



Wood Green
SIXTH FORM
ACADEMY

YEAR 12

ADMISSIONS BOOKLET

2026-2027



BELIEVE **ACHIEVE** SUCCEED

Year 12 Admissions for 2026 - 2027

The Paperwork

Transition to Sixth Form inevitably involves a lot of paperwork for both teachers and parents/carers.

In order to streamline the process we have assembled a number of key documents into this one booklet. This means that you will be able to refer back to the documents more easily, for future reference, and also means that you only have to sign one piece of paper! This booklet can also be accessed from our website www.woodgreenacademy.co.uk

When you have read the documents and discussed them with your son/daughter, please sign and detach the agreement reply sheet at the back of this booklet.

Privacy Notice: Wood Green Academy Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- Support our pupils' learning.
- Monitor and report on their progress.
- Provide appropriate pastoral care; and assess the quality of our services.

Information about our pupils that we hold will include their contact details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.

Pupils from the age of 13

In addition once our pupils reach the age of 13, the law requires us to pass on certain information about them to Sandwell Metropolitan Borough Council who have responsibilities in relation to the education or training of 13-19 year olds. We provide them with these pupils' names and addresses, dates of birth, name(s)/address(es) of their parent(s)/guardian(s) and any other information relevant to their role. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them.

A parent/guardian can ask that no information apart from their child's name, address and date of birth be passed to Sandwell Metropolitan Borough Council by informing Wood Green Academy (Data Manager). This right is transferred to the child once he/she reaches the age 16. For more information about services for young people, please go to our local authority website: www.sandwell.gov.uk/info/200295/schools_and_learning

We will not give information about you to anyone without your consent unless the law and our policies allow us to. We are required, by law, to pass some information about pupils to the Department for Education (DfE). This information will, in turn, then be made available for the use by the Local Authority (LA).

If you need more information about how our Local Authority and/or DfE collect and use your information, please visit:

- Our local authority at www.sandwell.gov.uk
- The DfE website at www.gov.uk/data-protection-how-we-collect-and-share-research-data

If you want to receive a copy of the information about you that we hold, please contact Wood Green Academy (Data Manager).

Wood Green Academy, A Specialist College Of Sport, Maths & Computing

Home School Agreement

1. As Parents / Carers we / I will:

- Encourage my child to give of their best and take advantage of all available opportunities.
- See that my child goes to school regularly, on time, properly equipped and wearing appropriate school uniform.
- Let the school know about any concerns or problems that might affect my child's work or behaviour.
- Support the school's policies and guidelines for behaviour and appropriate sanctions.
- Attend pupil progress review days and progress evenings and other discussions about my child's progress.
- Get to know about my child's life at the school.
- Encourage my child to carry out homework tasks and sign their homework diary each week.
- Read the document regarding responsible internet use and discuss it with my child.

2. The school will:

- Contact Parents/Carers if there is a problem with attendance, punctuality, equipment or uniform.
- Let Parents/Carers know about any concerns or problems that affect their child's work or behaviour as soon as possible.
- Send home regular assessments and a termly report.
- Set, mark and monitor homework and provide some facilities for children to do homework in school. Check student planners.
- Arrange pupil progress review days and progress evening during which progress will be discussed.
- Keep Parents/Carers informed about school activities through regular letters home, News sheets, Newsletters and via the academy's website.
- Ensure that your child develops their full potential as a valued member of the school.
- Provide a broad and balanced curriculum that meets individual needs.

Sixth Form Guide

Welcome to Wood Green Academy Sixth Form. Please read this guide and ensure that you familiarise yourself with the Sixth Form guidelines.

The Sixth Form Team:

Miss Stocks – Director of Sixth Form

Mrs Barnett – Student Support Manager for Sixth Form

Mrs Clifton – Post 18 Destinations Co-ordinator

If you have questions, queries or worries then make sure you drop into the Sixth Form Office or call us 0121 556 4131 (extension 307), or email us on sixthform@woodgreenacademy.co.uk

The School Day

Registration - 8:30am – 8:45am

Period 1 - 8:45am – 9:45am

Period 2 - 9:45am – 10:45am

Break - 10:45am – 11:00am

Period 3 - 11:00am – 12:00pm

Period 4 - 12:00pm – 1:00pm

Lunch - 1:00pm – 1:40pm

Afternoon registration and tutorial - 1:40pm – 2:00pm

Period 5 - 2:00pm – 3:00pm

Attendance Monitoring:

Expected Attendance in Sixth Form: 98% or above.

Approval for term-time absence. The headteacher will only grant a leave of absence to a student during term time if they consider there to be 'exceptional circumstances'. A leave of absence is granted at the headteacher's discretion, including the length of time the student is authorised to be absent for. We define 'exceptional circumstances' as a family emergency that cannot be helped. A family holiday is not an exceptional circumstance. The Headteacher cannot and will not authorise school (or other educational establishment) absence purely for the reason of a family holiday.

If you take your child out of school for a family holiday, then that will be counted as an unauthorised absence. Missing valuable teaching time will have a significant negative effect on your child's overall grades and it is vital for students to attend lessons so that they are able to achieve their full potential. However, if you still choose to take your child out of school during term time, it is important that a parent / carer calls the Sixth Form Office to inform the school of this at least one week in advance and that your child has informed all their teaching staff.

Valid reasons for authorised absence include:

- Illness and medical/dental appointments
- Religious observance – where the day is exclusively set apart for religious observance by the religious body to which the student's parents belong. If necessary, the school will seek advice from the parents' religious body to confirm whether the day is set apart.

Absence Procedure:

If a student is unwell, a parent / carer must ensure that the Sixth Form Team are informed by:

- Calling the Sixth Form Office on 0121 556 4131 ext 307
- Using the report absence option in class charts.

Absences must be reported before 8:30am (for morning absences) or before 11:00am (for afternoon absences) on each day of absence.

If a student feels unwell during the school day, they must report to the Sixth Form office. The Sixth Form Team will contact a parent / carer and only once authorised will the student be permitted to leave the school site. No students are ever allowed to leave the school site without seeing a member of the Sixth Form Team.

Punctuality Monitoring:

Arriving 2 minutes after the start of registration will result in a late mark. Receiving 3 late marks will result in students being issued with a detention.

Multiple late marks will result in the removal of Sixth Form privileges such as being able to sign out during periods where no lessons are timetabled. Students arriving late after 8:32am but before 8:45am must register in their form. Students arriving late after 8.45am must go to the Sixth Form Office to sign into school.

Class Charts:

Wood Green Academy uses the Class Charts smartphone application and website as the main system for communication with parents and carers of all students.

Class Charts allows parents and carers to view and do the following:

- Receive school letters.
- Receive and reply to direct messages (e.g. reminders to provide information regarding absence).
- Report student absence.
- Receive detention notifications.
- View attendance records.
- View Behaviour and Achievement points.
- View timetable
- View homework tasks

Using the Class Charts app means that all the information that a parent/carers needs is in one handy location, as well as being essential for keeping up to date with WGA news, messaging and information about your child. If your child currently attends WGA then you will already have their class charts details. However, if your child is new to WGA then we will give your child a printout of this information as well as emailing it to you. In order to access the app, please download from your app store, searching for Class Charts Parent app.

Medical/Dental Appointments:

Medical/dental appointments must be made outside of school/lesson hours. In the rare case that this is not possible, proof of any medical/dental appointments will be required for the Sixth Form Team to authorise this absence. Not providing evidence will result in an unauthorised absence mark.

Dress code

No tracksuit bottoms, joggers, sports shorts (this includes jersey jogger shorts) or baseball caps allowed.

- **Tops:** Should be appropriate for a learning environment—no low-cut, strapless, sheer, cropped, or slogan-heavy shirts
- **Bottoms:** Trousers, skirts, jeans, cargo pants, non-sporting leggings are acceptable. Skirts and shorts should be of an appropriate length
- **Dresses:** Should be appropriate for a learning environment—avoid low-cut, strapless, sheer, or very short styles.
- **Footwear:** Clean and appropriate for a school setting—no flip-flops, sliders, or excessively high heels
- **Outerwear:** Coats, and jackets are fine for outside but shouldn't be worn during lessons unless necessary for warmth. Hoods should not be up unless it is raining
- **Accessories:** Hats shouldn't be worn indoors. Piercings and jewellery should be discreet and safe
- **Logos & Slogans:** Clothing should not display offensive language, images, or branding that could cause disruption
- **Overall presentation:** Clothing should be clean, tidy, and not excessively ripped or distressed.

Students must be wearing their ID badge at all times, and it must be visible.

Mobile Phones

Mobile phones must be turned off and in bags when students are in lessons. Mobile phones are only allowed in the Sixth Form Area at social times. If students are found on mobile phones in lessons or around the school site, then the phone will be confiscated, and a same day detention issued. Once the student has attended the detention, they can pick up the phone from the Sixth Form office.

Assemblies

Students will be notified well in advance when there is an assembly via their school email. Attendance to assemblies is compulsory for all students. Assemblies are held during form time (08:30-08:45am) and **MUST** be attended by students who have lessons on that morning.

Break and Lunchtime

Students are **NOT** allowed to leave the school site at break (unless they have no timetabled lessons from period 3). If students want to leave the school site during lunch, they must follow the safeguarding procedures that they will be informed of on their first day. Lunch time privileges can be withdrawn at any time.

Expectations

Sixth Form students are role models to younger students in and around school. Therefore, their behaviour and attitude to learning is expected to always be of the highest standard. Students must check their school emails regularly as messages containing important information are sent daily from the Sixth Form Team and other teaching staff.

Students must bring their laptop (fully charged) to ALL lessons and ensure they have all the correct subject specific equipment.

Independent Study

Students who are studying three A levels will also have five hours of timetabled independent study each week. These sessions take place in a classroom under remote supervision. **During this time, students' mobile phones are collected, and a register is taken before they begin working independently on their chosen subjects.**

Independent study is an essential part of sixth form learning. Students are expected to take a proactive approach, making effective use of their time by reviewing content, completing work, and consolidating their understanding. They should also seek support from teachers when needed and make full use of the available facilities and resources.

Compulsory study support for Year 12 and Year 13

If students are not progressing as they should then Independent Study time will be removed, and students will have to attend compulsory study support with a member of staff on Monday mornings Periods 1-2 and Wednesday afternoons periods 3, 4 and 5.

Private study

Every Year 12 student is allocated five hours per week for private study. This time is to be completed at home and should be used to support their A level studies.

In addition to this, students are expected to dedicate a minimum of five hours per week to each of their A level subjects outside of lesson time.

On occasion, students may be required to come into school during their private study time; attendance in these instances is compulsory. However, students are also welcome to attend school voluntarily during these periods if they wish to make use of the facilities and support available.

Example of a student timetable where they are studying 3 A levels

	Monday	Tuesday	Wednesday	Thursday	Friday
Registration 8.30am – 8.45am					
Period 1 – 8.45am – 9.45am	Independent Study H013	Accounts N102	PRIVATE STUDY NO TIMETABLED LESSONS PRIVATE STUDY AT HOME	Maths H108	Sociology N002
Period 2 – 9.45am – 10.45am	Independent Study H013	Accounts N102	PRIVATE STUDY NO TIMETABLED LESSONS PRIVATE STUDY AT HOME	Maths H108	Sociology N002
Break					
Period 3 – 11.00am – 12.00pm	Sociology N002	Maths H108	Independent Study H013	Accounts N102	PRIVATE STUDY NO TIMETABLED LESSONS PRIVATE STUDY AT HOME
Period 4 – 12.00pm – 1.00pm	Sociology N002	Maths H108	Independent Study H013	Accounts N102	PRIVATE STUDY NO TIMETABLED LESSONS PRIVATE STUDY AT HOME
Lunch					
Registration 1.40pm – 2.00pm					
Period 5 – 2.00pm – 3.00pm	Sociology N002	Maths H108	Independent Study H013	Accounts N102	PRIVATE STUDY NO TIMETABLED LESSONS PRIVATE STUDY AT HOME

Example of a student timetable where they are studying 4 A levels

	Monday	Tuesday	Wednesday	Thursday	Friday
Registration 8.30am – 8.45am					
Period 1 – 8.45am – 9.45am	PRIVATE STUDY NO TIMETABLED LESSONS PRIVATE STUDY AT HOME	Maths H108	Psychology N103	Biology N110	Chemistry H005
Period 2 – 9.45am – 10.45am	PRIVATE STUDY NO TIMETABLED LESSONS PRIVATE STUDY AT HOME	Maths H108	Psychology N103	Biology N110	Chemistry H005
Break					
Period 3 – 11.00am – 12.00pm	Chemistry H005	Biology N110	PRIVATE STUDY NO TIMETABLED LESSONS PRIVATE STUDY AT HOME	Maths H108	Psychology N103
Period 4 – 12.00pm – 1.00pm	Chemistry H005	Biology N110	PRIVATE STUDY NO TIMETABLED LESSONS PRIVATE STUDY AT HOME	Maths H108	Psychology N103
Lunch					
Registration 1.40pm – 2.00pm					
Period 5 – 2.00pm – 3.00pm	Chemistry H005	Biology N110	PRIVATE STUDY NO TIMETABLED LESSONS PRIVATE STUDY AT HOME	Maths H108	Psychology N103

Part-time work

Students are not allowed to work during the school day regardless of whether they have a timetabled lesson or not. Results from Post-16 Students and Part-Time Jobs: Patterns and Effects Youth Cohort Study Research showed paid employment did have a negative impact on examination results. However, this was dependent on the number of hours worked. For jobs in Year 12, this meant more than 15 hours per week; over 15 hours per week the impact on examination results suddenly became much greater. However, in Year 13 jobs had a serious impact on examination results if they occupied more than 10 hours per week.

Key Assessments

Students will be assessed in their different subjects throughout their time in Sixth Form. However, the key dates for timetabled exams are below:

Year 12

4-week assessment at the end of September / beginning of October

End of year Internal Exams in June / July. The grades from these exams will be used for UCAS applications and transition into Year 13.

Year 13

Internal examinations in January in preparation for the External Exams.

External A-level examinations from May onwards

Year 12 Work Experience

All Sixth Form students must engage in a work experience placement during their course of study. This will not be a fixed placement and will be flexible to ensure the placements fit into Post 18 next steps. The work experience can be in placement or virtual and it must be completed in Year 12 by the end of the summer term. Students are expected to take responsibility by researching and applying for work experience that will be beneficial for their Post 18 next steps. Miss Birch who is the WEX co-ordinator at Wood Green will also email Year 12 students with different opportunities.

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ICT Acceptable Use Policy

I understand that I may face sanctions under the school's behaviour policy if I misuse any WGA ICT Systems as detailed in the ICT Acceptable Use Policy.

I have read, understood, and agreed to the Acceptable ICT Use Policy.

All students who use any Wood Green Academy ICT facilities, equipment, and online services, or who connect to the academy network are required to accept the following Acceptable Use Policy.

In accepting this policy, all users agree to the following:

Inappropriate Content

I will not search for, view, store, or share inappropriate content on any academy device, network drive, or online storage provider. This includes (but is not limited to): 1.1 Files or messages containing unsuitable content or offensive language. 1.2 Files which violate copyright law, such as pirated videos, music, or software. 1.3 Files or messages that promote activities contrary to the ethos of Wood Green Academy (e.g., bullying, racism, terrorism). 1.4 Games, except those related to teaching and learning.

Account Security

1. I will ensure my password is unique to my school account and not easily guessable.
2. I will not share my login details with anyone and will keep them secret.
3. I will not change other users' passwords and will only edit or delete my own files. I will not view or change other users' files.

Device Security

1. I will not allow others to use devices loaned to me by the Academy. All activity on loan devices is logged and monitored.

Responsible Internet Use

1. I will use the internet responsibly and will not visit inappropriate websites.
2. I will not tamper with device settings or attempt to bypass security restrictions, including using proxy sites or VPNs.

Communication

1. I will not send, display, or print offensive or inappropriate content, including messages, images, sounds, or videos.
2. I will not use obscene, harassing, or threatening language in any form of communication.

Respect for ICT Resources

1. I will not damage ICT facilities or take equipment without permission.
2. I will only install authorised software and apps on academy devices.
3. I will not intentionally damage software or introduce viruses and will take preventive measures against them.
4. I will not waste resources, such as printing multiple copies of the same document.

Network Access

1. I will not attempt to log into the academy's network with a personal device.
2. I will not use others' login details to access devices, the network, or online services.

Privacy and Respect

1. I will not use personal devices to record or store media of other WGA community members
2. I will not use academy devices to record or store media of other WGA community members unless directed by staff.
3. I will not capture or distribute media from online sources that reference WGA community members without permission.

Authorised Use of AI

1. All use of artificial intelligence must follow the WGA AI Policy.
2. I will use AI technologies for educational purposes as directed by teachers and in accordance with age requirements of the AI platform used.
3. I will uphold academic integrity and properly cite AI-generated content, following teacher guidance.
4. I will avoid malpractice, including using AI to gain unauthorised access to information or manipulate data.
5. I will consider the ethical implications of using AI, respecting fairness, transparency, and accountability.
6. I will adhere to the WGA Data Protection Policy, Online Safety Policy and Artificial Intelligence Usage Policy, when using AI technologies.
7. I give permission for work I have completed to be analysed by AI for the purpose of supporting assessment (any personal information will be removed prior to AI processing).

Reporting Concerns

1. I will report anything that makes me feel uncomfortable or worried to a relevant member of staff or use the "Speak Out" button on the academy website.
2. If I receive inappropriate messages, images, or videos, I will not respond but will save and report them immediately.

Personal Information and Online Safety

1. I will not give out personal information without academy or parental permission.
2. I will not arrange to meet someone I only know online unless accompanied by a trusted adult.
3. I will respect age restrictions on websites and social networks.
4. I will not use school email or user details to sign up for social media or other online services.
5. I will use the school network and online services only for school-related work and as directed by staff.
6. I will not claim internet-sourced material as my own in my work.

I understand that if I fail to comply with this policy, I may be denied access to the computer network and/or other online services for a period determined by the Headteacher or senior staff. Further disciplinary action may be taken depending on the nature of the offence.

Wood Green Academy uses of Photography, Videography and Audio Recordings or Pupils.

Occasionally, we may take photographs, video and/or audio recordings, or webcam recordings of the pupils at our school for 'internal educational use'. This could include displaying or using images and other media on project boards, school newsletters, in assemblies, in school projects, class photographs, on our digital Student Hub, in Wood Green Academy online social media, for assessment, improving teaching and learning and celebrating success.

There are also times when our school is visited by the media, who will take photographs or video footage to celebrate success. Pupils will often appear in these images, which may be published in local or national newspapers, televised programmes and/or other online media platforms. We also have regular visitors to the school investigating how to improve their schools or as part of their teacher training, and as part of this process, we want to show videos of good teaching and learning practice at Wood Green.

The images, and other media recordings, that the school takes of its pupils may also be used as 'promotional material' for the school and could be published in leaflets, in our prospectus or on our website. The Data Protection Act 1998 requires that we obtain your permission before we photograph or make use of any recordings or pictures of your child when used for promotional purposes.

- The consent you provide for the use of your child's images for promotional purposes will be valid for the period of time your child attends this school and will not be used once your child has left (unless you state otherwise).
- We will only use the minimum amount of personal information about your child in any publication (such as first name, school name and possibly year group) and will never reveal full names (unless appropriate), personal email addresses, home telephone numbers or home addresses.
- We will not use your child's image for any purpose if it would prejudice the interests of your child.
- We will not use your child's image for any reason other than that/those stated, unless we have a legal obligation/legal power or have received further consent from you.
- We will keep your child's images and personal information secure and will destroy individual images when your child leaves the school or give them to you.

Non-Residential Trips Agreement

- As part of our commitment to out of hours learning, we offer an extensive range of extracurricular opportunities. Many of these activities take place off-site.
- Should your child be taking part in any of these activities you will be informed by means of a note in their planner. Clubs taking place on-site can be found in an extracurricular booklet also in your child's planner.
- Where a visit includes water based activities, parents should be consulted as to their child's swimming ability/level of water confidence. Where a visit includes period of remote supervision, parents/wards should be asked for their specific consent for this.
- If the school does not already have contact telephone numbers, parents/carers must provide staff with telephone numbers at which they can be contacted in case of emergency, in particular should urgent medical treatment be necessary.

Medical information about your son/daughter:

- I will inform the Group Leader/Headteacher/Principal/Manager as soon as possible of any changes in the medical, dietary needs or other circumstances between now and the commencement of the visit.
- I agree to my son/daughter participating in the activities described. I acknowledge the need for him/her to behave responsibly throughout the visit and to follow any rules and instructions given.
- I understand that I may ask to see a copy of the insurance cover provided in order that I might appreciate the extent and limitations of the policy.