



# SIXTH FORM CODE OF CONDUCT

2025– 2026

## Mission

In accordance with our Mission Statement and the ethos of the FCJ family of schools, as a Catholic and Christian community, this is a Code of Conduct for Sixth Form students, which seeks to promote and support good behaviour and discipline and thereby promote excellent academic achievement by all students and the health, safety and dignity of all members of the school community.

We stand firm in the belief that respect for self, one another and our environment are fundamental and essential elements in our daily patterns of behaviour and we want our behaviour and relationships to exemplify the six FCJ values of excellence, companionship, dignity, justice, hope and gentleness. (*Upton Hall School 'Behaviour for Learning Policy'*)

## A 'Charter for Success'

Our aim is for students to succeed in their Sixth Form career. Experience demonstrates that a shared understanding of common aims enables students and staff to work effectively in achieving success. The two years that students spend in the Sixth Form will pass very quickly. It is important that students quickly get into the routine of Sixth Form life and understand our high expectations. Our first expectation is that students should take much greater responsibility for their own progress than they may have done in the past. When students leave school, it is important that they are equipped with the skills they will need to be successful in the next phase of their lives.

We invest a great deal of our time, energy and expertise in helping students to fulfil their academic potential and to make their ambitions for a successful future become a reality.

This partnership for success will only work if students are equally committed to investing *their* time, energy and skills. **As a Sixth Form student of Upton Hall School, students will need to be consistent in demonstrating:**

- A. commitment to the course
- B. commitment to the school
- C. commitment to each other
- D. commitment to the wider community

### A. Commitment to the course requires:

- attendance of at least **97%**
- **attendance all day\*** (8.35am to 3.45 pm)
- **punctuality** to all lessons
- **study time to be used productively**
- students' **work to be submitted on time** and to a **high standard** (*recorded on reports and progress tracking under 'BfL: Homework'*)
- **active participation** in lessons (*recorded on reports and progress tracking under 'BfL: Classwork'*)
- every part of the school programme to be regarded as important
- every Sixth Form student to treat all pupils, students and staff with full respect
- mobile phones to be away when in the common school areas where younger pupils may be present, during the hours of the school day
- **timely notification of unavoidable absences** in line with the Sixth Form Attendance Policy
- a Sixth Form ID badge to be worn at all times whilst in the school grounds

**B. Commitment to the school requires:**

- an appreciation of the constructive influence which Sixth Formers can exert on the life of the whole school community
- maintenance of the school's standards of dress and appearance for Sixth Formers
- acceptance that the school is a no-smoking and no vaping establishment in which students have volunteered to continue their education

**C. Commitment to each other involves:**

- realisation that progress towards success is best achieved when students are mutually supportive and work together

**D. Commitment to the wider community:**

- invites you to enrich the wider community through participation in charity events and other extra-curricular activities

**In addition, staff will:**

- Be well prepared for lessons
- Keep everyone occupied and interested.
- Extend and motivate all students.
- Mark assessed work promptly and constrictively.
- Use the results of assessments to help focus lesson planning.

It is the quality of experience that we endeavour to provide which has encouraged students to join us in this partnership.

### **Links to other Policies**

Sixth Formers are given more independence in their learning, which is why this Code of Conduct has been specifically created for Sixth Formers. However, it runs in conjunction with the whole school '*Behaviour for Learning*' Policy, which can be found on the school website.

For the purposes of reporting to parents, there is also a distinction made for students aged 18 and over. An additional letter of consent for the school to share information with parents will be issued to all students in Year 13 (or those who will be 18 during the current academic year).

### **A Positive Approach**

The vast majority of Sixth Form students meet our expectations in terms of behaviour, punctuality and attendance. We are very proud of the progress of our students and their contribution to the life of the school and wider community. Our students have the opportunity to act as role models within the school community as part of the Student Leadership Team.

Students' effort and progress is celebrated through:

- Informal praise
- Achievement points in SIMS
- Effort postcards home
- Sixth Form commendations after each formal set of tracking/reporting
- Reward assemblies
- Whole School 'Celebration of Success' events

## Attendance

The school target for attendance is 97%. This figure includes the Sixth Form. It will be shared and reviewed regularly with form tutors during Year Team meetings.

Sixth form students are enrolled on a full time basis, and must be on school premises daily between 8.40am and 3.45pm with the exception of break and lunchtime, where they are permitted to visit Upton village.

### Registration Procedures

Sixth form students will be registered twice daily as part of the school's statutory registration and reflection/prayer periods at 8.40am (period 1) and 1:50pm (period 5). In addition to this, students will be registered every lesson on SIMS by their class teacher.

Where a sixth form student has a 'study period', they will be registered for the school's statutory registration (periods 1 and 5) in the following way:

Students should register using the inventory system at reception or in the Upton building-It is the students responsibility to register in this instance or a truancy text message will be sent to a parent/carer and will be coded as an N code until the student seeks a member of the Sixth Form Team.

Teaching staff must register all sixth form groups for every lesson throughout the day using SIMS in order to monitor attendance at each individual lesson. Only in urgent circumstances should paper lists be used and passed to the attendance officer quickly in order to update the electronic registers. A record will be kept of teaching staff who regularly fail to undertake sixth form registers and their line manager and the headmistress informed.

In the case of the absence of a member of teaching staff, sufficient cover should be provided to ensure registers are taken and work is set. This is particularly important during periods 1 and 5 for the statutory registration periods. In the event that this is not possible, students should be responsible for making and sending an attendance list to reception themselves.

Sixth form students participating with in-school activities must always attend their allocated registration period/subject lesson and then return to their activity to ensure that they are always registered.

#### - Punctuality

Students are expected to arrive on time for all lessons and statutory P1 and P5 registration, if they have a non contact period they are to sign in using InVentry. Students who arrive late for registration (after 8.45am in the morning or after 1:55pm in the afternoon) *must* use their ID card to sign in at reception, giving a clear and valid reason for the lateness on our school *InVentry* system. Those who arrive late, but before 9.15am, will be marked 'L'. Those who sign in for a morning session after 9.30am, or for an afternoon session after 2.15pm, will be marked 'N' and a note of explanation from a parent/guardian will be required. If a student is late more than twice in one week, they will have a punctuality support meeting with Miss Griffiths/Miss Butterworth on the following Friday.

#### - Absence

Authorised absences may fall under the following categories:

1. Illness: A parent or guardian of the Sixth Form student must contact the school between 8.00 and 8.30am on the first and every subsequent day of absence due to illness. **This can be done by calling the absence line or emailing [sixthform@uptonhall.org](mailto:sixthform@uptonhall.org).** On the day that the student returns to school, they should bring in a note of explanation for their absence confirming the reason and dates of absence, if not already communicated via email. After a period of two days or more of absence, the student will have a 'return to school check in' on the next available form time period.

If a student is unwell during the school day, they should attempt to attend lessons as normal. Where this is not possible, they must present themselves to the Director or Deputy Director of Sixth Form where only in the worst cases, will they be considered to be sent home. A member of the Sixth Form Team will contact home before the student is allowed to leave. It is not permitted that a student leaves site without speaking with the team, and contact home will be made.

**2. Medical appointments:** These should be made outside of school hours where possible. If this is not possible, we need confirmation via the physical appointment card/letter or a screenshot of an appointment text message/email in line with statutory guidance in order to authorise. Where the student needs to leave school during the day to attend an appointment that is of an urgent nature, we ask that parental contact is made via phone or email to request the authorisation to leave which will then be applied to SIMS. On leaving the student must speak to the school receptionist who will then check SIMS and the 'signing out' book should be signed upon leaving for the appointment.

3. Where a student has significant health issues, or where an unusual amount of school will be missed due to medical appointments, it is imperative that the parent/guardian of the Sixth Form student makes direct contact with Miss Griffiths or Miss Butterworth. This is also the case where there may be significant home circumstances such as bereavement etc.

**4. Educational Activities:** Open days, work experience, taster days, days spent shadowing professionals etc. may be considered as valid reasons for absence, however, a request must be put in writing to the Miss Griffiths at least one week in advance of the event. Miss Griffiths will consider the request and sign the letter confirming whether the absence will be authorised or not. If the request for absence is not authorised, the student will be expected to attend school as normal. Please note that no more than two open days per year may be taken in school time. In addition, there is a clearly allocated time for work experience in the school calendar for Year 12 students; additional work experience in term time is unlikely to be granted.

**5. School Trips/In house activities:** Those teachers organising a school trip/activity which will involve students missing lessons must inform teaching staff in advance through the Monday staff briefing. They should provide two lists of the students involved in advance of the activity so that registers can be properly marked, one for the attendance officer and one for the staff room notice board.

6. Holidays taken during term time will **not be authorised** unless there are any truly extenuating circumstances which must be put in writing to Mrs Gaunt, Headmistress. Students taking holidays during term time are compromising their overall attainment, and should they miss school due to a holiday, their future in the sixth form will need to be reviewed and considered closely by Mrs Gaunt.

Under no circumstances should students leave the school site without authorisation by a member of the Sixth Form Team unless it is break time/lunch time.

- **Poor attendance and lateness**

Poor attendance will be viewed as misconduct, unless there are significant extenuating circumstances. Please see the disciplinary guidance for further information about this. Persistently poor attendance, following formal stages 1 and 2, will trigger an attendance panel review meeting which will be attended by the student and their parent/s as well as a member of the senior leadership team and a member of the governing body.

In this case, discussion will follow to establish whether the student should be entered as an external candidate, that is pay for entries, or repeat the year. Public funds cannot be used to enter candidates who, as a consequence of absence and/or lack of effort, are unable to demonstrate their readiness for the examination(s).

Where medical conditions have led to poor attendance over a sustained period of time, the panel may deem that it is appropriate for the student to repeat the year in order to access the curriculum effectively.

Where a student's attendance falls below 90%, it will be unauthorised unless accompanied by medical evidence, such as a doctor's note. We understand that some students have medical conditions that result in their overall attendance falling below 90%, but these are exceptional circumstances.

## Disciplinary Process

When behaviour, attitudes to learning or attendance/punctuality do not meet expectations, the disciplinary process is set out below. For the purpose of the disciplinary process, a distinction is made between **misconduct** and **gross misconduct**.

**Misconduct** refers to behaviour including the following, but not exhaustive, list:

- poor attendance
- poor punctuality
- failure to submit work
- rudeness to staff
- smoking or vaping around the external perimeter of the school grounds
- misuse of IT/mobile phones
- unauthorised holidays in term time
- failure to adhere to the Sixth Form dress code

**Gross misconduct** refers to behaviour including the following, but not exhaustive, list:

- violence towards other students/members of staff
- substance abuse/smoking or vaping on school premises
- sale of illegal substances
- malicious damage to school property
- theft
- failure to address issues raised under misconduct

**Gross misconduct** will be dealt with immediately at 'Formal Stage 3' by the Headmistress.

## Record-keeping/recording: SIMS

Student attendance, punctuality and behaviour is recorded in our School Information Management System (SIMS), which can be accessed by parents (where compliant with GDPR for students aged 18 and over) and students through the downloadable SIMS app.

## Misconduct/Gross Misconduct Procedures

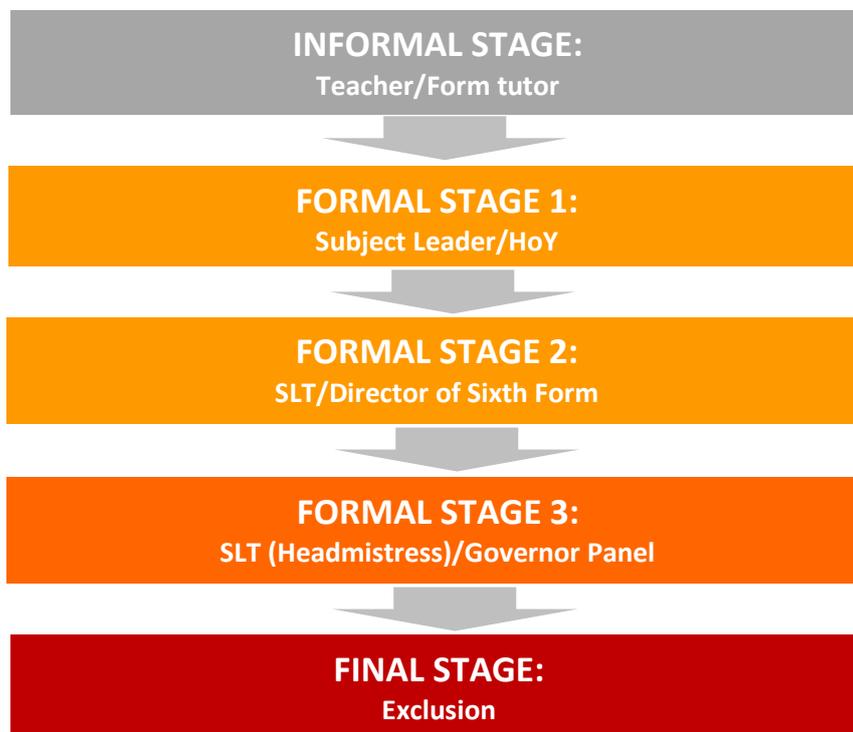
Incidents of poor behaviour will be dealt with based on the seriousness of the incident but, generally, incidents of **misconduct** will be dealt with, in the first instance, by the teacher or form tutor. Subsequent instances of misconduct will be dealt with by the Head of Department/Head of Year/Director of Sixth Form and then a member of SLT and/or governors.

**Gross misconduct** will be dealt with by the Headmistress and/or governors.

A phased approach will be used for instances of misconduct, which are rare at Upton; instances of gross misconduct will be escalated to Stage 3. The staged disciplinary approach is detailed below.

## Phased Approach

The following diagram outlines the stages in the disciplinary process, and further guidance for each stage is provided on the following page.



## INFORMAL STAGE

Teacher/tutor-led  
Recorded in SIMS  
Department detention/Study hall/School detention

Teachers expect the highest levels of behaviour and work from students. When students do not meet these expectations (set out in the *Charter for Success* above), they will be given a verbal warning in the first instance. Misconduct in lessons will be dealt with by the class teacher in the first instance. Misconduct elsewhere in the school can be dealt with by any other member of staff.

A teacher has the responsibility for resolving matters at this stage and it is anticipated that many low level problems will be resolved. Intervention may be used to support students academically/pastorally.

Teachers will use the SIMS system to record missed homework/any misconduct in lessons, using the school's sanctions coding.

If the issue relates to attendance, tutors will initially speak to students in their tutor group on as part of their weekly attendance reviews.

### **Examples:**

**Initial instances of incomplete/poor homework will result in a Study Hall (lunchtime detention).**

## FORMAL PHASE 1: Sixth Form Friday evening detention

Subject Leader/Director and Deputy Director of Sixth Form involvement  
Parents informed

Repeated instances of misconduct in lessons will be dealt with by the Head of Department. The Head of Department will place the student on a Thursday lunchtime Sixth Form/School detention, in consultation with the Deputy Director of Sixth Form/Director of Sixth Form. Parents will be informed where appropriate.

If the misconduct relates to behaviour outside lessons, the Deputy Director of Sixth Form/Director of Sixth Form will place the student on Thursday lunchtime Sixth Form detention. Parents will be informed and this will be recorded in SIMS.

Two or more unauthorised absences in a week/two more late marks in a week will result in a Thursday lunchtime Sixth Form detention. If the misconduct relates to regular instances of poor punctuality or attendance below the school's target in any one half term, a letter will be sent to parents from the Director of Sixth Form as part of the half-termly attendance/punctuality review process.

Examples: More than one instance where homework has not been completed in any one term will result in a subject afterschool detention. Attendance below 92% per half term/consistently poor punctuality in any half term – which does not relate to an underlying medical condition - will result in a letter being sent to parents and a meeting with the student.

## FORMAL STAGE 2: Written warning and meeting

Director of Sixth Form/Assistant Headteacher involvement

Parents invited to attend

Risk of fixed-term exclusion stated

Risk of exam entry fees stated for persistent misconduct in relation to attendance

Persistent misconduct will result in a Stage 2 letter to students/parents.

Persistent poor attendance (following a first written warning in Stage 1 above) will result in a Stage 2 letter to students/parents. A formal meeting with the Head of Sixth Form/member of SLT, the student and their parent/s will take place. If parents cannot attend, the meeting can proceed with another member of staff present.

If the disciplinary action relates to continued misconduct, the student will be placed on a Sixth Form behaviour/academic monitoring plan and will report the Director of Sixth Form on a daily basis. This will be monitored and fully reviewed after two weeks.

If the disciplinary action relates to persistent poor attendance/punctuality (Stage 2 letter of attendance/punctuality concerns), the student will be placed on a formal attendance/punctuality plan, reporting to the Director of Sixth Form/Deputy Director of Sixth Form.

Examples: Persistently poor attendance (below 92%) beyond a Stage 1 initial warning letter/persistently poor punctuality beyond a Stage 1 initial warning letter.

Persistent lack of homework/persistent poor standard of homework/persistent poor conduct in lessons.

## FORMAL STAGE 3: Final warning

Deputy Headteacher/Headmistress involvement

Governor involvement

Parents invited to attend disciplinary panel meeting

Fixed term exclusion most likely sanction for gross misconduct/persistent misconduct

For attendance/punctuality issues at this stage, the student may be required to pay for examinations/qualifications entries.

Risk of permanent exclusion stated

Students whose conduct at this stage (continued misconduct beyond stage 2 and 'gross misconduct') will be required to attend a formal meeting with the Headmistress/Deputy Headteacher and typically at least one member of the governors and the Clerk to the Governors. Formal minutes will be taken and held on the student's file.

Parents will be invited to this meeting but the meeting can proceed without a parent.

Fixed term exclusion is likely for issues relating to gross misconduct/persistent misconduct relating to behaviour/attitude to learning. Please see the school's whole school behaviour policy for further details.

For issues relating to poor attendance/punctuality, the student will be required to pay for their examination/qualification entries and will receive a final written warning.

If the disciplinary action relates to continued misconduct, the student will be placed on a Sixth Form behaviour/academic monitoring plan and will report to a member of SLT on a daily basis. The Headmistress, or in her absence, the Deputy Headteacher may also place students on a **fixed-term exclusion** and there is a high risk of this action being taken where students do not respond positively to interventions in this stage.

If the disciplinary action relates to persistent poor attendance/punctuality beyond the governor panel meeting, a discussion will follow to establish whether the student should be entered as an external candidate, that is pay for entries, or repeat the year. Public funds cannot be used to enter candidates who, as a consequence of absence are unable to demonstrate their readiness for the examination(s).

**Examples: Gross misconduct or persistent misconduct/persistent poor attendance/punctuality.**

### FINAL STAGE: Exclusion

Exclusion from school is at the discretion of the Headmistress or, in her absence, a Deputy Headteacher.

*Further details relating to exclusions can be found in the school's Behaviour for Learning policy on the school website.*

**Examples: Extremely serious gross misconduct or persistent misconduct/persistent poor attendance/punctuality.**