



Lingfield
COLLEGE

**SIXTH FORM
ENTRY INFORMATION**

SEPTEMBER 2023

Welcome to Lingfield College!

We are looking forward to welcoming our new Sixth Form students in September. To help make a smooth transition into Lingfield College, we have enclosed some helpful notes and guidance in this pack.

The School's Policies are available to view on our website at www.lingfieldcollege.co.uk

Helpful Contacts

The Headmaster - Mr Richard Bool

The Headmaster's PA - Mrs Tara Unwin

headspa@lingfieldcollege.co.uk

Sixth Form:

Deputy Head (Senior School) & Head of Sixth Form - Mrs Alison Folkard folkarda@lingfieldcollege.co.uk

Deputy Head of Sixth Form - Ms Elaine Bowling bowlinge@lingfieldcollege.co.uk

Deputy Head of Sixth Form - Miss Sally Griffiths griffithss@lingfieldcollege.co.uk

Deputy Head of Sixth Form - Mr Phillip Douse dousep@lingfieldcollege.co.uk

PA to Head of Sixth Form - Mrs Louise Ng ngl@lingfieldcollege.co.uk

Sixth Form Welfare Officer - Mrs Sharon Walton waltons@lingfieldcollege.co.uk

Other Helpful Contacts:

Deputy Head (Pastoral) - Mrs Emma Parsons parsonse@lingfieldcollege.co.uk

Deputy Head (Academic) - Mr Craig Fast fastc@lingfieldcollege.co.uk

Deputy Heads' PA - Mrs Rebecca Ericsson ericssonr@lingfieldcollege.co.uk

Head of Finance & Resources - Mrs Angela Brassett brasseta@lingfieldcollege.co.uk

Main School Office senioroffice@lingfieldcollege.co.uk

Information & Guidance



All students are issued with a Sixth Form handbook at the Induction Evening.

School Calendar and Term Dates

The School Calendar details all of the events taking place at Lingfield College during the academic year. This can be found on our website www.lingfieldcollege.co.uk. It is located on the landing page by clicking the calendar icon or alternatively within the News & Stories section.

Term dates are updated regularly and are on the school website – www.lingfieldcollege.co.uk.

The School Day



Timings

The School day begins at 8.30am and finishes at 3.50pm. There are supervised study sessions after school until 5.30pm but students may stay later, until 6.00pm, to work if they wish.

Lunches

Sixth Formers eat in their own separate Dining Room where there is a variety of hot and cold meals available.

The Atrium Café

A snack service is available in the Sixth Form Centre from the Atrium Cafe. Hot sandwiches, pastries, fruit pots, cookies and cereal bars are amongst the selection, as well as a choice of freshly made smoothies and barista-style hot drinks. Students purchase items with cash or, with parental permission, may ask for them to be added to the school bill.

Attendance



Lateness

Students who arrive after morning registration must sign in at the Senior School Office. Students are deemed late if they arrive after the register has been taken. Persistent lateness will not be tolerated. Students who are late due to problems with public transport or a school coach will not be penalised.

Absences

Should a student be absent from school, please ensure that the School Office is advised either by telephone or by email (absence@lingfieldcollege.co.uk) by 8.30am on each day of absence. If a call or message is not received by then, parents will be telephoned to clarify the reason for absence. Any absence of three days or more should be covered by a letter.

A doctor's letter may be asked for, if deemed necessary, to cover any prolonged absence due to illness. If a pattern emerges where a student is frequently absent, the parents will be contacted by Senior Staff to discuss the matter. The School has a duty to inform social Services of attendance of below 85%.

If leaving school early for any reason, students must sign out at the Senior School Office. This is a statutory requirement and no exceptions will be made.

Student Medical (or other) Appointments

If a student has an appointment in school hours, parents should send an email in advance to the Senior School Office (senioroffice@lingfieldcollege.co.uk). The student must sign out at the Senior School Office and sign back in on return.

Other Requests for Absence

If a student wishes to attend a university open day or other event, such as a driving test, they must email the Head of Sixth Form, in advance, for permission.

Leave of Absence for holidays during term time

Time off for family holidays is not a right. In line with the Department of Education, it is not permitted to take students out of school for holidays in term time unless there are exceptional circumstances and there has been prior authorisation by the Headmaster.

Any requests for a student to be taken out of school during term time should be made in advance to the Headmaster in writing. These will be considered on a case-by-case basis but leave will only be granted if circumstances are exceptional or in the case of extenuating circumstances such as service personnel who are prevented from taking holidays during term time or when a family needs to spend time together after a crisis. The number of days authorised will be at the Headmaster's discretion.

If the Headmaster does not grant permission and the leave is taken, it will be classed as unauthorised. In such a case, in keeping with government guidelines, a penalty fine may be issued at the Headmaster's discretion.

Further information regarding attendance, absence and medical concerns can be found in the Parents' Handbook on the Parent Portal.

Appearance and School Dress Code

Smart business dress is expected to be worn at all times whilst representing the School. We are proud of our high standard of presentation and we expect our Sixth Form Students to set an example. The Sixth Form Dress Code is detailed separately in this pack and can be found in the Sixth Form Handbook.

Induction Days

To ensure a smooth transition to Lingfield College Sixth Form, all students are expected to attend our Induction Days, when they can familiarise themselves with the School and meet their teachers and peers.

Induction Days: Monday 26th June, and Tuesday 27th June.

Evening presentation for parents and students: Tuesday 27th June from 6.30pm.

Further details will be issued nearer the time.

Parents and students will receive a detailed Sixth Form Handbook at the evening presentation, which should be read thoroughly.

If you have any queries, do not hesitate to contact the Admissions office or the Sixth Form office (ngl@lingfieldcollege.co.uk).