



29<sup>th</sup> November 2022

Dear parent(s)/carer(s),

## Independent Study Periods

As part of the continuing development and improvement of the sixth form I have been conducting a review of our timetable, opportunities for student enrichment and the facilities that we provide for our sixth form students. The student and parent surveys (term 1) also form a strong part of this review and as I expressed at the start of the year, my aim is to create a sixth form where students, staff and parents work in synergy to provide the best sixth form provision which supports young people as individuals who develop responsibility and accountability for their academic and personal development.

In particular, I have reviewed study independent study periods and the effectiveness of independent study periods. From January 2023 I would like to introduce a change to our post-16 attendance policy and offer students the option of off-site, self-supported study from 12.50pm, unless they have timetabled lessons or activities.

The rationale for this is detailed below:

- To provide students with the opportunity to be responsible for selecting the environment most conducive to their studying needs.
- To reinforce the culture of accountability and responsibility of students for their own learning.
- To enable students the opportunity to enhance their learning and acquisition of cultural capital by providing opportunities to visit locations such as libraries, exhibitions, museums, conference, universities, etc.
- To provide study spaces within the school that support more concentrated and supportive self-study.
- To prepare students for higher education and adulthood by becoming more responsible for their own time.
- To reduce impact of current\* site constraints relating to accommodating sixth form students.

*\*A dedicated and purpose-built sixth form building with exclusive facilities for sixth form students will be ready for September 2023.*

## Is this optional or compulsory?

This is optional and students who wish to remain in school for their independent study periods in the afternoon, will be provided with continued study facilities and provision. Students will be required to attend sixth form as normal, from 8.40am, engaging in daily registration activities and timetabled lessons and activities. Attendance to sixth form is compulsory between 8.40am-12.50pm and until 3.15pm if timetabled for lessons or specific activities.

## Can all students access off-site, self-supported study?

It is important to outline the criteria for students wishing to engage in off-site, self-supported study which is provided below.

**Attendance** – attendance must remain over 95%. (As this policy change is taking place in-year, the attendance rate will be measured from 1<sup>st</sup> December 2022, when the policy begins).

**Punctuality** – must not be subject to a monitoring programme for punctuality (stage 1, 2, or 3). Students must recognise that punctuality is not just in the morning but also to lessons.

**Attainment** – must not be subject to a monitoring programme for attainment (stage 1, 2, or 3), must not receive a grade 3 in more than one A-Level subject, must not have a grade 4 in any subject.

**Behaviour & Conduct** – must not be subject to a monitoring programme for behaviour or conduct (stage 1, 2, or 3), must not receive any ATL grades 3 or 4 relating to behaviour or aspiration, must not have been subject to any exclusions (internal or exclusion) for that term.

**Independent study & Homework** – must not be subject to a monitoring programme for independent study (stage 1, 2, or 3), must not receive a grade 3 ATL or lower in any subject relating to independent study and homework.

#### Students in Yr12:

Students in Yr12 would not be permitted to study off-site during p5 or p6 until January of Yr12. This enables the Head of KS5 Curriculum to analyse the attainment data for the first term and for the Head of KS5 Pastoral to review behaviour and conduct incidents. It also allows students the time to embed good study practice and meet the expectations of the code of conduct and general sixth form expectations.

At the end of Yr12 (July), access to off-site study periods are reviewed against student data relating to attainment, attendance, behaviour, conduct, punctuality. This means that students will get automatic access to off-site, self-supported study from the start of Yr13, unless the review identifies any areas of concerns.

#### Students in Yr13:

Yr13 students are to be given automatic right to leave the school site for off-site, self-supported study from January 2023, unless there are areas of concerns against the criteria listed.

Students in either Yr12 or Yr13, for which there are concerns regarding attainment, behaviour, conduct, attendance, or punctuality are prevented from leaving the school site during p5 and p6 and will need to engage in a monitoring programmes. Successful progress against area(s) of concern will then allow the same option of using off-site study from 12.50pm.

#### **Is access to off-site- self-supported study continuous?**

Yes - As long as the criteria is being constantly met.

Access to being off-site p5 or 6 for study periods for any KS5 student can be revoked if there is a concern or decline in attainment, attendance, behaviour, conduct, punctuality or if there is a wider concerns for the progress of the student. These concerns will be communicated to the student and parent(s)/carer(s), and under these circumstances, students with study periods will be required to study within the sixth form study area for timetable study periods, checking in with the sixth form office.

#### **Can I be employed during the off-site, self-supported study periods?**

No. Off-site, self-supported study is time given to students to study towards their full-time education.

Staff can ask for students to attend sixth form in the study periods with no notice if there is work to complete or concerns about progress or well-being. There may also be a long-term arrangement to bring a student into sixth form for all sessions. Students should also be aware that student enrichment activities may also be planned for study periods and as such, attendance to these, unless stated, are not optional.

If a student is off-site during the school day, they are expected to conduct themselves in line

with the same high expectations and behaviour as required by all school policies. If an issues arises off-site which reflects the school or sixth form negatively, then the sixth form reserves the right to revoke off-site study periods.

**Students who opt for self-supported, off-site study, must have a completed parent/carer contract signed and returned before off-site study can commence. Non-attendance during study periods without a signed contract will be classed as truancy and will initiate safeguarding procedures, even if student is over the age of 18. Please be advised, we require a printed, hand written contract; emails will not be accepted as confirmation.**

Once a contract has been returned to the sixth form office, parent(s)/carer(s) will be informed of the sessions which students are allowed to access off-site, self-supported study.

Students and parents have the right to appeal a decision regarding off-site study however, the Head of Sixth Form's decision is final, following consultation with the Headteacher.

If you have any questions regarding this policy, please contact us via email on [6form@kls.herts.sch.uk](mailto:6form@kls.herts.sch.uk) .

Regards,



Mr J. Tubb  
Principal Assistant Headteacher & Head of Sixth Form

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### Parent/Carer Contract: off-site, self-supported study

Student Name: \_\_\_\_\_ Registration Group: \_\_\_\_\_

As parent/carer/legal guardian of the above named student of Kings Langley School Sixth Form, I/we consent to off-site, self-supported study from 12.50pm if no timetabled lessons or activities are scheduled. I/we understand that access to this is as detailed in the study periods policy outlined in this letter and that the sixth form reserves the right to revoke access to this, following notification of reasons.

I/we understand that I/we are responsible for the above named student when off-site and that all issues that arise off-site during sixth form operating time, which reflects the school or sixth form negatively, which could result in access to this option being removed and/or further school sanctions according to school policies.

I/we understand that non-attendance to timetabled lessons or activities will be classed as truancy and safeguarding procedures will apply.

Parent(s)/carer(s) Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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