



**CARDINAL
HEENAN
SIXTH FORM**

STUDENT & PARENT GUIDE
AND LEARNING CONTRACT
2025 / 2026

Respect

Believe

Achieve

Table of Contents

Page 2 – Welcome

Page 3 – Key Contacts, Emails and Phone Numbers

Page 4 – Attendance and Punctuality

Page 5 – Attendance Policy

Page 6 – Punctuality Policy

Page 7 – Behaviour Policy

Page 8 – Uniform Policy

Page 9 – Y13 Progression Policy

Page 10 – Sixth Form Expectations

Page 12 – Enrichment and Super-Curriculum Participation

Page 13 – Keeping Students Informed

Page 14 – Key Dates, Term Dates and Exam Periods

Page 16 – Summary of Expectations for Students

Page 17 – Summary of Expectations for Parents/Carers

Page 18 – Sixth Form Learning Contract Agreement (Own Copy)

Page 20 – Sixth Form Learning Contract Agreement (Sign this
and return to school)

Welcome Message

Our Sixth Form provides a continuation of the Catholic education that is so deeply rooted in the traditions and fabric of life on Merseyside. We are very proud of our sixth form. It is inclusive, person centred and rooted in the gospel values. The buildings are modern, the learning is vibrant and the staff and students are dedicated and diligent. We offer a high quality, rounded education for all young people, so that they develop their full uniqueness and potential. We trust that you will recognise the excellence we deliver and work with us to create a caring ethos which is respectful of all, and engages with people of all beliefs.

K. Smyth
Headteacher

Inclusive Sixth Form Values

At Cardinal Heenan, we pride ourselves on being an inclusive Sixth Form where every student is valued and respected. We are committed to fostering a positive and supportive environment, and we will not tolerate hate speech or any form of discrimination. Together, we strive to create a community where everyone feels safe and empowered to succeed.

Key Contacts, Emails and Phone Numbers

Sixth Form Pastoral Staff

- Mr N Kimberley (Key Stage 5 Co-ordinator) – n.kimberley@cardinal-heenan.org.uk
- Mr T Phipps (Head of Sixth Form) – t.phipps@cardinal-heenan.org.uk
- Ms K Smith (Progress and Transition) – kerry.smith@cardinal-heenan.org.uk
- Mr G Aster (Study Centre Supervisor) – g.aster@cardinal-heenan.org.uk
- Mr L O'Toole (UCAS advisor) – l.o'toole@cardinal-heenan.org.uk

Sixth Form Tutors

- Mrs N Brewer n.brewer@cardinal-heenan.org.uk
- Ms F Mitchell f.mitchell@cardinal-heenan.org.uk
- Mrs C O'Brien c.o'brien@cardinal-heenan.org.uk
- Mr J Wharmby j.wharmby@cardinal-heenan.org.uk
- Mrs G Cornally g.cornally@cardinal-heenan.org.uk
- Mr L Hughes l.hughes@cardinal-heenan.org.uk
- Mrs C Flood c.flood@cardinal-heenan.org.uk
- Mr C Duffy c.duffy@cardinal-heenan.org.uk
- Ms D Jones donna.jones@cardinal-heenan.org.uk

Sixth Form Office Number

To report absences or speak with a member of the pastoral team please call 0151 235 1477.

If you need to speak with the main school reception please call 0151 235 1430.

Alternatively you can contact the sixth form reception on 0151 541 9467.

Attendance and Punctuality

Our expectation is that all students achieve 100% attendance. This means being in the sixth form from 8.30am every day, and being punctual in attendance to all lessons and study periods.

Attendance as a whole will be carefully monitored. If it falls below 95%, then intervention procedures will commence. Serious attendance issues will mean that a student may be placed on a contract with the ultimate sanction of being asked to leave the sixth form entirely.

School contact:

Miss Smith will make contact home each day for any student who is absent, unless we have received information from a parent or guardian.

If a student has been present in the day but has missed a lesson, parents will be notified that day of this absence and a negative mark will be awarded.

Reporting Absence:

- This is the same as in lower school. Parents need to inform Sixth Form of any absence. Parents must call the school attendance line (0151 235 1477) on each day of absence for illness or personal reasons. Messages can be left on this line.
- Students are not able to self-certify illness.
- If unwell during school hours they must seek authorisation to leave from Mr Phipps or Mr Kimberley, and then sign-out with Mr Phipps, Ms Smith or Mrs Tollitt in the sixth form office/reception;

Students must ensure that:

- They give notice in advance, to both form tutors and subject tutors, of any planned absence. An absence form must be completed and signed by a parent in advance and returned to Mr Phipps in the sixth form office who will seek authorisation for the absence;
- Any work/assignment missed is quickly completed upon return from a period of absence;
- Driving lessons are never arranged during timetabled sixth form lessons and study periods;
- Any dental, medical or other appointments are arranged outside timetabled sixth form lessons. If this is unavoidable, an absence form must be completed.
- PSHE and General RE are compulsory elements of the school curriculum and these may be at a time when students have no lesson, however will be expected to attend.

Attendance Policy

The Sixth Form attendance policy is based on lesson attendance. We encourage all parents to use the class charts app to track AM/PM registration attendance. However, the policy below outlines graduated response to lessons attendance. This approach enables us to put appropriate interventions in place to support the students' progress. There are five stages to the policy, as outlined below.

Attendance will be discussed with students on a weekly basis. Students at stage two and below will have regular attendance updates sent home.

STAGE 0: 96% attendance or above

Action – Weekly positive awarded on class charts.

STAGE 1: Less than 96% attendance

Action – Form Tutor informal verbal intervention. Weekly positive awarded on class charts.

STAGE 2: Less than 90% overall attendance

Action – Form Tutor Attendance Tracker. FT will have weekly conversations with the student to identify issues and improve attendance. Conversations recorded on class charts. Parents notified of attendance concern.

STAGE 3 Less than 85% overall attendance

Action – HOY Attendance Meeting + Attendance contract. Parental contact made by HoY to raise concern.

STAGE 4 Less than 80% overall attendance

Action - SLT + HOY Formal Parental Meeting

Where there are continuing concerns regarding attendance which haven't been resolved by previous interventions/support then parents /guardians will be invited to attend a formal meeting with student and SLT + HOY to discuss concerns and reasons for poor attendance.

STAGE 5 Less than 70% overall attendance

Action – SLT + HEAD TEACHER INTERVENTION Where attendance continues to drop concerns will be escalated by SLT to the Head Teacher. Formal discussions with parents/guardians over students place in sixth form being terminated.

Punctuality Policy

Punctuality is a key life skill that reflects commitment, responsibility, and readiness for the world beyond school—whether that be university, apprenticeships, or employment. Arriving late disrupts lessons, affects learning, and can impact overall progress and achievement.

Students are expected to be in the Sixth Form building for 08:30 ready for the school day to start at 08:40 with their form tutor period. Form times allows for our pastoral staff to discuss attendance, highlight outstanding achievement, develop higher level study skills and provide relevant information to students.

Students who are not punctual and arrive to form after 08:40 will have time put in place at the end of the day via the sixth form lates detention. Those students who are regularly late will be subject to appropriate interventions and sanctions.

Example of our form time activities:

Monday	Tuesday	Wednesday	Thursday	Friday
Collective worship	Collective worship	Collective worship	Collective worship	Collective worship
Notices	Notices	Notices	Notices	Notices
ClassCharts review/follow-up	ClassCharts review/follow-up	ClassCharts review/follow-up	ClassCharts review/follow-up	ClassCharts review/follow-up
Attendance talks	Guided Revision. 1:1 tutorials	News stories of the week – Debate of world issues	Guided Revision. 1:1 tutorials	Weekly Form Quiz
Independent Reflective work				

Behaviour Policy

Sixth form students are held to the same behaviour standards as students lower down the school, as outlined in the Whole School Behaviour Policy, available on the school website.

Sixth Form students are also expected to act as role models for all younger students and as such, should behave accordingly both on the school site and within our local community.

Some key aspects of what we expect of our students include:

School areas:

- No coats, phones or headphones in the main school.
- Behave in a mature and professional manner.

Travel:

- Report any antisocial behaviour witnessed on public transport to the Head of Year.

The local area:

- Students are prohibited from any antisocial behaviour, including vaping, smoking and gathering in large groups, in the local vicinity of school and sixth form buildings.

Driving to school:

- Students are not allowed to park on the school site due to the lack of parking spaces for staff and visitors.
- Students parking within the community must do so responsibly so as not to block residents from leaving or accessing driveways (for example).

Failure to meet the expected behaviour standards of Cardinal Heenan Sixth Form can result in the termination of the student's place.

Uniform Policy

All students will be expected to attend in full Sixth Form uniform. Adherence to the uniform policy is essential in maintaining a sense of unity and discipline within our school community.

For males this is black shoes, black trousers, white shirt, black tie and a black jumper or cardigan.

For female students the uniform comprises black shoes, black trousers or knee length skirt, white shirt/blouse and a black jumper or cardigan.

ID badges are provided for all Sixth Form students and must be worn at all times in the building for security and safeguarding purposes. If a badge is lost a replacement can be requested from the Sixth Form office

Wearing of any badge, not provided by the school, is not permitted on the school uniform.

Lockers are available to book from <https://ilsschools.co.uk/book-locker> we do have a limited number of lockers available. Lockers are hired for the academic year through the hire company and can be used to store bags, books and coats.

Y13 Progression Policy

Making Progress in the Sixth Form and progression into Y13 is outlined below:

- Entrance onto any sixth form course is dependent on meeting the minimum entry requirements as specified on the sixth form options sheet.
- Progression, once a course is started, is only guaranteed where a satisfactory standard of work and effort is maintained throughout its duration. Intervention will be put into place for students who are not making satisfactory progress.
- Mock examinations at the end of June will be used as a measure to help determine the continuation of studies into Year 13.
- Students who have poor lesson attendance or who have had a poor behaviour record will put at risk their Y13 enrolment.
- Support will always be put in place for any student who does not progress into Y13. Students will be offered Career Guidance and 1:2:1 sessions to ensure that they have a positive onward pathway.

Sixth Form Expectations

Students Daily Procedures

- Read the noticeboards and posters on corridors and in classrooms for important updates;
- Regularly check their school email (ideally having access to it on their phone);
- Adhere to the sixth form uniform code, including the wearing of the lanyard and ID badge, and no wearing of a coat indoors;
- Respect their study area, classrooms and canteen by ensuring that all litter is binned and equipment is used appropriately;
- Abide by the school rules especially that no phones or headphones are permitted in the lower school building;
- Behave as a responsible role model.

Sixth Form Study

Students joining the Sixth Form at Cardinal Heenan experience a different kind of study than what they are used to. In particular, they will be expected to work far more independently, take sole responsibility for organising their own time and developing effective study habits. They will be given guidance by teachers and through study periods under the supervision of Mr Aster, in the development of the learning skills required for individual subjects.

Study & Extra-Curricular Participation

Students must;

- prepare fully for ALL formative and summative assessments to ensure progression throughout the year;
- devote a significant amount of time each week to independent study. This will include consolidation of work done in class and wider reading or research. For example, at least 5 hours independent study should be devoted to each advanced level subject;
- ensure that any homework/assignment/coursework drafts and set coursework is completed on time and in agreement with the subject teacher;

Religious Education

Cardinal Heenan Sixth Form is a Catholic establishment. Students will engage in collective worship each morning in form time as well as General RE sessions once a week. It is a requirement of all students to attend and take a positive role in these activities.

Resit mathematics and English students

It is a statutory requirement that any student in further education who does not have at least a grade 4 in mathematics and English must have timetabled lessons and subsequent GCSE resit opportunities. At Cardinal Heenan such students are provided with a minimum of two hours GCSE mathematics and/or English teaching. Attendance is compulsory. All students are expected to access these lessons with a positive attitude and a willingness to work hard and improve their grade.

Plagiarism

Plagiarism is taken very seriously, especially in relation to coursework or controlled assessments. Plagiarism can result in an examination board cancelling a student's entry and refusing to award a grade. Students who engage in plagiarism also risk being ejected from the sixth form.

Enrichment and Super-Curricular Participation

Enrichment allows students to develop other skills not built upon in the lessons that they study. These skills are normally related to “employability” and are transferable. The skills we focus on are, communication, confidence, independence, resilience, team work and organisation.

Examples of Enrichment Activities:

- KS3 Reading (normally in form periods)
- KS3 Mentoring
- KS3 Subject classroom support
- Healthy For Life “Personal Trainer” (08:10-09:00 in the morning)
- Sports sessions will run every Thursday as an additional enrichment activity

The Super Curriculum is designed to support students in their transition from Sixth Form into employment, training or Higher Education. It will provide opportunities for students to visit Universities, gain interview experience, engage with employers and develop a more rounded profile.

Examples of Super-Curriculum Activities:

- Member of a school run Association (Medical, Engineering, Computing, Law, Drama)
- Social Mobility Programme (Liverpool Scholars, SMF, Aspire, Arts Emergency, Sutton Trust)
- University Subject Insight Days / University Open Days
- Additional Wider Reading
- HE+ (Oxbridge Prep Work) (<https://myheplus.com/>)
- Listening to Podcasts
- TED talks
- Webinars

Enrichment Participation

Sixth formers are able to set an example to younger pupils and to help lower school pupils in many ways, such as being head boy, head girl, sixth form committee member, paired reader or a club leader. We expect all students to take part in at least THREE enrichment activities and to attend any talks by external speakers that the school arranges. Our expectation is that all students participate in a minimum of 10 hours of voluntary work in school or in the local community;

Keeping Students Informed

As a sixth form student you will have your own school email address and account. Much like in the world of work you will receive a lot of information via email from teaching staff, pastoral support and career guidance. As such it is an essential tool for your success and ensuring that you do not miss out on vital information or opportunities. All students must access emails daily and we encourage students to download the Microsoft outlook app onto phones to do this.

MS Teams Page

All students will have access to a MS Teams group specifically set up for their cohort. This will be run by Miss Smith and will provide them with all relevant opportunities for work experience, internships, apprenticeships, university opportunities and anything else relevant to student progress.

It is incumbent upon students to access this information and take the opportunities provided.

Unifrog

In keeping with our commitment to provide students with outstanding careers guidance and tailored support when choosing their next step after school, we expect all sixth form student to regularly update and complete tasks on Unifrog; an award-winning, online careers platform. Unifrog brings into one place every undergraduate university course, apprenticeship, and college course in the UK, as well as other opportunities, such as School Leaver Programmes, MOOCs and every college at Oxford and Cambridge.

Work Experience

All students in year 12 take part in at least one week's work experience which is meaningful and relevant to their career aspiration. With the difficulties some pupils have faced over the recent years we have also encouraged Virtual Work Experience with "Speakers for Schools" and "Springpod" which are free, and provide insights into some fantastic companies.

Key Dates

Some dates may change slightly. Please check school website for all school dates.

Parents Evening 2025-26: WC 8th December

Work Experience 2025-26 (Y12 only): 13th to 17th July

Y12 Assessment Dates:

2nd – 5th December (Applied General only)

23rd – 27th March (A-Level only)

13th – 17th April (Applied General only)

Y13 Assessment Dates:

10th – 14th November (A-Level only)

2nd – 5th December (Applied General only)

26th – 30th January (A-Level only)

13th – 17th April (Applied General only)

Autumn Term 2025

Starts: Monday 1st September

Ends: Friday 19th December

Half term: Monday 27th October to Friday 31st October

Christmas break: Monday 22nd December to Friday 2nd January 2026

Spring Term 2026

Starts: Monday 5th January

Ends: Friday 27th March

Half term: Monday 16th to Friday 20th February

Easter break: Monday 30th March to Friday 10th April (Easter bank holidays - Friday 3rd April and Monday 6th April)

Summer Term 2026

Starts: Monday 13th April

Ends: Monday 20th July

May day: Monday 4th May

Half term: Monday 25th to Friday 29th May

Exam periods:

WC 1st December - Y12 Criminology Controlled Assessments

WC 24th November – Y13 Criminology Controlled Assessments

3rd – 14th November GCSE Resits (approximate dates)

WC 5th January 2026 Applied General Subjects (last for approx. 1 month)

WC 4th May – 27th June 2026 A-Level and Applied General Subjects

Coursework Deadlines:

	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
First school day of the month		Yr13 English Lit Prose					Yr13 Music NEA		Yr13 Psychology Applied NEA		Yr12 Sport Unit 4
							Yr13 Geography NEA				
Middle		Yr13 History Historical Enquiry NEA							Yr13 Applied Science (All Units)		
		Yr13 Business Applied Unit 4							Yr13 Applied Science Human Biology (All Units)		
									Yr13 IT Unit 6 and 9		
Last school day of the month	Yr13 Film Studies NEA	Yr13 Media Unit 20		Yr13 Art coursework	Yr13 Computer Science Unit 3	Yr13 Drama Unit X	Yr13 Business Applied Unit 5 (28th Mar)		Yr13 Sport Unit 3	Yr12 Drama Unit 2	
					Yr13 English Lit Poetry	Yr13 IT Unit 13		Yr13 Drama NEA	Yr13 Art NEA		
					Yr13 Media Unit 21						

Summary of Expectations

Expectations of students

Those students who are taking A-Levels, applied general and/or resit subjects must;

- achieve 100% attendance to form periods and lessons;
- achieve 100% punctuality to form periods and lessons;
- achieve 100% attendance to study periods;
- achieve 100% attendance to resit GCSE English and or mathematics lessons;
- be committed to achieving targets grades as set at the start of the academic year;
- attend any additional lessons put on by subject staff;
- have high levels of personal organisation in ensuring all deadlines for homework, coursework and any other set task, are met;
- maintain uniform standards;
- engage positively with any intervention programme that might be put in place to support achievement;
- attend Parents' Evening and similar meetings with a parent or carer;
- participate in a minimum of 10 hours of voluntary work in school or in the local community;
- find and complete a work experience placement that is relevant to their selected subjects or career aspirations;
- prioritise school work ahead of any part-time paid work or similar;
- communicate and engage with all subject teachers to foster positive working relationships.

Summary of Expectations

Expectations of Parents/Carers

Parents/carers of our sixth form students are expected to:

- attend parents' evenings and similar events where student progress is discussed. Where attendance is not possible, an alternative appointment time must be arranged and agreed;
- encourage and support at least 97% attendance and punctuality;
- engage positively with any sixth form intervention processes;
- promptly report student absence;
- insist upon and support independent study at home;
- avoid the booking of holidays, medical appointments, driving lessons or any similar activities such that they occur during school hours;
- encourage participation in enrichment activities;
- where possible, help source a work experience placement;
- ensure that when applicable, UCAS statement deadlines are met;
- ensure compliance with the sixth form uniform policy;
- discourage the undertaking of part-time work that will affect academic performance. The recommendation is a maximum of 10 hours work per week;
- understand that a breach of sixth form rules may result in sanctions up to and including students having their place in the sixth form revoked.

Sixth Form Learning Contract Agreement (Own Copy)

This sheet must be signed and kept at home along with the rest of this document. Please also scan the QR code below and complete the Data Collection Form.



To be completed by the student (block capitals)

I _____ accept the Sixth Form Home/School Learning Contract and agree to abide by the guidelines and policies described herein, in addition to all other whole-school rules and policies that are included on the school website.

Signed _____ Date _____

To be completed by the parent/carer (block capitals)

Relationship to student: _____

I _____ accept the Sixth Form Home/School Learning Contract and agree to support my son/daughter in abiding by the guidelines and policies described herein, in addition to all other whole-school rules and policies that are included on the school website.

Signed _____ Date _____

Sixth Form Learning Contract Agreement (School Copy)

This sheet must be signed and returned to school. Students will not be permitted to commence courses in the sixth form until this contract has been signed and returned.

Please also scan the QR code below and complete the Data Collection Form.



To be completed by the student (block capitals)

I _____ accept the Sixth Form Home/School Learning Contract and agree to abide by the guidelines and policies described herein, in addition to all other whole-school rules and policies that are included on the school website.

Signed _____ Date _____

To be completed by the parent/carer (block capitals)

Relationship to student: _____

I _____ accept the Sixth Form Home/School Learning Contract and agree to support my son/daughter in abiding by the guidelines and policies described herein, in addition to all other whole-school rules and policies that are included on the school website.

Signed _____ Date _____