamson** , **one week beforehand**. The School is reluctant to allow students to take School time off to visit universities which also provide Open Days at weekends or during the holidays. A link to details of open days is on UNIFROG and the UCAS Hub.

## PARENTS' EVENINGS

The Year 12 Parents' Evening will take place in March. The Year 13 Parents' Evening takes place in December.

## PART TIME WORK

The School recognises that many Sixth Formers engage in some form of part time employment particularly with a view to building up funds for University. However students **must** ensure that a sensible balance is reached between part time work and academic study. Ideally a student should be involved in **no more** than 9 hours a week part time work and preferably not during the week. Anything more is likely to affect their chances of success at A level. We would certainly expect a reduction in part-time work as public exams approach. **Part-time work cannot be used as an excuse to avoid after school detentions.**

## PERSONAL STATEMENT

Several ACE sessions are devoted to preparing a Post 18 application including the UCAS application and in particular your Personal Statement.. This is an important part of your UCAS application. You will be required to produce the first draft in June of Year 12 so that your Form Tutor can check it and advise you. We also cover CV's and other applications.

## PREFECTS

Sixth form students have the opportunity of helping with those tasks in the School which require a high level of responsibility. As prefects they assist the senior staff in the running of the School during break and lunchtime or they may be given more specific responsibilities in the I.C.T. rooms, the Library, the Dining Hall etc. Some become Form Prefects for Year 7.

## PRIVATE STUDY

Year 12

- Year 12 must go to supervised Private Study when they are free. They will be timetabled to a specific room and the teacher in charge will take a register.
- The only exception is period 5 when students may go home if they have no School commitments.
- Students are expected to work in silence.
- Students must seek the permission of the supervising teacher if they wish to go to Art, Technology or the Library.
- Students can Bring Their Own Devices or use any available computers during Private Study but this is at the discretion of the supervising teacher and must only be for schoolwork. The

playing of games on the computers will lead to students being locked out of the School Network.

- It is acceptable to read a **quality** newspaper during Private Study.
- No food or drink is allowed in any of the study rooms or libraries.
- The rules also apply at break and lunchtime as some students may wish to study then.

Year 13

- Year 13 will attend 4 sessions of supervised private study per fortnight.
- The south conservatories and the library are designated quiet study areas for Year 13. There will be no music or chatting.
- N1 is a collaborative study for open discussion and team work
- No food or drink is allowed in the conservatories or the library.
- The rules also apply at break and lunchtime as some students may wish to study then.

## **PUNCTUALITY**

Sixth Formers should be punctual for registrations and all lessons. If students are persistently late for no good reason a sanction will be imposed. Sixth Formers should recognise that, if they were in paid employment, persistent lateness would probably lead to dismissal.

There is daily monitoring of attendance and punctuality and mid morning emails are sent to parents if a student is not accounted. **We strongly advise Parents to reply to such emails or call the school form office.**

A weekly report is produced for marks: Late =codes L and U; No reason yet provided for absence = code N; Unauthorized absence =code O. Any student who is frequently late or has unresolved O and N marks will attend a detention.

## **REPORTS**

Sixth form students receive one full report per year. Parents will be invited to comment on the student's progress. Shorter reports may be issued at the end of each half-term at the discretion of the Head of Sixth Form or Head of Year. At other times students will be asked to complete review sheets, identifying tasks for improvement.

## **SCHOOL SENATE**

The School Senate meets regularly to discuss concerns and issues pertinent to Years 12 and 13. Each form will elect one representative early in the Autumn Term. The Senate reports back to the Head of Sixth Form.

## **SMOKING and VAPING**

The same School Rules apply to Sixth Formers as to the rest of the School. Pupils are strictly forbidden to smoke or Vape when they can be associated with the School i.e. on the journey to or from School; on any School visit, including residential visits; at any time whilst in School uniform; during the School Day. Punishment for those infringing the rules will be imposed at the discretion of the Head Master.

## **SOCIETIES**

What are your interests? If you would like to start a new club or society, staff will support and help you. Year 12 students also traditionally volunteer to help set up and run Lower School Clubs. Please see **the Head of Sixth Form** for further details.

## **SPONSORSHIP**

Some businesses/companies sponsor students. This often includes financial help as well as work experience during holidays. We strongly recommend that students research options with companies and universities as this information changes frequently.

## **SPORTS**

**Facilities on site are being upgraded as part of our "SPORT FOR ALL" campaign.**

School Teams include:

1st XI	-	Cricket
1st XI	-	Hockey
1st XI, 2nd XI	-	Football
1st XV, 2nd XV	-	Rugby

Sixth formers have one period of Games per week on Wednesday period 5. They will be expected to select one activity to participate in. Students who are in the Senior Sports Squads will use this period as an extra training session and should always be involved in their representative sport.

Registers will be taken at each session of each activity. Any students failing to register or bring appropriate sportswear will be required to make up the missing time after school.

**Sixth formers may only be excused from participating by the Head of PE on the production of a relevant note from parents.**

## **STUDENT FINANCE**

Please refer to the links on the Sixth Form section of The Engine for up to date information on Higher Education Student Finance (:<http://www.direct.gov.uk>).

## **STUDY LEAVE**

When examinations are taking place in the summer term and a formal period of study leave has been granted, Sixth Formers are normally expected in School only when they have an examination, unless they are behind with work. If Students have exams after the Year group return from Study leave, they will be allowed limited study leave which is usually a day's study leave immediately before each module they have been entered for. Students who are off School for longer than this on the grounds of illness will normally be expected to produce a doctor's note. Students who choose to take unauthorised study leave for exams are likely to have to meet the cost of exam entries themselves.

## **TAP IN and OUT**

All Sixth Formers will be provided with a lanyard and ID card. This must be worn at all times when on the school premises. It should also be used to ensure that there is a record of their presence on the school grounds.

Students do not need to tap in if they are registered during form time. However, should a student miss an registration they will need to tap in.

Students must tap out and tap in at all other times of the day if they need to leave the premises, e.g. medical appointment (only if they have prior permission to do so), lunchtime, period 5 or a pre agreed study afternoon.

## **UCAS**

UCAS is the Universities & Colleges Admissions Service. Students planning to take a Higher Education course in the UK, must use this online system to apply (using the APPLY system). All students are advised to create a UCAS HUB account from March of Year 12 – which can be a valuable source of information for UNIVERSITY and APPRENTICESHIPS (in addition to that held in UNIFROG). A comprehensive AGSB specific guide to the use of UCAS apply and an example of an application is provided to all students. EU courses and International Applications have different methods of application. The Direct.Gov website provides useful advice on student applications and has links to study abroad information too.

## **UCAS Tariff**

The UCAS Tariff is a list of all qualifications which may be considered by Higher Education Institutions when students apply. The obvious ones are GCE and A level qualifications. Students should check the tariff list, as at the higher levels of qualifications, LAMDA Drama, ISTD Dance, Music Exam Board and EPQ also have grades and associated UCAS points. However, students should not assume that points will be accepted by the institutions that they apply to and the admissions criteria/teams should be contacted to check.

## **UNIFORM AND APPEARANCE**

The general requirement is that students should look smart and business like. A good example must be set.

Sixth Form dress should either be a business suit or dark jacket, dark trousers, school tie and plain stiff collared shirt. Jumpers must be V-necked (leisure wear, including hoodies, sweatshirts are not acceptable)

Hairstyle should be smart and tidy. Jewellery is not allowed, no studs are allowed, even if covered by sticking plaster. Rings are also not allowed to be worn.

Sixth Formers will also be issued with an identification card and lanyard which must be worn and visible at all times whilst on the school premises

Sixth Form Games: If a student plays for a school team they should wear the relevant sports apparel. For Sixth Form games, students do not need to wear a specific school games kit but should wear appropriate fitness clothing and footwear for the activity that they are taking part in.

## **UNIFROG**

All Year sixth form students have a UNIFROG account. This is a platform that “Helps students find their future and brings all the available information into one single, impartial, user-friendly platform that helps students to make the best choices, and submit the strongest applications”.

We also use the platform to gather information from Subject and Form Tutors to create student references. A comprehensive AGSB specific guide to the use UNIFROG is provided to all students.

## **VERIFICATION OF YOUR STATUS AS A STUDENT**

The Sixth Form Office can provide letters or can complete forms linked to applications for travel passes, discount cards and memberships to gyms. Letters and forms can usually be completed within 2 working days.

## **WORK EXPERIENCE PLACEMENTS**

All Year 12 students will undertake a Work Experience placement during the last week of the summer term. The student is responsible for finding and agreeing the placement. All school time placement must be entered and processed on UNIFROG.

**Z!**