



Wimbledon College

Sixth Form Handbook

2026-27

The purpose of the Sixth Form is to encourage you to recognise the best in yourself and to work hard to develop all of your God given talents.

Alongside this core aim is our ambition to instill an awareness of the needs of the less fortunate and for you to commit to putting your gifts and energies at the service of others.

Our Sixth Form is structured around a set of standards. A straightforward system of expectations and consequences which can be easily understood. Six standards set out the College's expectations:

- 1. Studies**
- 2. Attendance**
- 3. Punctuality**
- 4. Participation**
- 5. Responsibility**
- 6. Dress code**

Students who consistently meet the standards will enjoy greater autonomy. Those who fail to meet the Standards will be challenged and supported by a more structured regime. It is hoped that you are able to navigate the Sixth Form standards positively and see them as a bridge between Sixth Form education and the world of work.

Standard 1 - Studies

Your first priority at school is your studies. The school day runs from 8.25am to 3.10pm and you will be expected to be in lessons, engage with interventions and school events every day of the week - even on Tuesday mornings, Wednesday afternoons and Friday afternoons.

In our experience, successful Sixth Form students are well prepared for class, have a positive mindset, participate actively in lessons, are well organised, employ technology effectively, use study hall effectively (we recommend 5 hours of independent study per subject per week), and take an interest in your chosen subjects beyond what is required.

Significant resources are available to you to support your studies: your teachers will be able to explain where these resources can be found.

Continuation into Rhetoric (A-Level courses)

To continue into Rhetoric on A level courses, you will need to have achieved at least a grade D in your end of year exam in each of the subjects you wish to study. Your results in these exams will also be the grades used to inform your predicted grades on your UCAS application.

If you do not achieve a D grade in your end of year exam you may be entered into another appropriate subject area and/or be offered the EPQ.

Continuation into Rhetoric (BTEC courses)

Access to BTEC courses in Rhetoric requires you to have completed all mandatory BTEC units in Poetry. Due to the popularity of our BTEC courses as well as potential timetable clashes, you would be unable to redo mandatory units from your Yr. 12 course whilst being enrolled in Yr. 13. If you have not passed all mandatory units it may be possible for you to transfer the units you have successfully completed to a course provided by an alternative Sixth Form or College.

Standard 2 - Attendance

In order to succeed in the Sixth Form you need to be present. Your attendance must be better than 95% (and, of course, you should aim for 100%).

If attendance falls below 95% without clear justification or certification you risk not being entered for external exams.

Once arriving at school you should not be off-site for any reason apart from travelling to UHS for lessons. You cannot leave at lunchtime to collect lunch.

Requests for time off

Parents may request that their child be absent from school for a specific reason, however this must be for exceptional circumstances. Any request must be by using the form found on the College website [Parents → Attendance and Punctuality] and sent to the relevant Head of Line outlining dates and reason why absence is required. If the school does not grant the request, any absence for that period will be marked as unauthorised.

Absence notes

If you are unexpectedly absent from school, we ask a parent to phone or email our Pastoral Support Assistant (Mrs Mimmagh) the same day and each subsequent day you are off. Parents will be asked to provide medical evidence if you are off school for more than 3 days. For students with a high absence rate this may be asked on the first day of absence. If medical evidence is not provided then this attendance will be marked as unauthorised

Students with lessons at Ursuline High School

Students who have a lesson at Ursuline period 1 and 2 are permitted to go straight to Ursuline and arrive at the time those lessons are scheduled to begin. Attendance data is shared between Wimbledon College at Ursuline at 10.30am each day, so you should ensure you arrive promptly. If you are late to a lesson at Ursuline your detention will take place at Wimbledon College.

Standard 3 – Punctuality

You must be punctual to school each morning. This means being through the school front gate by 8.25 am every day. The only exception to this is if you have a lesson at Ursuline period 1. In this case you may go straight to Ursuline.

On Tuesday we run assembly during period 2. You may arrive a little later on Tuesday but should still be through the school front gate by 9.20am. If you have a lesson period 1 on Tuesday then you must attend your lesson period 1.

Standard 4 – Participation

Wimbledon College is about much more than lessons and exam results. It is a Christian community in which you have the opportunity to serve and get involved. A significant part of this is Core R.E lessons. You are strongly encouraged to get involved in sport, extra-curricular and service activities. Various activities will be promoted during assemblies, via Google Classroom, during form time or on notice boards in the Sixth Form centre.

Standard 5 – Responsibility

The Sixth Form is halfway between school and work/university and we will encourage you to be responsible for your actions, for example, if your teacher is absent from school and you are unaware and waiting at your classroom door, you should wait a few minutes and then return to the Sixth Form. You should not stay in the corridor unattended. This is one example of you being a responsible young adult and making the right decision.

Standard 6 - Dress Code

Sixth Form students are not required to wear the school uniform. You are, however, expected to follow the dress code. Dress and appearance are to be in keeping with the formality of school life.

- Sixth Form students are required to wear a suit or formal jacket and trousers. Your jacket should be worn to school each day.
- The Sixth Form tie
- Hair should be clean and tidy.
- Facial hair should be well groomed with regular trimming expected.
- Jewellery, including earrings, should not be worn.

Students who fail to meet the dress code will be sent home to rectify the situation and must see their Head of Line on their return to school before returning to lessons. The final arbiter of what is or is not acceptable dress or appearance is the Head of Sixth Form.

Examination Entry Policy

Entry for public examinations (A-Level, BTEC3 and other qualifications) is not automatic. You must show commitment through attendance and that you have done enough work to justify entry.

If your attendance, work or achievement gives cause for concern, your Head of Line will review your performance. If you fail to meet expectations, without good reason, it is possible you will not be entered for public examinations.

Please note that if you arrive late for a public examination without good reason, you may be refused entry. The school will not delay or disturb the beginning of examinations for latecomers.

Grades

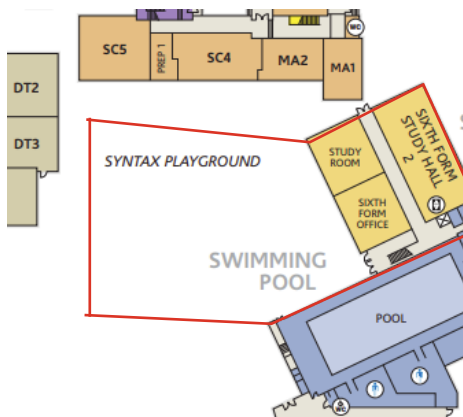
Yr. 12 target grades are worked out from your average points score at GCSE compared to the national performance.

The grades you achieve in your End of Year assessments in Yr. 12 will be used to inform your predicted grades for university applications. The entry requirements for some universities courses may be displayed as UCAS tariff. The table below illustrates the value of each grade with the equivalent tariff.

A- Level grade	BTEC grade	UCAS tariff		EPQ grade	UCAS tariff
A*	Distinction *	56		A*	28
A	Distinction	48		A	24
B		40		B	20
C	Merit	32		C	16
D		24		D	12
E	Pass	16		E	8
U (Fail)					

Behaviour Procedures

The school's system of discipline rewards good behaviour and commitment to studies and school life, and provides for sanctions against poor behaviour. Students who fail to strive to meet high standards of behaviour will be called to account. At the same time, the school recognises that students do sometimes err and tries to help them learn from their mistakes. When employing behaviour procedures individual circumstances will be considered and HOL discretion will be used. The table below outlines sanctions available to a Sixth Form HoL and the Sixth Form team.

	Referral	Sanction
Level 1	Lateness Out of bounds Rudeness/insolence First time or low-level indiscretions	30 minute detention (Tuesday or Thursday)
Level 2	Failure to attend Level 1 More concerning or persistent indiscretions	60 minute detention (Tuesday or Thursday)
A detention list will be generated each Tuesday or Thursday morning and posted on the noticeboard. It is the responsibility of each student to check the notice board at break time or lunchtime.		
Level 3	Failure to attend level 2 Sent out of class Truancy	Saturday detention Parents informed
Level 4	Failure to attend level 3 Ongoing failure to respond to previous interventions	Loss of early finish & Saturday detention Parents informed HOL report
Level 5	Failure to attend level 4 Persistent failure to respond to previous interventions	Fixed term exclusion 1st/2nd warning letter Final warning letter Removal from exam entry
Sixth form students are permitted to use mobile phones in the Sixth Form area only. Any student found using a mobile phone, with a phone visible or with a phone switched on, at any other time on school premises will have that phone confiscated. In the first instance this will be for 5 school days. 		

Accountability – Warning letters

Persistent failure to meet the standards will result in more formal, written warnings. If you receive a warning letter your parents will be invited into school to discuss the issues with your Head of Line. Lack of engagement with the warning letter process places you at risk of not being entered for exams.

Sixth Form Staff

Head of Sixth Form

Mrs J Town

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Assistant Head of Sixth Form

Mr P Fitcher

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Rhetoric Head of Line (Year 13)

Mr R Milloy

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Poetry Head of Line (Year 12)

Ms A Torto

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Pastoral Support Assistant (PSA)

Mrs P Mimmagh

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The Examinations Officer is Mrs L Stevenson. Her office is near the Higher Line Office. Contact: 0208 879 9320 or exams@wimbledoncollege.org.uk