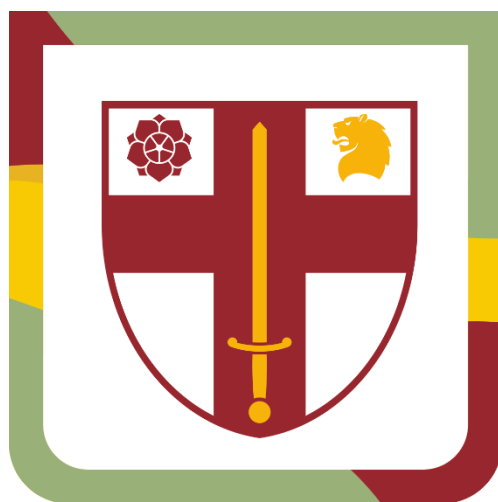




CARDINAL
HEENAN
SIXTH FORM

**STUDENT & PARENT GUIDE
AND LEARNING CONTRACT
2026 / 2027**

Respect

Believe

Achieve

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 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, enabling them to 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 that is respectful of everyone 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

We expect all students to maintain **100% attendance**. This requires being in the Sixth Form by **8:30 am** every day and ensuring punctuality for all lessons and supervised study periods.

Attendance is monitored closely. If a student's attendance falls below 95%, formal intervention procedures will begin. Serious or persistent attendance issues may result in the student being placed on a contract; the ultimate sanction for failing to meet these terms is a request to leave the Sixth Form.

Reporting Absence

The process for reporting an absence is the same as in the lower school:

- **Daily Notification:** Parents or guardians must call the school attendance line (0151 235 1477) on each day of absence due to illness or personal reasons. Messages can be left on this line.
- **No Self-Certification:** Students are not permitted to self-certify their own illnesses.
- **Illness During School Hours:** If a student feels unwell during the day, they must seek authorisation to leave from Mr Phipps or Mr Kimberley, then sign out with Mr Phipps, Ms Smith, or Mrs Tollitt in the Sixth Form office.

School Contact & Follow-Up

- **Unexplained Absence:** Miss Smith will contact home every day for any student who is absent without prior notification from a parent or guardian.
- **Missed Lessons:** If a student is present during the day but misses a specific lesson, parents will be notified that day, and a negative mark will be issued.

Students Responsibilities

To maintain a high standard of attendance, students must ensure that:

- **Planned Absences:** Any planned absence is reported in advance to both form and subject tutors. An Absence Form must be completed and signed by a parent, then returned to Mr Phipps for formal authorisation.
- **Catch-up Work:** Any assignments or classwork missed are completed promptly upon return.
- **External Appointments:** Dental, medical, or other appointments must be arranged outside of timetabled hours. If an appointment is unavoidable, an Absence Form must be submitted.
- **Driving Lessons:** These must never be arranged during lessons or scheduled study periods.
- **Compulsory Sessions:** PSHE and General RE are compulsory parts of the curriculum. Students are expected to attend these sessions.

Attendance Policy

The Sixth Form Attendance Policy is based on lesson attendance. We strongly encourage parents and carers to use the Class Charts mobile app to monitor attendance regularly.

The graduated response outlined below allows the Sixth Form team to identify concerns early and to implement appropriate interventions to support student progress. Attendance is reviewed and discussed with students on a weekly basis. Students who reach Stage 2 or above will have regular attendance updates shared with home.

Stage 0 96% Attendance or Above	Weekly positive award recorded on Class Charts.
Stage 1 Below 96% Attendance	- Informal verbal intervention by the Form Tutor. - Weekly positive award recorded on Class Charts.
Stage 2 Below 90% Attendance	- Attendance Tracker initiated by the Form Tutor. - Weekly conversations with the student to identify barriers and agree strategies to improve attendance. - All discussions recorded on Class Charts. - Parents/carers informed of attendance concerns.
Stage 3 Below 85% Attendance	- Attendance meeting with the Head of Year (HoY). - Attendance contract issued and agreed. - Parental contact made by the HoY to formally raise concerns.
Stage 4 Below 80% Attendance	- Formal parental meeting involving Senior Leadership Team (SLT) and Head of Year (HoY). - Where attendance concerns persist despite earlier interventions and support, parents/carers will be invited to attend a formal meeting with the student, SLT, and HoY to explore ongoing issues and agree further actions.
Stage 5 Below 70% Attendance	- Senior Leadership Team and Head Teacher intervention. - Where attendance continues to decline, concerns will be escalated to the Head Teacher. - Formal discussions will take place with parents/carers regarding the student's continued place in the Sixth Form, which may result in withdrawal from the Sixth Form.

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.

The School Day

- **Arrival:** Students are expected to be in the Sixth Form building by 08:30, ready for the school day to begin.
- **Form Period:** The day starts at 08:40 with the Form Tutor period.
- **Purpose:** Form time allows our pastoral staff to discuss attendance, highlight outstanding achievements, develop higher-level study skills, and provide essential information to students.

Sanctions for Lateness

We take punctuality seriously to ensure students are prepared for their future careers:

- **Lates Detention:** Students who arrive after 08:40 will be required to stay at the end of the day for a Sixth Form "lates detention."
- **Persistent Lateness:** Students who are regularly late will be subject to appropriate interventions and further 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
Class Charts review & follow-up	Class Charts review & follow-up	Class Charts review & follow-up	Class Charts review & follow-up	Class Charts review & follow-up
Attendance talks & independent reflective work	Guided revision & 1:1 tutorials	Current affairs story of the week (debate of real-world issues)	Guided revision & 1:1 tutorials	Inter-form current affairs quiz

Behaviour Policy

Sixth Form students are held to the same high standards of conduct as students in the lower school, as outlined in the Whole School Behaviour Policy available on the school website.

As senior members of the school, Sixth Form students are expected to act as role models. You should behave with maturity and integrity, both on the school site and within the local community.

School Environment

- **Professionalism:** Students must behave in a mature and professional manner at all times.
- **Prohibited Items:** Coats, mobile phones, and headphones are not permitted in the main school buildings.

Travel & The Local Area

- **Public Transport:** Any antisocial behaviour witnessed on public transport should be reported immediately to the Head of Year.
- **Community Conduct:** Students are prohibited from engaging in antisocial behaviour in the vicinity of the school or Sixth Form buildings. This includes vaping, smoking, or gathering in large groups.

Driving to School

- **On-Site Parking:** Students are not permitted to park on the school site, as these spaces are reserved for staff and visitors.
- **Respectful Parking:** Students parking within the local community must do so responsibly. Please ensure you do not block residents' driveways or restrict access to local roads.

Please Note: Failure to meet the expected behaviour standards of Cardinal Heenan Sixth Form is taken very seriously and can result in the termination of a student's place.

Uniform Policy

Adherence to the Sixth Form uniform policy is essential for maintaining a sense of unity, pride, and discipline within our school community. All students are expected to attend in full uniform as outlined below:

Item	Male Students	Female Students
Footwear	Black shoes	Black shoes
Lower Wear	Black trousers	Black trousers or knee-length skirt
Upper Wear	White shirt and black tie	White shirt or blouse
Knitwear	Black jumper or cardigan	Black jumper or cardigan

- **Prohibited Items:** The wearing of any badges not provided by the school is not permitted on the school uniform.

ID Badges and Security

For security and safeguarding purposes, ID badges must be worn at all times while in the building.

- ID badges are provided to all Sixth Form students upon enrolment.
- If a badge is lost, a replacement must be requested immediately from the Sixth Form office.

Student Lockers

Lockers are available to hire for the academic year and can be used to store bags, books, and coats. Please note that we have a limited number of lockers available, so early booking is encouraged.

How to Hire a Locker

Lockers are managed and hired through an external company. To book your locker, please visit <https://ilsschools.co.uk/book-locker>

Academic Progress and Progression into Year 13

Making consistent progress is essential for success in the Sixth Form. The criteria for starting and continuing your studies are outlined below:

Course Entry and Continuation

- **Entry Requirements:** Admission to any Sixth Form course is dependent on meeting the minimum entry requirements specified on the Sixth Form options sheet.
- **Ongoing Performance:** Once a course has begun, progression is only guaranteed if a satisfactory standard of work and effort is maintained. Formal interventions will be introduced for students who are not making expected progress.

Year 12 Examinations

- **Formal Assessment:** As applicable, students will sit AS-Level and AAQ (Alternative Academic Qualification) examinations at the end of Year 12. These are formal external exams that carry official grades.
- **Progression Criteria:** Results from these exams are used to determine a student's programme of study for Year 13. It is expected that students achieve at least a Grade D in AS exams to remain on the same course in Year 13.

Conduct and Attendance

- **Eligibility:** Students with poor lesson attendance or a poor behaviour record put their continuation into Year 13 at risk.

Support Pathways

- **Guidance:** We are committed to the success of every student. If a student does not meet the criteria to progress into Year 13, full support will be provided. This includes professional Careers Guidance and one-to-one sessions with our Progress Manager to ensure a positive and successful onward pathway.

Sixth Form Expectations

Daily Expectations

- **Stay Informed:** Regularly read the noticeboards and posters in corridors and classrooms for important updates and announcements.
- **Monitor Communications:** Check their school email accounts daily (ideally by ensuring they have access to it on their mobile devices) to stay up to date with staff correspondence.
- **Maintain Professional Appearance:** Adhere strictly to the Sixth Form uniform code, which includes wearing their lanyard and ID badge at all times and ensuring that coats are not worn indoors.
- **Respect the Environment:** Take pride in their study areas, classrooms, and the canteen by ensuring all litter is binned and school equipment is treated with care.
- **Observe Site-Specific Rules:** Abide by all school regulations, with particular attention to the fact that mobile phones and headphones are strictly prohibited within the lower school buildings.
- **Lead by Example:** Act as responsible role models at all times, demonstrating the values and maturity expected of senior students within the Cardinal Heenan community.

Sixth Form Study

Students joining the Sixth Form at Cardinal Heenan will experience a different style of study from that to which they are accustomed. In particular, they will be expected to work far more independently, take full responsibility for organising their own time, and develop effective study habits. Guidance will be provided by teachers and through supervised study periods under the direction of Mr Aster to support 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 academic progression throughout the year;
- devote a significant amount of time each week to independent study, including consolidation of work completed in class and wider reading or research. As a guideline, a minimum of five hours of independent study per week should be dedicated to each advanced level subject;
- ensure that all homework, assignments, coursework drafts, and final coursework are completed on time and in accordance with deadlines agreed with the subject teacher.

Religious Education

Cardinal Heenan Sixth Form is a Catholic establishment. Students are required to engage in daily collective worship during morning form time, as well as weekly General Religious Education lessons. All students are expected to attend and take a positive and respectful role in these activities.

GCSE Mathematics and English Language Resit Students

It is a statutory requirement that students in further education who have not achieved at least a Grade 4 in GCSE Mathematics and/or English must continue to study these subjects and be entered for resit examinations. At Cardinal Heenan, such students are provided with timetabled lessons of GCSE Mathematics and/or English teaching. Attendance is compulsory, and students are expected to approach these lessons with a positive attitude and a commitment to improving their grade.

Plagiarism and AI

Plagiarism and AI misuse is treated with the utmost seriousness, particularly in relation to coursework and controlled assessments. Acts of plagiarism and AI misuse may result in an examination board cancelling a student's entry and refusing to award a grade. Students found to have engaged in this may also face disciplinary action, including removal 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;

School Email and Digital Communication

As a Sixth Form student, you will be provided with a school email address and account. Much like in the world of work, a significant amount of information will be communicated via email by teaching staff, pastoral teams, and careers advisers. As such, email is an essential tool for your success and for ensuring that you do not miss vital information or opportunities.

All students are required to access their school email daily. Students are strongly encouraged to download the Microsoft Outlook app on their mobile phones to support regular and timely access.

Microsoft Teams

All students will have access to a Microsoft Teams group specifically set up for their year cohort. This platform will be managed by Miss Smith and will be used to share relevant information and opportunities relating to work experience, internships, apprenticeships, university applications, and other activities that support academic and personal progression.

Students are expected to regularly check this platform, engage with the content shared, and take responsibility for acting upon the opportunities provided.

Unifrog

In line with our commitment to providing outstanding careers education and personalised guidance, all Sixth Form students are expected to maintain an up-to-date profile and complete assigned tasks on Unifrog, our online careers and destinations platform.

Unifrog brings together information on every undergraduate university course, apprenticeship, and college course in the UK, as well as a wide range of additional opportunities, including School Leaver Programmes, MOOCs, and all colleges at Oxford and Cambridge. Regular engagement with Unifrog is an essential part of Sixth Form study and progression planning.

Work Experience

All Year 12 students are required to complete a minimum of one week of work experience that is meaningful and relevant to their career aspirations.

In recognition of the challenges faced by some students in recent years, virtual work experience opportunities are also supported. Platforms such as **Speakers for Schools** and **SpringPod** are recommended, as they are free to access and provide valuable insight into a wide range of employers and industries.

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/carers (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 _____