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CROXLEY DANES SCHOOL

Sixth Form Student Handbook 2026-28

Welcome to Sixth Form!

This guide is here to help you understand what's expected of you and how you can make the most of your time in Sixth Form. It covers everything from attendance to dress code and the different opportunities available to you.

More information can be found on the Sixth form Website page.

https://sixthform.croxleydanes.herts.sch.uk/

You can email us at: sixthform@croxleydanes.herts.sch.uk

Director of Sixth Form: Miss Johannes

Assistant Director of Sixth Form: Mrs Platt

Sixth Form Administrator & UCAS Co-ordinator: Miss Wright

Year 12			Year 13		
12A	Mrs Sayfi & Miss Amjad	H5	13A	Mrs Maher	SO2
12B	Dr Bhatt & Mrs Akin Oteniya	SC5	13BI	Mrs Hanway + Mrs Borril	A1
12C	Mrs Perry	SC1	13C	Mrs Rimmer & Mr Gopal	H3
12D	Dr Pregnolato	H4	13D	Mr Fanyo	MA4

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STUDENT EXECUTIVE TEAM

Your Sixth Form Team:

- **Head Students:** River Henry, Luella DeMistretta, Oliver Harris & Neel Bhandari
- **Lead Prefects:** Adrien Leven, Ruby Graham & Isla Clarke - Y7 and Wellbeing, Kanyinsola Awoyemi, Crystal Yeboah & Maram Belhamidi - Characters, Prefect Ethan Bieszczad & Adam Khan & Zahra B - Charities & Events, Dylan Smith - Equalities and Inclusion, Neev Patel & Umer Khan - Careers, Tobi Fapohunda, Jaiya Mithani & Jack Blake - Media & Communications

Year 12 students apply and are voted in as prefects at the end of the Spring term.

DAILY ROUTINE

Registration & Form time

- Be in your form room by 8:40 AM. You will be marked late if you arrive after this time
- Attendance is compulsory and participation is important
- Activities include assemblies, Post-18 pathways, literacy tasks, quizzes, and PSHE sessions.
- ID cards and lanyards are mandatory and should be worn at all times. Always sign in and out with your ID card if you arrive late or leave early.

Assemblies

- Held Week B Thursday for KS5 at 08:40 AM
- Students must remove their coats for Assembly.

PERSONAL DEVELOPMENT

PD lessons take place every other Tuesday during Period 3 in Week B. These lessons cover important topics like health, relationships, and life skills as well as preparing you for your post-18 options. It's essential that you treat PD lessons with the same importance as any other subject because they are a required part of your education.
Make sure you attend all PD lessons.

SIXTH FORM COMMITTEE

The Sixth Form Committee is a group that meets every week to talk about things that affect our life in Sixth Form, like our common room, classes, form time, PD activities, and even social events. Each form group has a representative on the committee who shares ideas from the group and brings back what was discussed.

If you want to make a difference in how things are run and have your voice heard, this is a great way to get involved! Talk to your form tutor about becoming your form's representative.

REWARDS, BEHAVIOUR AND DETENTIONS

We want to continue celebrating and rewarding our Sixth Form students. In Sixth Form, you can still earn merits, be nominated for Star of the Week, and win vouchers. There are also opportunities to gain privileges such as working in the canteen, earning home study passes, or securing parking privileges. These rewards can be achieved through completing the Croxley Contribution Tracker, which staff can stamp. You might also choose to volunteer in KS3/4 lessons, support at events, run clubs, or lead initiatives within the community to build your contributions.

Merits are monitored on Arbor, and we actively reward students who achieve high numbers—so give staff plenty of reasons to issue them to you! While we aim to treat Sixth Formers as young adults, behaviour expectations remain consistent with the whole-school policy. This means that sanctions such as lunch detentions, after-school detentions, or SLT detentions may still apply. For more serious incidents, internal isolation or suspension may be issued. We hope this will never be necessary, but it is important that you are aware of the possibility.

Where appropriate, we may encourage you to manage situations yourself without involving parents, but this is not always possible. Ultimately, our goal is to work together so you achieve the best possible outcomes—both academically and holistically.For serious behaviour, like fighting or bringing the school into disrepute, the whole school behaviour codes apply. These incidents will automatically be reported to parents, and appropriate sanctions will be given. Chewing gum is also a school-wide issue and will be logged separately.

CROXLEY DANES SIXTH FORM AWARD

The Croxley Danes Diploma aims to recognise students who demonstrate academic or creative excellence, seek personal growth opportunities, display leadership and commitment to school life during their time in the Sixth Form. It aligns with the school's core values of excellence, respect and trust and builds on the Junior Maypole award character habits in ways appropriate for young adults preparing for higher education, apprenticeships, and employment.

The diploma is divided into three pillars which students work on throughout both year 12 and 13.

Pillar One: Academic or Creative Excellence.

This aspect focuses on the commitment that the student has to their A level studies.

We support students to excel by providing bridging work during the Summer, a transition programme during Autumn and Spring term to help develop effective study skills including calendar management, effective note taking, mind mapping and use of examination resources as examples. Students are recognised for their efforts in commitment to lessons, core study tasks (note taking / exam practice) , wider exploration of their subjects and intellectual curiosity. (such as MOOC - open university courses)

Pillar Two: Contribution to School wide success.

This aspect focuses on the commitment to support and enabling change within school.

We support and encourage students to help strengthen the school community through ongoing service and positive role modelling. Students undertake volunteering such as Maths, reading or lesson learning buddies to support the lower school, prefect roles, learner voice council, Business Enterprise, Sports leaders, Librarianship or run clubs and faculty publications or events. This helps our sixth formers develop real world skills such as team building, communication, problem solving and task management.

Pillar Three: Professional Growth & Real-World Experience.

This final aspect supports our Students to explore their career aspirations and develop employability skills through meaningful encounters with the working world.

We support students to gain work experience within year 12, attend University careers events, explore career/skills profiles using the Unifrog platform and develop their personal profile through UCAS, apprenticeship and job applications.

All students complete the Diploma and leave ready to take on their chosen pathway having gained a balance of skills, knowledge and experiences to go far.

INDEPENDENT STUDY

Teachers will set homework for you to complete outside of lessons. To succeed in Sixth Form, you should plan to spend at least five hours per week on each subject in addition to lesson time. This is the minimum needed to consolidate and extend your learning.

- Early Sixth Form: Teachers will give you more guidance on how to use independent study effectively.
- Progressing Through Sixth Form: You are expected to take greater responsibility by managing your time and focusing on your own areas for improvement.

What Independent Study Looks Like

Effective independent study goes beyond simply "doing the homework." It should include a mix of activities such as:

- Teacher-Assigned Work: Homework, essays, or set tasks.
- Organising Notes: Reviewing, summarising, and refining class notes.
- Preparing for Future Lessons: Reading ahead and pre-learning key concepts.
- Wider Reading: Exploring additional subject materials to deepen understanding.
- Independent Projects: Coursework, research, or self-directed study.
- Regular Revision: Reviewing material consistently, not just before exams.
- Exam Practice: Attempting past papers under timed conditions.

Expectations During Study Periods

To make the most of your independent study time, you should:

- Arrive prepared with the right resources.
- Work productively and independently.
- Manage distractions (phones, social media, chatting).
- Set clear goals and reflect on your progress.
- Seek support when needed, but take ownership of your learning.

POMODORO HOUR

Pomodoro Hour is a structured time-management approach to help you stay focused. One “pomodoro” is 25 minutes of silent study followed by a 5-minute break and then another 25 minutes of silent study.

When and Where?

- Every day p3 and p4 in Sixth Form Study Room

Expectations:

- Attendance for Year 12 is compulsory if you are free during your allocated session. A register will be taken.
- Bring a clear plan of work with you.
- No mobile phones during Pomodoro Hour (Chromebooks or your own ICT may be used).
- Additional Use: You are encouraged to use the Pomodoro technique during your own study time, with extra sessions scheduled before exam periods.

Study Spaces

- The Study Room and Learning Resource Centre (LRC) are Quiet Study Areas during lesson times.
- These spaces must not be used to socialise, play games, or play music.
- If you need to talk or collaborate, ask the supervisor first and work responsibly.
- Phones and headphones may be used quietly for study purposes (outside of Pomodoro Hour only).
- Break times are phone-free to encourage rest and social connection.
- Disruptive behaviour will be referred to the Senior Leadership Team if necessary.

Tips for Success

Start Early: Plan your time from the beginning to stay on top of work.
Stay Organised: Use a planner or digital tools to track assignments and deadlines.
Ask for Help: If you’re unsure about anything, reach out to your teachers or classmates.

ATTENDANCE

We expect all Sixth Form students to be in school 100% of the time. This ensures you get the most out of your studies and the support available to you. Attendance is taken very seriously, and it’s monitored differently from lower school. Here’s how we’ll support and manage your attendance at Croxley Danes:

Attendance rate	
95% and above	No action needed. Your attendance is on track.
90% - 95%	A low attendance letter will be sent to your parents. We’ll continue to monitor your attendance, but there are no immediate consequences.
80% - 90%	A second low attendance letter will be sent to your parents. You and your parents will have a meeting with the Sixth Form Team. Home study will be temporarily removed until your attendance improves.
Below 80%	A continued low attendance letter will be sent to your parents. Home study will be temporarily removed, and you’ll be required to attend supervised study sessions. You must show your work to the supervising staff member.
Ongoing decline after below 80%	An Attendance Panel letter will be sent to your parents, and you’ll have a meeting with the Director of Sixth Form and your parents. Off-site study will be temporarily removed, and you’ll have more supervised study sessions. Conditions for staying in Sixth Form will be set, and there may be a risk of losing exam funding.

Further decline and failure to meet conditions	A meeting will be held with the Headteacher, and a letter will be sent to your parents. You and your parents will meet with the Headteacher and Director of Sixth Form. This is your final chance to improve attendance.

HOME STUDY

Year 12: Students will begin to qualify for Home study following Pathway Review Assessment. If you are awarded this, then you can sign out at 12.35 or 2.20 and study at home for the remainder of the day, providing you have no period 4 or 5 lessons.Students with Period 5 lessons must study on site for Period 4.

Year 13: Students in Year 13 do not automatically get home study. This will be awarded based on the progress of your UCAS applications. Those applying for apprenticeships will need to provide evidence of the applications you are completing. A judgement call will be made by the sixth form team at this point.

Parents or the school can withdraw consent for this.

SIXTH FORM DRESS CODE

Dress should be neat, professional, and suitable for an office environment. Students should avoid clothing that is too casual or revealing. Clothing should allow students to feel comfortable and confident while maintaining high standards.

- **Suggested attire:** Suits,collared shirts, blouses, or smart tops, knitted jumpers, smart trousers (tailored, flared, chino, straight, or wide)
- **Lanyards are to be worn at all times.** These should be worn around your neck and not in your pockets or out of sight. This is for safeguarding reasons. Those without a lanyard on will be placed in a lunch time detention
- **Skirts/dresses:** Permitted: knee-length or mid-thigh/calf (not mini bodycon or micro style).
- **Not permitted:** Ripped, distressed, or frayed jeans, sportswear (tracksuits, gym leggings, football shirts, hoodie/zip hoodies), crop tops, low-cut tops,off the shoulder tops/jumpers, spaghetti strap tops, or sheer clothing, trainers, flip-flops, sliders, UGGs Crocs or slippers.
- **Summer option:** Polo shirts, lightweight trousers, or tailored shorts
- **Footwear:** Smart and appropriate leather shoes with black or brown soles and low heels. Air Force 1 black leather trainers are only permitted if the silver tag has been removed and worn only with trousers. Boots must be plain, black or brown.
- **Sportswear:** Suitable, non-revealing kit for fitness and wellbeing

Clothing must not be revealing

Make up & Jewellery

- Students may wear modest make-up and nail varnish
- One modest nose stud.
- Earrings, necklaces/pendants, bracelets, watches (including smartwatches) and rings are allowed - students may be asked to remove these items for particular lessons where safety is a factor.

The objectives of the dress code are to:

- Ensure all members of the Sixth Form dress appropriately for an educational setting
- Prepare students for employment through guidelines that are similar to those you find in many businesses
- Provide the wider community with a positive image of Croxley Danes School and its Sixth Form
- Enable students to take pride in their appearance and themselves
- Enable individual expression through students' own clothes within a dress code

- Ensure equality within our community and keep the cost of school wear down as the variation in outfits are not excessive. The 16-19 bursary fund will be available for enrolled students to apply for financial support including the purchase of clothes to meet the dress code

Dress Down Days

There will be one dress down Friday every month where students can wear casual clothing. **These dress-down days will only take place if the student body has abided by the dress code in the same month.** The last Friday of every month will usually be a 'dress down day'. You must be appropriately dressed for school on these occasions. There should be no low cut or cropped tops, and no ripped jeans or torn clothing.

PATHWAY REVIEW ASSESSMENTS

In the early stages of Year 12, you will take part in Pathway Review Assessments. These assessments are designed to ensure that you are on the right courses for your academic ability and future goals. They will cover topics you have studied since the beginning of Year 12, so it is important that you stay engaged in lessons and keep up with your work. Demonstrating consistent effort and commitment throughout the year will help you succeed. The Sixth Form team will review your progress and make decisions to best support you on your journey through A-levels, ensuring you are set up to achieve your potential.

ACADEMIC SUPPORT PLANS

The Sixth Form team consistently monitors your behaviour, attendance, and academic progress to ensure you are on track to succeed. This is done through data recorded on Arbor (including behaviour points, merits, and attendance percentage), as well as results from topic tests, mock exams, ATL grades, and your independent work ethic. If concerns are identified, you may be placed on an Academic Support Plan. These can focus on one subject or cover all academic subjects, depending on the support needed. Plans are created with parents/carers present and reviewed monthly to check that progress is being made. Each plan includes a set of SMART targets, which are informed by teacher feedback and updated regularly to reflect how you are developing in your studies.

EPQ

The Extended Project Qualification (EPQ) is a Level 3 qualification that students can take alongside A-levels to develop their skills beyond the A-level syllabus. The EPQ involves completing a research project on a topic of the student's choice. An application process for this optional, additional subject is launched in September or October by the EPQ Coordinator. Some students with an APS of 7.5+ qualify automatically, treating the qualification as their fourth subject.

SIXTH FORM ENRICHMENT

In Year 12 we offer a supportive enrichment programme designed to help you make a smooth and successful transition into Sixth Form. During the autumn term, the focus is on adapting to the step up from Year 11, with guidance on developing independent learning skills, effective revision techniques, organisation, and strategies to succeed in assessments – all of which prepare you for your post-18 pathways. In the spring and summer terms, there will be a range of activities that you can take part in. These include Young Enterprise, fitness and wellbeing and life skills. There are also opportunities to gain additional qualifications during this time, such as the Sports Leaders Level 3 Award and the EPQ Award.

LUNCH TIME

As a Sixth Form student, you earn the privilege to leave the school site during lunch. Not all students qualify for this automatically.
If you are awarded this privilege, you must use your ID card to tap in and out using the Inventry system in the Sixth Form Study Room. Starting in September, there will be a staff member stationed at the Sixth Form room exit to monitor who's leaving and arriving.

You can use theMini Mart in the sixth form room (contactless payment only) or the Dining Hall at any time and even buy certain food and drinks that aren't available to the younger students. However, don't misuse this privilege on their behalf. You can bring drinks to the Study Room, but please follow the **one-way system when leaving the Dining Hall**, and remember that eating in the corridors is not allowed.

MOBILE PHONES

You're allowed to use your mobile phone, headphones, and other devices in the Study Room and LRC, but only for study purposes during study periods. You need to come to school prepared with work to complete without access to your phone. You can use your phone during break and lunch times, but **only in the Study Room**. You are not permitted to walk around the school with your phone on view.
If you don't follow these rules, your phone will be confiscated and held at reception until the end of the school day, at which point you can collect it. Keep in mind that this policy is different from the one for the main school.

FIRE ALARM

If the fire alarm goes off, you need to leave the building quickly and calmly. Year 12 and Year 13 students should line up alphabetically by form group near the LRC. It's important to stay silent so you can hear any instructions. Your form tutor will take a register and report any missing students to the Senior team.

UCAS

Year 12

Autumn term: You and your parent/carer will be invited into school for a UCAS information evening, where we will guide you through the process step by step. You will start to look at Universities and attend Open Days. We allow up to three school days for University visits (you will need to complete a form a week in advance for this privilege)

Spring term: You will be completing your UCAS exams. The grades you achieve from these exams will be used in your UCAS application.

Summer term: You will make a start on your UCAS application and Personal Statement.

Year 13

- Your Tutor and a member of the Sixth Form team will proofread and approve your personal statement
- You will sit with a member of the Sixth Form team to go over your entire application and send it off

Oxbridge and early courses deadline - 15th October 2026, 18.00

UCAS Equal Consideration deadline - 14th January 2027, 18.00

UNIVERSITY ADMISSION TESTS - 2027 ENTRY

We have gathered links here as there is so much change in the admissions tests this year. Please be sure to check the information for any course you might be interested in applying for yourself.

Cambridge
Cambridge admissions are a mixture of in college assessments and exams that are taken at Pearson Centres. Information about each subject's entry requirements can be found here. Please note that admissions requirements can vary between colleges.

Oxford
Oxford are also using Pearson centres for their assessments this year. There is no fee for taking Oxford examinations (apart from LNAT and UCAT which are used for other Unis too.) Information about Oxford assessments can be found here.

UCAT - for Medicine and Dentistry
You can already pre-register with UCAT to be in their system. You can book your slot from 18th June, once you are registered they will invite you to do so. Some slots fill up very quickly, so pre-registering and being quick off the mark is important. More information and registration is here. There is no longer a BMAT exam as well - all of your eggs will be in the UCAT basket.

LNAT - for Law (not needed at all universities offering Law)
You can already pre-register with LNAT to be in their system. You can book your slot from 1st August, once you are registered they will invite you to do so. Some slots fill up very quickly, so pre-registering and being quick off the mark is important. More information and registration is here.

TMUA
This is the test for Mathematical aptitude. It is sometimes used for non Maths courses, including Computer Science and Economics. This list of universities that will require the TMUA has increased steadily over recent months. It includes Cambridge, Imperial, Warwick, Durham and LSE. Check to see if other universities might also get involved as it is the first year of this format. There are 2 sittings in October and January but we strongly recommend you apply for the October sitting. It opens for bookings on 1st August. More information is here.

ESAT - Engineering and Science
This is also taken into account by admissions to Imperial and Cambridge, but it is possible that other universities will get involved with it too so please check. More detail can be found here. As with the TMUA there are 2 sittings (October for both, January for Imperial) but we strongly recommend all students taking the ESAT to take the September sitting. You can register from 1st August

TARA (Applying for UCL)
The TARA is a general admissions assessment that will be required across various academic disciplines. If you're applying to UCL, it's important to consult the course-specific pages on the university's website to confirm whether the TARA is necessary for your chosen programme. Not registering for a required test could result in your application being disqualified. More details can be found here.

Bursaries and Exams Access arrangements
All of the exams (except for Oxford) cost money to take, and there are bursaries available for students who would struggle financially with the cost of the tests. For some, these should be applied for before you are able to register, so that you can get your choice of slots. Please check out what is needed in plenty of time. If you have exams access arrangements for exams in school (extra time, etc) you are likely to be able to achieve it for most exams. Sometimes the deadline for applying for extra time is earlier that the registration deadline for others, so please look into this in plenty of time.

Other Entrance Exams
These are the exams that we always have a lot of students taking. There are many more, for example for Conservatoires and Drama Schools. Please come and speak with us if you want help researching what you

need to do for your courses.

Preparing for the assessments
To a very large extent, this is over to you! We have some resources in the LRC and the Sixth Form study room that you can use for your preparations. A couple of subjects are able to offer some support in school. But largely, we would expect you to work independently to be fully prepared for the assessments.

UNIFROG

All students will have a Unifrog account, unless they are an external student. Unifrog provides many opportunities as well as examples and resources to support you during Sixth Form. The platform can be used in various ways. The platform can be used in various ways. In Year 12, students will use this platform to complete 2 MOOC's if they study 3 A-levels and 1 MOOC if they study 4 by the end of the academic year.

In Y12, you will be encouraged to start building your profile based on your interests - this will be done during form time. In the late Spring term, you will begin researching their post 18 options using Unifrog to explore universities and courses, apprenticeships or other avenues. The early stages of the UCAS process will begin using Unifrog where you will log all extra curricular activities that you have been undertaking and begin drafting your personal statements, which will eventually be transferred to the UCAS platform. Those considering apprenticeships can use the platform to research and apply directly to the employer.

SIXTH FORM CONTRACT

CROXLEY DANES SCHOOL
SIXTH FORM

Learning Agreement

The School Ethos

Croxley Danes Sixth Form provides a rigorous and supportive academic environment where every student is expected to strive for excellence. We value respect, independence, and resilience, and we aim to prepare students to succeed at university, apprenticeships, or employment.

The School's Responsibilities

The school will:

- Provide a broad and challenging curriculum in a safe, inclusive learning environment.
- Offer high-quality teaching, feedback, and academic guidance.
- Monitor progress closely, intervening where necessary to support student success.
- Communicate regularly with students and parents regarding progress, attendance, and conduct.
- Provide access to enrichment, careers guidance, and higher education support.

The school will also:

- Contact parents at the earliest appropriate moment should concerns or problems arise that affect a student's work or behaviour, *where, in the Sixth Form, that issue has not been resolved in communication with the student themselves*
- Deal with parental concerns and communications promptly and effectively
- Mark and monitor homework regularly
- Define clear expectations of students with regard to behaviour and discipline.

The Student's Responsibilities

I agree to:

- Commit fully to my academic studies and personal development.
- Maintain excellent attendance (minimum 95%) and punctuality for all lessons, assemblies, enrichment, and interventions.
- Take responsibility for independent study, completing all assignments on time and to the best of my ability.
- Engage fully with all support and intervention sessions arranged to help me make progress.
- Act as a positive role model by showing respect for staff, peers, and the school environment.
- Use study periods productively and avoid behaviour that disrupts the learning of others.
- Communicate openly with staff if difficulties arise that may affect my learning.

Learning Aims

All students will normally be expected to follow a two-year academic programme of study commencing 5th September 2025, comprising three or four Level 3 subjects as discussed and agreed during the enrolment process following the published entry requirements process. Students must not be enrolled on any funded study programmes at other institutions. An individual timetable confirms the agreed subjects and planned study periods amounting to a minimum of 580 hours each academic year, which includes the following approximate allocation:

Typical activity	**Hours per fortnight**	**Year 12 total (40 weeks)**	**Year 13 total (37 weeks)**
Registration	1.7	34	31.5
Form time or Assembly	3.3	66	61.1
Personal Development	1	20	18.5
Games/Enrichment activity	1	20	18.5
Level 3 Subject 1	9	180	166.5
Level 3 Subject 2	9	180	166.5
Level 3 Subject 3	9	180	166.5
Level 3 Subject 4, and/or Supervised Study	4	80	0
Total		**760**	**629.1**

Subjects & Individual Terms: (To be completed by staff at enrolment)

Subjects Chosen:

1. _____
2. _____
3. _____
4. _____

Individual Terms / Interventions / Support Notes:

_____

_____

_____

_____

By signing this agreement, all parties confirm their commitment to supporting the student's academic success at Sixth Form.

Student Signature: _____ Date: _____

Staff Signature: _____ Date: _____