



# Woldgate

## Sixth Form College

Be Ambitious!

### Application Form for Woldgate Sixth Form College

#### Student Information

Surname		
Forenames (underline name normally used)		
Date of birth	Gender (please tick) Male      Female	
Address		
	Postcode	
Home no.	Student mobile no.	
Email address		
Correspondence address to be used		
Schools/other learning establishments previously attended, with dates:		
School/establishment	From	To
School/establishment	From	To

Names of any siblings already attending the school.

Dear Student

We are delighted that you are considering applying to Woldgate Sixth Form College as it is very different from anything that you will have experienced so far in your school career. You will meet new people, make new friends, study new subjects, try out new activities and become more independent in your learning.

The next phase of your education is potentially the most important one as the courses that you choose now will help shape your future and decide which career paths may be open to you after your next two years of study. Your academic courses together with the additional experiences and skills you will gain along the way will ensure that you leave our sixth form having worked hard to achieve your potential and with a bright, successful future ahead of you.

Your success is extremely important to us and we are committed to offering a highly supportive environment where you will have every opportunity to progress academically, personally, culturally and socially. Expectations and demands are high but the rewards are great ensuring that students feel able to achieve and succeed.

If you would like to be part of our exciting Sixth Form then a range of new experiences await you together with the personalised support and guidance to ensure you make the most of any opportunities that lie ahead.

We look forward to working with you.

Yours sincerely

Mrs K Lawson  
Head of Sixth Form College

## Student Agreement

**Professionalism** - I recognise that, as a post-16 student, I will be a role model for younger pupils. I will try at all times to act as a positive role model in the *Sixth Form* and in the school as a whole. I will try at all times to present a professional image, to encourage younger pupils to demonstrate the same standards as were expected of me at school, and to be supportive when required. I understand that disciplinary interventions will be put in place if my behaviour falls short of that which is expected of me.

**Role and responsibilities** - I understand that staff will treat me as a young adult and will seek to provide opportunities for me to develop as an individual and a responsible adult. I recognise that with greater independence comes greater responsibility. I accept that I am at the *Sixth Form* to learn, to uphold the values of Woldgate Sixth Form College and the school community, and to ensure learning takes place in an adult, business style environment.

**Academic progress** - As a Post-16 student, I recognise that I am expected to take responsibility for my own learning. I understand that my teachers will have high expectations of me, and that I will receive support throughout my studies to help me achieve the best of which I am capable. I agree to fully engage with any strategies put in place to support my progress, which may include being placed on monitoring report, removal of non-contact periods, and compulsory catch-up sessions. From my part, I understand that I am expected to be hardworking, dedicated and dependable. It is important that my teachers do not need to remind me of their expectations.

**Pastoral Care** - I understand that the pastoral team, including my form tutor, the Attendance, Achievement and Care Co-ordinator and the Head of Sixth Form, is vital to my success and will support me throughout my studies. It is important I attend one to one meetings and full form periods as required and that I am on time. I understand these sessions will provide guidance, will help me to organise myself, help me to use my time effectively, and help me in my applications for university or employment when I move on.

**Supervised private study** - As a young adult I will need to take responsibility for my own learning. This will include using any supervised private study periods productively to help me manage my coursework and achieve the best grade possible. I may also wish to use the ILC. I understand the importance of maintaining a quiet study area for myself and my fellow students to work within, and will behave in a way that is conducive to focused study. I will not leave the site (excluding lunch and break times) without permission from the Head of Sixth Form or unless I am attending a timetabled lesson at another institution. I recognise that effective time management and effective use of the resources and facilities are crucial to my success, as these skills are central to success at university and in employment.

**Professional wear** - I understand that I am expected to present myself smartly at all times. I agree that I will not wear outdoor clothing, such as coats, during form time and lessons. On certain days in the Sixth Form I will need to wear business dress, which will normally include smart trousers or skirt, and a matching shirt or blouse. On other days in the Sixth Form, I may wear casual wear provided it is smart. I recognise staff may ask me to get changed if I fall short of these standards. When I am on placement I will need to follow the dress code set by my placement.

**Employment** - I recognise the need to be realistic in taking on any extra work outside my educational studies and I am aware that research suggests that working over 9 hours per week will have a tangible impact on my studies. The courses I am studying are very demanding, and will require me to invest a considerable amount of time and effort outside lesson times. This will form a compulsory part of my Post-16 education and work experience may be taken in blocks of time, or on a weekly basis, dependent upon the restrictions placed by my timetable.

**Volunteering** - I understand that I will be required to volunteer for a minimum of six hours per term. I will ensure that my volunteering is recorded accurately, being signed by both me and the member of staff responsible for my activity.

**Wider opportunities** - I recognise that many opportunities will be made available at the Sixth Form which I will be encouraged to attend. These will include seminars, visits related to my studies, service to others, and activities such as our expeditions. Seminars available at the Sixth Form will be calendared well in advance, and I understand that I will be expected to be present for guest speakers relevant to my course, from higher education and from business. I understand that many visits will be available, some of which may be more suited to other students or to other year groups, and I will therefore ensure that I ask for the approval of the Head of Sixth Form.

**Attendance and Registration** - I understand the need to be prompt to registration and lessons at both the Sixth Form and at any other centre of learning. It is not acceptable for me to arrive late, or unprepared to learn, due to lack of equipment or poor organisation. I understand I need to be ready to start, with time to spare. On the rare occasions I do find myself running late due to circumstances beyond my control, I will contact Reception who will then, as a matter of courtesy, inform my teacher. I understand that disciplinary interventions will be in place to combat poor attendance at registration, lessons, non-contact periods and other Sixth Form activities. I will endeavour to achieve an excellent attendance record, aiming to maintain a minimum of 98% attendance throughout my time in Sixth Form.

**Absence** - I recognise that good attendance is essential, and that any absence will have an impact upon my progress and achievement. On the day of my absence and every subsequent day, I will telephone Reception (Option 4) to inform the Sixth Form, even if I am attending lectures at another institution. I will give a brief reason for my absence and I will provide an absence note or doctor's certificate upon my return. I will also complete a green Self-Certification Form, which I will ensure is signed by my Form Tutor and the Head of Sixth Form.

Planned absences of any kind during term time are discouraged, and will need to be discussed with the Head of Sixth Form. I understand that if I know in advance that I will not be able to attend a lesson then I must talk to the subject teacher in advance to ensure that I complete all work missed.

I will also complete a yellow Authorised Absence Form, which I will ensure is signed by my Form Tutor and the Head of Sixth Form.

**Visitors to site** - I will not bring visitors onto the site except with the prior permission of the Head of Sixth Form.

**Conduct off site** - I understand that I will be recognised as a representative of Woldgate Sixth Form College by members of the local community and I agree to conduct myself professionally and considerately when I am not on site.

**Reports and Parents' Evening** - I will be provided with continual feedback by my subject teachers. Formal feedback will be given at the end of every module depending upon the type of qualification I am studying. The Centre will also inform my parents of my progress using interim assessment data. Formal progress reports will also be sent home, and my parents will have an opportunity to meet with my teachers during the academic year. I will make every endeavour to be present at those meetings, even if there is an instance where my parents are unable to attend. I will speak to the Head of Sixth Form should attending these meetings be impracticable for either myself or my parents.

**Learner Malpractice and Referencing** - Obtaining, receiving, exchanging or passing on information which could be assessment/examination/test related (or the attempt to) by means of talking, or written papers/notes during supervised assessment/examination/test conditions, will be considered to be Learner Malpractice and will be dealt with as stipulated in Plagiarism—a Guide for Students.

I certify that any piece of work or assignment which is produced by me will be my own. If I use external sources this work will be referenced within the body of the text and also the bibliography. I have been issued and understand the Plagiarism—a Guide for Students which has been issued to me at the start of the academic year.

**Use of facilities and equipment** - I agree to look after the facilities and equipment. I agree my behaviour must not cause damage to facilities, and that I may not use equipment for non-Sixth Form activities.

**Parking** - I may park a cycle on site. When I am old enough, I may ask for a permit to park a scooter on site. I recognise the Centre cannot guarantee availability, and will obviously seek to provide parking for those who have the longest distance to travel. I understand the Sixth Form discourages travel by car and that I will only be permitted to park a car on site after consideration for a parking permit from the Head of Sixth Form, whereupon restrictions of use will apply. Unauthorised vehicles without a permit are not permitted to park on the school site.

**Mobile phones** - I recognise that I am welcome to bring my mobile phone, but that it must be placed on vibrate or silent and must not interrupt lessons. I will not use my mobile phone in form times, lessons or corridors unless it is as part of the learning activity taking place, as directed by the teacher. I accept that this is in keeping with the aim of the Sixth Form to offer a business environment for young adults and that this is part of me behaving professionally. I must not use my mobile phone within the main school environment, or in any area used commonly with main schools students.

**Food and drink** - I recognise that it is also part of the professional behaviour expected of me that eating is restricted to the student Café area or at the café tables provided throughout the centre. I will therefore not wander around eating food or chewing, both of which look unprofessional. I will not eat in any area commonly used with main school students, unless I am eating in the main school dining hall.

**A business environment** - The Centre will on occasions be used by companies for conferences, and by other outside visitors. I understand that people will judge the Centre on my attitude and behaviour. I recognise the need to be moderate in my use of language, and to show courtesy and respect at all times to other members of the Sixth Form and to all visitors.

### Acceptance

I have read the above Student Agreement and agree to support it.

Signed:	(Student)
Name:	Date:
Signed:	(Parent/Guardian)
Name:	Date:
Signed:	(Head of Sixth Form)
Name:	Date:

### Parents or Carer Information

Woldgate School must have a record of the names, addresses and telephone numbers of all those who have **parental responsibility** for a student. This includes **natural parents, adoptive parents, legal guardians and carers**. In the event of an emergency we shall contact the names below in the **priority order shown**. Should you **not** want one of the people listed to be contacted, please indicate next to their name.

Name	
Address	
	Postcode
Home no.	Mobile no.
Work no.	Email address
Work address	

Relationship to student
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Name	
Address	
	Postcode
Home phone no.	Mobile no.
Work no.	Email address
Work address	
Relationship to student	

Name	
Address	
	Postcode
Home phone no.	Mobile no.
Work no.	Email address
Work address	
Relationship to student	

Name	
Address	
	Postcode
Home phone no.	Mobile no.
Work no.	Email address
Work address	
Relationship to student	

It is normal practice to send letters and reports to those parent(s) with whom the student lives. Should you wish a report to be sent to an additional person, please give details below:

<b>Alternative Emergency Contacts</b>

Please give the names, addresses and telephone numbers of people not listed previously (relatives, friends, neighbours) who we should call in the event of an emergency, should we be unable to contact any of the above. Please only list people who live or work close enough to be able to respond quickly.

Name	
Address	
	Postcode
Home no.	Mobile no.
Work no.	Relationship to student

Name	
Address	
	Postcode
Home phone no.	Mobile no.
Work no.	Relationship to student

Medical Information	
Name of family doctor	
Surgery	
Address	
Tel. no.	

Please give details of any medical problems affecting the student. Does he/she suffer from asthma, hay-fever or other allergy (e.g. penicillin, aspirin)? (Please specify and indicate any special treatment.)

Does he/she suffer from epilepsy? YES/NO	Is he/she diabetic? YES/NO
Does he/she have any problems in hearing, needing special treatment? (e.g. needs to sit near the front)	
Does he/she have any vision problems? (e.g. wears spectacles)	
Please give details of any other problem of which the Woldgate School should be aware:	
Is the student immunised against tetanus?	YES/NO
Does the student have any dietary restrictions?	YES/NO

Service Children in Education			
Please give details of any parent/guardian who is currently or has been employed by any of the Armed Forces in the last 5 years			
Name:			
Currently		Not now but has been in the last 5 years (please state date they left)	

Adopted from Care
Yes/No - please delete as appropriate



## Language

First Language (e.g. English)

## Religion (Please tick the most appropriate box)

Christian		Muslim	
Jewish		No Religion	
Sikh		Other (Specify)	
Hindu			

## Nationality

English		British	
Scottish		Other	
Irish		Refused	
Welsh			

## Ethnic Origin (Please tick the most appropriate box)

White English		Asian		Chinese	
White Irish		Asian & any other ethnic group		Other ethnic group (please specify)	
White Scottish		Black Caribbean			
White Irish		Black & any other ethnic group			
White European		Black European			

## Country of Birth

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## Lunchtime arrangements

Please indicate meal option (tick one only)	School Meal		Packed Lunch		Home	
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## Cashless Catering

At Woldgate School we use a Cashless System. The process for using the system is simple: The student's account is pre-loaded with funds, using one of the methods below. They then pay for

their food using either their PIN (this is the first four digits of their print code) or, if registered, the fingertip recognition scanner at the till. As added security, on entering their PIN or scanning their thumb, their school photograph appears on the till to enable the till operators to confirm the correct account is being charged. The cost of the goods is then taken from the pre-loaded amount and the balance remaining is available for use on their next visit. Students can check their balances using the revaluation unit: instructions are on the front of the machine.

There are three ways to top-up accounts:

1. Online using the Tucasi payments system (as currently used for school visits).
2. By cash in school using the 'Revaluation' machine located outside the Food 4 Thought Café.
3. By cheque, payable to Woldgate School.

We have set a maximum daily spend allowance of £5 for all students, which can be changed at any time by contacting our Catering Manager.

Biometric Recognition	
I give consent to the information from the fingerprint of my child being taken and used by Woldgate School as part of an automated biometric recognition system for the purpose of providing school meals. I understand that I can withdraw this consent at any time by writing to the school.	Yes/No

Travel arrangements									
How does the student intend to travel to and from Woldgate School (please tick <u>one</u> only)									
Bus		Bicycle		Walk		Taxi		Other (please state)	

The East Riding of Yorkshire Council ceased to allow Woldgate's out-of-catchment pupils or Sixth Formers to travel on their bus services with effect from the 1<sup>st</sup> September 2013. We therefore contract buses to replace the Local Authority provision so that those pupils living in the Bubwith, Holme-upon-Spalding Moor and Market Weighton areas may attend Woldgate.

The Local Authority no longer subsidise the transport cost on their services, usually charging £550 per annum for students to travel. We currently charge this amount for travel on our B1 and H1 services and, at this price, we are still providing a subsidy. We will endeavour to minimise any price rises in the next academic year, within the financial constraints placed upon us. The viability of these bus services will be reviewed annually and service users will be kept informed of any proposed changes.

Awareness of the number of students each bus will need to accommodate would be greatly assisted if, by **28<sup>th</sup> April 2017**, you would kindly confirm your proposed school transport requirements for the next academic year. You can do this by e-mailing Sharon Hogg, Head of Operations and Administration (shogg@woldgate.net) and providing the names of those you would like out of catchment bus transport for and the bus route they would require transport for.

No response will be considered to mean that you do not need the service.

B1	Yes/No	H1	Yes/No	N/A
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B1: Bubwith (via Harlthorpe, Laytham, Foggathorpe, Holme Upon Spalding Door)

H1: Holme Upon Spalding Door (via Market Weighton and Shiptonthorpe)

### SEN Information

Please use this space to let us know about any medical or SEN arrangements which are currently in place of which Sixth Form should be aware for Post-16 applicants:

We would ask you to provide us with further information regarding SEN arrangements currently in place for applicants, or which will be required Post-16 (please tick each statement which applies).

<input type="checkbox"/>	Applicant requires one-to-one support outside of lessons	<input type="checkbox"/>	Applicant requires one-to-one support in lessons (state how many hours)	<input type="checkbox"/>	Applicant can attend work placement opportunities unsupervised	<input type="checkbox"/>	Applicant can travel independently	<input type="checkbox"/>	None of these statements apply
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### Access Arrangements

Please state what your previous access arrangements have been (e.g. special arrangements in examinations—extra time, scribe, reader, etc):

If there is any other information that the School should be aware of please give details:

eg: Young Carer, Attendance Issues, exclusions etc

## Music Tuition

There is a thriving Music Department at Woldgate School catering for all styles of music. For example, there is a large Orchestra of approximately 50 players as well as a Chamber Orchestra for the more advanced students. We are fortunate to have fully qualified and experienced visiting teachers giving lessons in a wide range of instruments. Should you be interested in music tuition for your child then please indicate below. More information will be sent out in the summer term.

My son or daughter would like to have music lessons	Yes		No	
Preferred Instrument(s)				

## Consents

**Emergency treatment:** I consent, if an emergency should occur at a time when my consent cannot reasonably be obtained, to the student receiving any medical or surgical treatment deemed necessary by a qualified practitioner or to first aid being administered. I agree to keep the Sixth Form advised of any relevant new information relating to the student's health.

**Teenage Health Drop-in Clinic and School Counsellor:** I understand students may self-refer to a weekly Teenage Health Drop-in Clinic, staffed by experienced health professionals, and to the School Counsellor. As these sessions are confidential, parents will be informed only when the school refers a student.

**Photographic images:** Please note that it is a normal part of Sixth Form life to celebrate the achievements and successes of students in words, pictures and sound. Some of the images may later be used for Sixth Form publicity including in print and in electronic media including both intranet and the web. Should you not wish the student to be included, please write to the Sixth Form to that effect. We will acknowledge letters received, and will seek to ensure that photographs taken after that date for Sixth Form publicity will not feature the student. It remains the responsibility of the student to alert the Sixth Form at the time of any such photograph being taken.

**Private Study:** I understand that when students are not attending classes at the Sixth Form they are required (under the terms of their Student Agreement) to remain on-site for Private Study time at the Sixth Form. This enables students to study in a peaceful environment where advice is on hand, should they require it, to complete coursework. The only contravention to this may be at the invitation of the Head of Sixth Form, as a reward for demonstrating the skills and maturity of an independent learner.

**Data Protection:** The information you provide on this form is covered by the Data Protection Act 1998. The Sixth Form is a Data Controller for the purposes of that Act, and will only use the information for the purposes for which it is collected. It may be necessary to share this information with the Local Authority, with partner providers where the student undertakes courses and/or placements off-site and others for the purposes of student welfare with the Health Authority for the purpose of arranging health screening, and for the purposes of careers and

arranging work experience placements.

**SCDS Messaging:** I am happy for the *Sixth Form* to contact me by SCDS Messaging (via parent/guardian mobile phones **only**) to inform me of information relating to my son or daughter's education and progress at the *Sixth Form* I also give permission for the *Sixth Form* to text my son or daughter with reminders or information about their course.

Please signify your consent to the above by signing below.

**Signature:**

**PRINT NAME:**

**Date:**

**Relationship to Child**

<b>Sixth Form Preference</b>	
	Name of Sixth Form that our son or daughter are applying
First Preference	
Second Preference	
Third Preference	

My Reasons for choosing this Sixth Form are: (enter details below)

## Qualifications

Qualification	Grade	Date Achieved	Centre
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**Supplemental Information**

**Course Choices**

Please select 3 courses that you would like to study

<b>Subject</b>	✓
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Art & Design	
Biology	
Business Studies	
Chemistry	
Computer Science	
Drama & Theatre Studies	
English Language	
English Literature	
French	
Further Mathematics	
Geography	
History	
Mathematics	
Media Studies	
Music	
Music Technology	
Physical Education	
Physics	
Product Design – 3D	
Product Design – Fashion and Textiles	
Psychology	
Religious Studies (Philosophy & Ethics)	
Sociology	
Spanish	
BTEC L3 Applied Science (Single)	
BTEC L3 Applied Science (Double)	
BTEC L3 Health & Social Care (Single)	
BTEC L3 Health & Social Care (Double)	
BTEC L3 ICT (Single)	
BTEC L3 Business Studies	



Completed application forms should be returned by **2<sup>nd</sup> December** for the attention of Mrs K Lawson (Head of Sixth Form) to

Woldgate School and Sixth Form College, 92 Kilnwick Road, Pocklington, York, YO42 2LL

Office only:

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Signed by member of office staff.

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Date information logged.

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Further action required by Head of Sixth Form?