**General Information and Entry Requirements**

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**October 2023**

Dear Parents, carers and Year 11 students,

Thank you for your interest in Overton Grange as a possible place to study beyond 16. Our Sixth Form has a strong tradition of academic success and pastoral care. In 2023 all our students who applied secured a place at university or in employment for the sixth year running. Despite the exam board marking returning to pre-Covid levels this summer, our results were still strong, with 71% of students achieving A\*- C at A-Level and 97% achieved the top grades of Distinction\* to Merit for their BTEC Level 3 courses. This September many of our students have now gone on to take places on degree courses at some of the UK’s most prestigious universities including UCL, Leeds and Manchester as well as Higher Apprenticeships at corporations like Price Waterhouse Cooper. Our most recent Ofsted Report recognised our achievements when it stated that “students were supported in becoming more independent learners and they made strong progress” and that “The school is proud of the very high number of students who go on to… university or…training after leaving school. Students feel listened to and appreciate the opportunities to become involved in the wider life of the school” (Ofsted Report 2019). We aim to create a college environment within the larger school and local community which will provide a stepping stone between school and either university or employment.

The Sixth Form at Overton Grange will offer you a great deal, most importantly a wide range of subject choices, good quality teaching, and excellent learning resources. There is a positive ethos of ambition, cooperation and common purpose in the Sixth Form. It is a caring community which is committed to playing a positive role within the wider school and beyond, into the locality.

A school Sixth Form such as ours provides opportunities for student leadership and responsibility in the school community that are not available in a college. Sixth Formers help other students in sport, numeracy and literacy, House and cultural activities and in the School Council. Sixth Form Prefects make a considerable contribution to promoting an orderly and secure experience for younger pupils. Sixth Formers also play a part in running their own events in the Sixth Form Committee. It is an all-round experience which promotes the growth of each individual.

We believe we have achieved a good balance between giving Sixth Form students freedom and independence and the close monitoring and support needed to ensure that they do not slip through the net at this important stage in their educational and personal lives. Parents are regularly informed and involved throughout each student’s career here but the students are treated as young adults and expected to reflect on their own performance, identify strengths and weaknesses and find their own solutions to some of the challenges they face. They do this within a framework of professional advice and guidance from the support and teaching staff at the school. We take pride in knowing our students well as individuals and supporting their unique path through the challenges of Key Stage 5.

We are proud of the fact that each year all our students leave the Sixth form at the end of Year 13 have gained either employment or a place at university, whether it be Oxbridge or working in a small company.

Please take the opportunity to read this prospectus, visit the relevant departments on Sixth Form Open Evening and talk to the staff and students on hand. We hope very much that Y11 students having studied the evidence with their own eyes will decide that Overton Grange School is the right Sixth Form for them.

Ms. C. Auger

Headteacher

# The Sixth Form team

Assistant Headteacher / Post 16 Education: Mr. S. O’Neill

Head of Year 13: Mrs. Fairman (acting)

Heads of Year 12: Ms. Carthy

Sixth Form Administrator: Mrs. S Fairman

Sixth Form Careers Advisors: Mrs. S. Oakley and Mrs. C. Buxton

Sixth Form Tutors: Each student is assigned to a Sixth Form Tutor

# Our aims:

Each student comes to Overton Grange Sixth Form with individual aspirations and different levels of ability. Our role as a Sixth Form is to help support you in achieving your potential so that you can progress to Higher Education, employment or training. We will support and mentor you throughout your time here, and advise and guide you on a range of both academic and wider issues, including university applications and employment opportunities.

Ultimately, we want each of you:

* To achieve your academic potential
* To be well prepared for life beyond the Sixth Form, be that at university or employment
* To feel part of the school community by participating in a wide range of activities and enrichment opportunities
* To become responsible young adults and positive role models for younger students and in the wider community

We aim to provide an excellent learning environment for Post 16 students and are confident that we can help you achieve your potential. We hope you enjoy your time in Overton Grange Sixth Form and that you make the most of the opportunities on offer to you. We are always on hand to deal with any queries and look forward to working in partnership with you during your time in the Sixth Form.

## Entry Requirements for Post 16 Courses

The minimum requirement to progress onto **Level Three** courses is 5 GCSEs at 9 to 4 including English and Maths. In addition, some level three courses may have their own entry requirements (see subject specific descriptions).

At Overton Grange we offer both A-level and BTEC Level Three pathways following the successful completion of Level Two GCSE and vocational courses. Students can study three (or four, depending on their GCSE average point score) A-levels, BTECs or a combination of both when they select their progression route post 16.

|  |  |  |
| --- | --- | --- |
|  | **A-levels** | **BTEC courses** |
| **Summary of this pathway** | This route will allow access to university or employment. | A-level equivalent courses which can be taught alongside one or two A levels and will allow progression to university or employment. |
| **Entry Requirements** | A minimum of five 9-4 grades at GCSE including English and Maths (with an additional grade or a Distinction in BTEC Level 2 courses in the subjects chosen where specified) for A level study. | A minimum of five 9-4 grades at GCSE including English and Maths at grade 4 minimum with a pass in their BTEC level 2 courses at Key Stage 4. |
| **Available at Overton Grange?** | Yes | Yes |
| **What to do next. . .** | Apply for Sixth Form by 24th November 2023 | Apply for Sixth Form by 24th November 2023 |

**In summary**

All Year 12 students follow a programme of:

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| --- |
| 3 or 4 A Levels |
| OR 2 or 3 Level 3 BTECs  + |
| OR a combination of the above |

|  |
| --- |
| Enrichment Activity |
| Citizenship |
| Work Experience/ Community Contribution |

**Sixth Form Life**

At Overton Grange we value the **personal development** of all Sixth Form students beyond their academic progress.  The Sixth Form provides excellent opportunities to develop intellectual, sporting and creative interests and all students are expected to participate in extra-curricular activities to develop their whole self.  Besides the obvious enjoyment that these opportunities offer, university admissions’ tutors and employers value active participation in extracurricular activities such as drama, sport and music as they provide obvious opportunities for the development of leadership and organisational skills, demonstrating commitment and resourcefulness.

To enable this, all Year 12 and 13 students follow an **Enrichment programme** every Wednesday afternoon where students are given the opportunity to participate in a range of sporting activities, clubs or outreach work with for example Primary Schools and local care homes. We also offer students the chance to become mentors to younger pupils, take part in **STEM** events and become **Safeguarding Ambassadors.** Studentscanalsoparticipate in the **National Citizen Service** and we aim to continue the **cultural hosting programme** with our Chinese school partnerswhich we successfully started last summer. There is **Project Zambia** too whereby students embark on an African expedition and help support a local community project. Every two weeks there is also a **Citizenship programme** where outside speakers deliver a range of stimulating and interesting talks to students on such varied issues as Cyber Crime, Driver Education and Drugs Awareness. We also offer the highly regarded and nationally recognised **Duke of Edinburgh Award Scheme.** The reason we provide these opportunities is to enrich the experience of our students in the Sixth Form and enable them to develop a broader range of skills outside the classroom that will benefit their UCAS applications and employment chances following the successful completion of their studies.

Sixth Formers also play an important role in school life and are expected to have a positive impact on the younger students of the school who look to them for inspiration and leadership. We encourage sixth formers to take part in our **Sixth Form Committee** which works with the Sixth Form management team to organise key events like the Sixth Form Prom. We also have a strong team of **Prefects** and **House Captains** who take the lead in key school and House events, developing their organisational, personal and leadership skills. We also have two elected **student leaders** and two deputies who support the management team, lead key charity fundraising campaigns and represent the school at public events.

Underpinning this is our unwavering commitment to providing **excellent pastoral** **care** tailored to meet the specific needs of students at this challenging stage of their education.  Our experienced team of tutors play a pivotal role in the Sixth Form and they are tasked with overseeing the academic progress, personal welfare and co-curricular development of students. In addition, we have highly experienced, specialist staff ready to guide all interested students step by step through the **UCAS application procedure** as well as advise on careers and employment opportunities after Sixth Form.

The Sixth Form offers all students the opportunity to reach their academic potential with the support of experienced and committed teachers.  There are extensive opportunities for students to fully involve themselves in all aspects of the school and the more they put in, the more they will be rewarded.  Taking full advantage of these opportunities will ensure an enriching Sixth Form experience that will prepare students for the future by ensuring that they have the qualifications, skills and experiences to meet all of life’s challenges.

**Organisation of the Sixth Form day**

In both Year 12 and Year 13 students are expected to be in school all day and must register at 8.25am and 1.00pm with their tutor.

Year 12s and 13s are allowed off-site during study periods and at lunch time with parental permission but must be back in school for afternoon registration by 1.00pm. Students must sign out when leaving school and sign in on their return for afternoon registration.

# Times of the school day:

8.15am School open to students

8.25 - 8.30am Registration (Year 12 and Year 13)

8.30 - 9.30am Lesson 1

9.30 - 10.30am Lesson 2

10.30 - 10.55am Break

11.00 - 12.00am Lesson 3

12.00 - 1.00pm Lesson 4

1.00 -1.20pm Registration/Assembly (Year 12 and 13)

1.20 – 2.00pm Lunch

2.05 - 3.05pm Lesson 5

3.05 - 5.00pm Sixth Form Study Centre available

# Sixth Form expectations

We strive to ensure that all students in Overton Grange’s Sixth Form are treated as young adults but we do have rules and expectations that must be adhered to.

### Attendance

We know that excellent attendance is a significant factor that can affect your final exam results and full attendance is expected in all lessons and tutorials, as well as in year group meetings and assemblies. Students’ attendance that falls below 90% will have their position in the Sixth Form reviewed. Punctuality and attendance in lessons will be monitored by subject areas and the Sixth Form Leadership Team.

Acceptable explanations for absence include:

* + Major and serious illness
  + Extreme family emergency
  + Driving test (not lessons)
  + Medical or dental treatment (not routine check-ups)
  + Visits to or interviews at colleges/universities - students are entitled to visit up to a maximum of three universities on Open Days, without incurring an ‘absence’

If you are unable to attend for any of the above reasons, where possible permission must be obtained in advance. Only the above acceptable explanations will be authorised if on the first day of absence the school receives a telephone call before 10.00am. A follow up letter or email must be brought in to your tutor on your first day back at school. Only if this is done will we regard those absences as authorised and these will then not count against you for the purposes of an attendance census.

To further improve our attendance procedure illness will not be authorised unless a doctor’s note or a letter from a parent/carer is provided. This is to help reduce students obtaining an authorised absence for only minor and non-serious illness. Holidays must not be taken during term time.

### Punctuality

Every student is expected to arrive at school and to all lessons, registrations and tutor periods on time. If you are late twice in a week you will attend a Sixth Form detention on a Friday afternoon.

### Signing in and out

Students must sign in or out if they arrive or leave the school premises outside the normal registration or end of day times.

### Dress code

Students’ dress should be appropriate to a professional and learning environment. Students have been consulted on the dress code; guidelines are below. Failure to adhere to it may result in a student being sent home to change.

### Please remember that the Sixth Form dress code is: ‘smart casual’ which we regard as clothing acceptable in an office environment. Sixth Form students must also consider that they are role models to younger students in the school. The main issue is looking too scruffy and showing too much flesh, so, for example, please avoid:

* + Clothes that reveal underwear.
  + Very short skirts and shorts, even if over leggings/tights.
  + Crop tops.
  + Spaghetti strap tops – cardigans must be worn over them.
  + Torn or ripped clothing.
  + Surfing shorts.
  + Leggings/jeggings, unless with long tops.
  + Clothing with distasteful or offensive images or words. Wearing a hat or cap when indoors.
  + Hoods on tops – hoods must not be worn up on the school site. Flip flops.
  + Sweat pants.
  + Football or rugby shirts.
  + Piercings that are not discrete.
  + Visible tattoos - tattoos should be covered by clothing.

As this is open to interpretation, the decision on what is appropriate rests with any member of staff. You will be asked to go home to change your clothing if it is considered inappropriate and your parents will be notified.

In addition, all sixth form students will have to wear **lanyards** for identification and security purposes.

### Independent Study

This is the time when students are not scheduled to be in lessons. Students can earn the privilege to decide how they will allocate this time depending upon their academic performance. If a student is not achieving their target grades, then their independent study may be used to consolidate learning by Sixth Form staff or they could be requested to work under supervision of the teacher or subject area concerned. Students aspiring to achieve or surpass their target grades are expected to carry out at least 5 hours’ independent study per subject per week.

1. **Supervised Study**

Every student in Years 12 and 13 undertakes at least four hours of supervised study a fortnight. These are timetabled lessons and attendance is compulsory.

### Conduct

Students are privileged to be members of Overton Grange’s School community. It is their responsibility to behave in a respectful manner which does credit to themselves and to the school by being polite, helpful and considerate and by behaving sensibly and with sensitivity towards others, both staff and students. Sixth Formers are role models for all other year groups and therefore must behave accordingly.

### Paid employment

Students should not let paid employment interfere in any way with their academic studies and must not undertake employment during the school timetabled week. It is recommended that students do not complete more than 15 hours of part time/voluntary work per week.

### ICT

Students will adhere to the school’s ICT policy. School computers are for academic purposes only. Students’ directories are regularly monitored to ascertain that only academically related materials are being stored on files. Files are not therefore private. Games and DVDs are not to be used in school.

### Smoking, alcohol and drugs

Students are not allowed to smoke on the premises or in the vicinity of the school. Alcohol must not be brought onto the school site under any circumstances and is not to be consumed during the school day. It is school policy to inform the police of cases involving the consumption, possession or sale of drugs within school hours.

### Smart phones

Many students bring their smart phones to school. These are only to be used in the Sixth Form Centre. Phones are not allowed to be used outside the Centre, in line with the whole school policy. Phones are the responsibility of the student.

### The Common Room

This is an area for all members of the Sixth Form to enjoy, and must be used for quiet study during lesson / independent study times. The common room boasts a brand-new, purpose built Sixth Form café selling a range of cold and hot foods and drinks and is available only for sixth form students and staff throughout the school day. Students are asked to maintain a calm and welcoming atmosphere. Cups, plates and cutlery must be washed up immediately after use and litter put in bins. If the common room is kept in a poor state it will be closed.

1. **6th Form bursary**

We invite any students who are experiencing financial hardship to apply for our 16-19 bursary. This provides students with financial support for their studies.

### Cars and mopeds

Students’ cars are not allowed to be brought on site; it is possible to park in roads nearby but please do not cause disturbance or obstruction to our neighbours. Sixth Formers may bring their mopeds to school and park them in the designated area.

They must be fully insured and have registered the moped with their respective Head of Year. The school will accept no responsibility for students’ mopeds. Due care and attention must be paid whilst driving in the school grounds otherwise permission will be withdrawn – the speed limit is 5mph.

### Visitors

For security reasons students **are not allowed** to invite friends who do not attend Overton Grange Sixth Form onto the premises.

**Student comments**

**Here is a selection of comments by past and present students about their experiences in the Sixth Form at Overton Grange School:**

*“The Sixth Form helped me gain the grades I needed to move onto University. If I didn't have my grades and the support of the teachers, then my life would have been completely different.”*

*“The Sixth Form is a working environment where everyone can thrive.”*

*“My time at Overton taught me independence, patience and responsibility, and I am sure this was why I was able to find employment so quickly after I left the Sixth Form.”*

*“Apart from the academic side of things I have learnt so much from being at Overton. I have made friends for life. I have experienced the best support from teachers. We were so fortunate and so supported and really looked after.”*

*“In my time at Overton, I feel that both my friends and I all gained a sense of responsibility and the desire to progress our education from high school to Sixth form and then onto university.”*

*“Overton encourages you and gives you the means to attain a future you will love.”*

*“I spent my GCSE years in a Sutton Grammar school. Changing to a mixed gender environment for Sixth Form did me a world of good.”*

*“I feel it gave me an excellent base to build from in terms of my knowledge in the subject, to be able to go onto university. Also being successful in this discipline has given me a lot of confidence when it came to applying for jobs, much of what I learnt is relevant and can be applied in real life.”*