

SEAFORD HEAD SIXTH FORM

Sixth Form Inclusion Charter

“Your future starts here! At Seaford Head, we take immense pride in our close-knit community where everyone supports each other, and teachers take the time to know you as an individual. This charter outlines our commitment to ensuring every learner receives the individual attention, support, and specialised academic pathways they need to thrive, achieve their full potential, and grow both academically and personally.”

1. Our Academic and Inclusive Ethos

Seaford Head Sixth Form offers a varied and rigorous academic curriculum designed to support learners as they embark on a wide range of university, degree apprenticeship, and professional career pathways. We pride ourselves on creating an environment that balances independence with structured support, allowing learners to transition successfully from secondary education into higher education and beyond. Our small class sizes, specialised expert teaching, and bespoke learner support networks guarantee that every learner is seen as an individual and pushed to achieve their full potential.

An integral part of our academic framework is the inclusion of tailored weekly enrichment, dedicated tutoring sessions, and discrete academic interventions directly into the learner timetable. This holistic, integrated approach ensures that academic support is not an afterthought, but an embedded part of the daily schedule for all learners.

2. Integrated 6th Form Inclusive Support

We believe that academic achievement is inseparable from robust emotional and pastoral wellbeing. Therefore, our learner support is driven and coordinated by an extensive, multi-tiered dedicated 6th Form Pastoral Team that actively oversees our learners' progress, removes learning barriers, and maintains constant communication with families. This team is comprised of:

- **Head of Sixth Form (Samantha Alvarez):** Oversees the overall strategic direction of the Sixth Form, monitoring academic, enrichment, and support systems to maintain our outstanding national results.
- **Head of Year 12 and Year 13 (Ben Ross):** Focuses on day-to-day academic tracking, personal development, and coordinated learner support for Year 12 and 13.
- **Dedicated Learner Support Team (Clare Callard and Belinda Trunfell):** Works directly with learners to provide guidance, mentoring, and support on a range of personal, pastoral, and organisational matters.

The structure of the college provides a platform to support the needs and development of our learners through the dedicated 6th Form Team. However, we recognise that in some cases more specific or specialist advice and guidance may be required.

If a young person has difficulties with their mental health or wellbeing (MHEW), the 6th Form Pastoral Team will offer an initial layer of support with robust signposting to external services. If the difficulties continue or exacerbate, in line with the whole school's tiered approach, the young person will be encouraged to access their GP. An internal referral may also be made for specific MHEW at school which, following triage, may include sessions from the school Therapeutic Practitioner, Mental Health Support Team or The Youth Counselling Project subject to availability and criteria.

If a specific SEND need arises, the team will consult with Inclusion Specialists for advice and guidance to plan further support within the college structure.

3. Admission and Enrollment Pathways

To ensure that appropriate accommodation, access arrangements, and teaching strategies are in place, Seaford Head Sixth Form operates clear enrollment disclosure procedures.

Internal Applicants from Seaford Learning Trust	External Applicants from all other Settings
Application and Enrollment: Internal learners must notify the Sixth Form team of their SEND needs at both the application and enrollment stages. Data Transfer: All previous academic inclusion, SEND, and pastoral history will transfer over automatically within our secure school management systems upon enrollment to be tailored and shared appropriately with key 6th Form Staff.	Parental Responsibility: Parents/carers bear the responsibility to formally disclose any SEND needs to the Sixth Form team during the application stage. Document Submission: Immediately upon enrollment, parent/carers must provide all supporting files, exam records, and professional documentation from the learner's previous school to enable the team to confirm appropriateness for enrollment and establish support structures.

The 6th Form team will assess the information transferred/provided to arrange support within the structure of the college. Where appropriate, strategies and guidance about learners will be taken from previous plans or learner profiles to share with the wider tutor and teaching team in line with the nature of a 6th Form learning environment. If a specific need is identified, staff will consult with Inclusion Specialists for advice and guidance to further inform their processes around learner support within the 6th Form Team.

Learners with EHCPs: Suitability of study will be discussed as part of the phase transfer process. The whole school SENDCo with responsibility for EHCPs, will liaise with the Head of 6th form to ensure that any enrollment is in line with the young person's best interests and college criteria. They will ensure that the academic requirements can be fulfilled, and suitable pastoral support can be provided by the 6th Form Pastoral Team. Whilst we wish to encourage

applications from all aspects of the community, the courses on offer have a level of academic rigor and suitable ability and application will be required to proceed to enrollment.

Learners who are currently cared for (LAC): Suitability of study will be discussed as part of the Personal Education Plan (PEP) process. The school LAC Designated Teacher will liaise with the young person, social worker, carers and Virtual School to ensure that Seaford Head 6th Form can fully meet with the needs of the young person both academically and pastorally. Support will be provided through the usual 6th Form Pastoral Team as well as the schools dedicated LAC Teacher and Keyworker.

4. Examination Access Arrangements Pathway

We are dedicated to providing fair and equitable exam environments. However, examination access arrangements (such as extra time, laptops, or readers) are governed by strict external Joint Council for Qualifications (JCQ) rules. Access arrangements awarded at GCSE level do not automatically roll forward for A-Level (GCE) courses. A fresh evaluation and collection of evidence are legally mandated.

Administrative Pathway for Transferring Learners

For learners joining Seaford Head from other secondary schools, the learner or parents/carers must immediately notify the 6th Form Pastoral Team of any existing access arrangements. This information will be passed on to the Exam Access Arrangements assessor who will contact the previous school to request the formal transfer of Form 8/Form 9 and the assessors Certificate. The learner or parents/carers will need to provide any relevant medical letters, or external specialist reports. If we do not receive this paperwork then we will need to treat any arrangements as a new referral, which will require reassessment.

JCQ Transfer Documentation Checklist:

1. **The learner/caregiver is responsible for letting 6th Form team know about any previous exam access arrangements.**
2. **This information is passed to the Exam Access arrangements team who will contact previous schools for the Form 8/Form 9/Assessor's certificates.**
3. **The learner/caregiver will need to provide any supporting documents for arrangements based on medical needs – for example medical letters confirming a diagnosis, these do not get sent on from previous schools.**

Once the suitable paperwork has been received, the exam access arrangements assessor and coordinators will initiate the evidence collection process. As learners move between phases of education, their exam access arrangement needs can change, therefore evidence of normal way of working must be based on their current courses. Access arrangements in the 6th form are provided on a subject by subject basis, they are not automatically applied across subjects. When the appropriate evidence has been collected the Exam access arrangement coordinator will complete any required applications following the JCQ guidance. Once approved the

arrangements are administered directly by the 6th Form Team and Examinations Team. Any contact regarding EAA should be made to the 6th Form Team.

Evidence of 'Normal Way of Working' & JCQ Compliance

JCQ regulations mandate that any exam arrangement must represent a learner's 'normal way of working' in school lessons, homework, and formal assessments. To prove this, the school continuously gathers classroom evidence, including teacher submissions, end-of-term tests, and mock examinations. If a learner consistently chooses not to use their approved allowances (e.g. refusing extra time or choosing not to use an allocated laptop), the school is required by JCQ regulations to withdraw the arrangement.

For learners who use laptops in lessons to record work, unless they have an agreed Exam Access Arrangement for typing, they should not use their laptop to complete any in class tests as they need to practice writing by hand for their external exams.

Furthermore, any digital technology provided by the school or access to the school internet must be used strictly for its intended educational purpose. If any device (such as a laptop) is misused for gaming, internet surfing, or non-academic activities during lessons, or if the equipment is intentionally or carelessly damaged, the school reserves the absolute right to remove the technology arrangement from the learner immediately.

Please note that Seaford Head School is subject to unannounced inspections from JCQ every academic year. If an inspector identifies that an access arrangement is active without sufficient, legally compliant school evidence, the learner could face severe consequences, including mark deductions or complete exam disqualification, and the school's approved examination center status could be seriously jeopardised.

5. 16-19 Bursary Fund

Financial hardship should never be a barrier to academic excellence. To support learners with the direct costs of their sixth form studies, Seaford Head administers the 16-19 Bursary Fund, which is funded directly by the Department for Education (DfE). These bursaries are intended to assist with critical educational costs, including required textbooks, specialist course equipment, mandatory school trips, and daily travel-to-school expenses. All bursaries must be reapplied for annually at the start of each academic year.

Vulnerable Bursary Group

Learners may qualify for a Vulnerable Bursary if they are in local authority care, have recently left local authority care, or are in receipt of specific qualifying benefits in their own name.

Applicants must submit official, original documentation from external agencies, such as key workers, social workers, or the Department for Work and Pensions (DWP). Each application is assessed individually; qualifying under the criteria does not automatically guarantee funding if there are no direct educational expenses or if those costs are already met by other means.

Discretionary Bursary Group

Learners living at home with parents or carers can apply for financial assistance from the Discretionary Bursary Fund. The school assesses the individual learner's educational needs

alongside total household income. Learners who are young carers, or those who hold an active Education, Health and Care Plan (EHCP), are specifically eligible to apply under this discretionary pathway.

Essential Terms & Conditions of the Bursary Fund:

- **Limited Funding:** Because overall government funding is finite, awards may be allocated on a pro-rata basis.
- **Standards and Accountability:** Disbursal of bursary funds is strictly contingent on the learner meeting all school expectations regarding academic behavior, class attendance, and punctuality.
- **Annual Renewal:** Financial assistance is only granted for the current academic year; a fresh application must be submitted upon entering Year 13.

6th Form Contact Information

For questions regarding support, access arrangements, or financial bursaries, please contact the Sixth Form team:

Sixth Form Reception	01323 872723 / 01323 891623
Enquiries Email	reception@seafordhead.org
Official Website	www.seafordhead.org
Postal Address	Seaford Head School Sixth Form, Steyne Road, Seaford, BN25 1QG