



Sally Banfield
Headteacher

27th January 2025

Dear Parents and Families of Year 11 students,

APPLICATIONS TO SIXTH FORM FOR SEPTEMBER 2025

Please find attached an application form for your young person to complete if they wish to apply for a place in our Sixth Form for September of this year. Please help them to complete the form as fully as possible, indicating clearly which programme they wish to apply for (see Sixth Form Prospectus on school website for more information), and which vocational pathway they wish to follow. Please note that the deadline for applications is **Thursday 13th February**, although I would urge you to return it as soon as possible. Please return completed forms in an envelope to school marked 'For the attention of the Head of Sixth Form'.

Once I have received your form, I will make arrangements to interview your young person in school and will issue confirmed offers of place by **Friday 27th March**. You must then confirm if you wish to accept this place by **Friday 4th April** at the latest so we can finalise our numbers for September. There will be an induction week for students in the Sixth Form the week of **14th – 18th July**, details to be circulated nearer the time. There will also be a parents' evening held in the Sixth Form for new students on **Wednesday 16th July** 5.30pm – 6.30pm. Please note all offers of place are dependent on good attendance, behaviour and engagement in school – I enclose a copy of the Sixth Form Code of Conduct which should be discussed with your young person before applying.

Home School transport is no longer funded by the local authority once your young person reaches Year 12. There is an expectation that where possible, students will travel independently to Sixth Form and their work placement – this is especially important for students on the Ready for Work (W) programme but applies to other students unless it can be demonstrated that there is a need for home-school transport to continue. To this end, travel training will be offered to all students joining the sixth form in the summer term before we break up and students are advised to take up this opportunity.

PLEASE NOTE: It is the parent's responsibility to contact the local authority to confirm your young person's post 16 transport arrangements for the 2025/26 academic year, this is **not** organised by Combe Pafford School.

Compassion ■ Resilience ■ Respect

Combe Pafford School, Steps Lane, Watcombe, Torquay, Devon, TQ2 8NL

Telephone: 01803 327902 Email: emails@combepafford.torbay.sch.uk

Website: www.combepaffordschool.co.uk

Company No. 0846682

The school has a bursary fund and parents can apply to refund the monthly or termly cost of this travel expense. If you would like to apply please read the attached Post 16 Transport Guidelines.

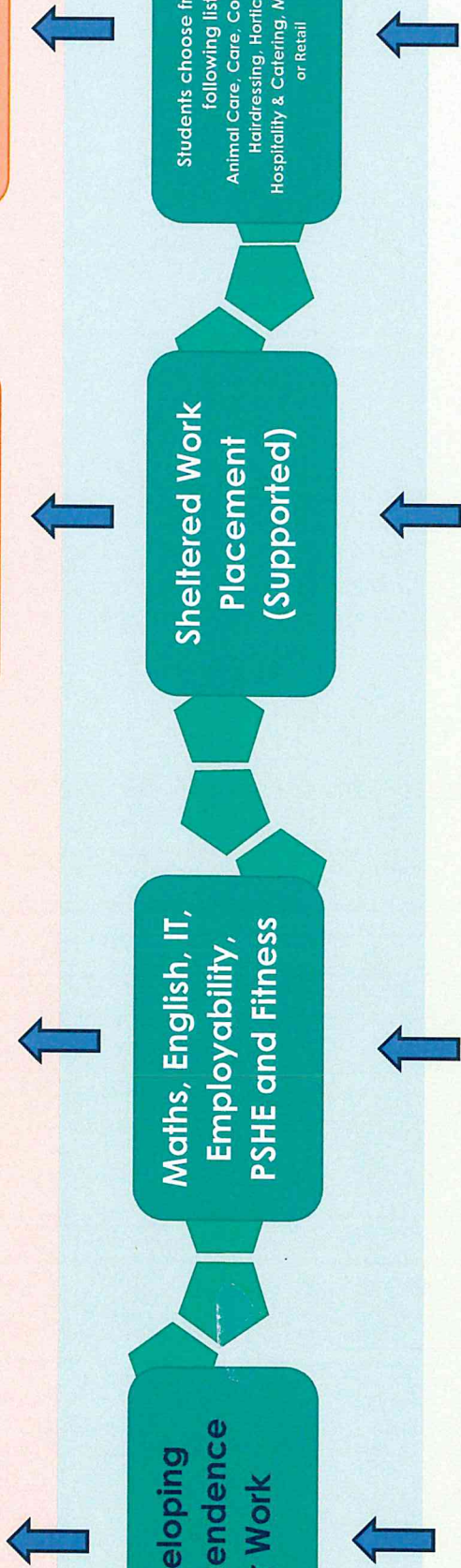
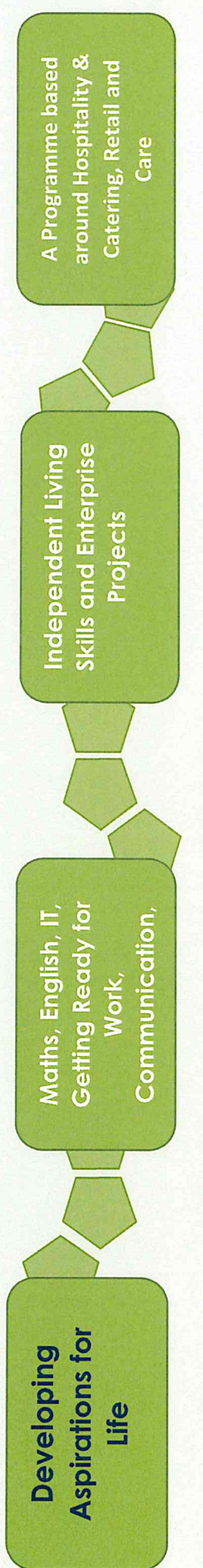
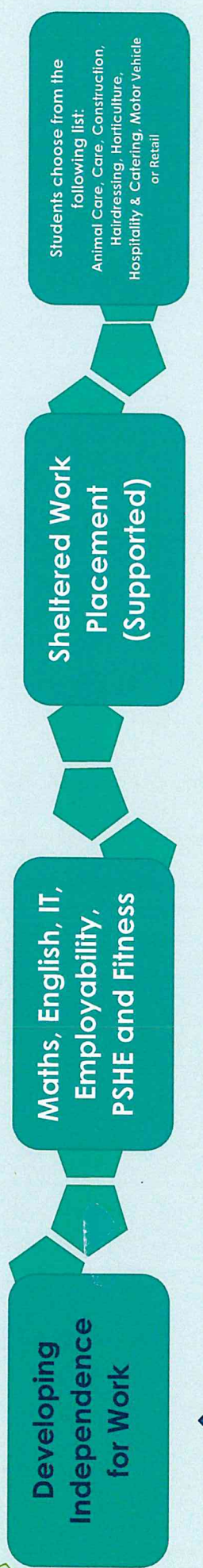
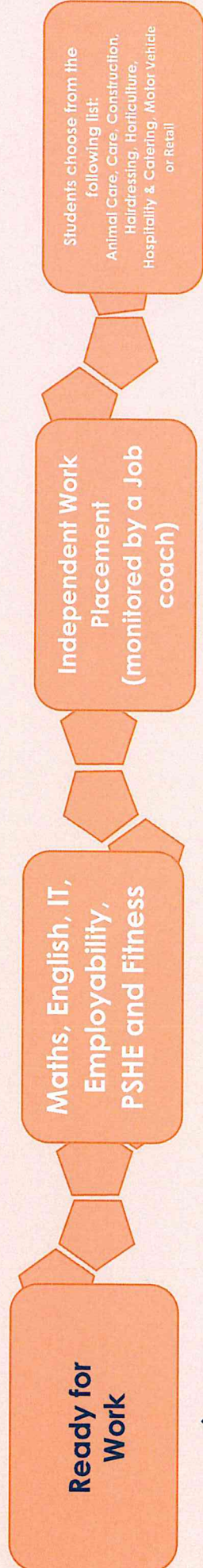
Please do make contact if you have further questions or would like to discuss any aspect of joining the sixth form. Steph Morgan (Careers Advisor) is also available in school to support students with the application process.

Yours sincerely,



Roxanne Burness-Moakes
(Head of Sixth Form)

Sixth Form Route Map





Sally Banfield
Head teacher

Sixth Form Code of Conduct

Being in the Sixth Form is all about taking more responsibility for your own learning and behaviour, but there are a few ground rules we would like to draw your attention to which will give you an idea of what we expect from you in terms of your conduct. You will need to commit to observing the following rules:

- Always be on time for both registration on school days, and for work
- Behave in a polite, mature manner and show respect for other people
- Dress appropriately in the Sixth Form and for work (see dress code)
- Respect the property of the Sixth Form, vocational facilities, work placement and other students
- Observe the 'No Smoking and Vaping' rule in the Sixth Form and in the work place
- Keep your mobile phone switched off and hidden during lessons and working times
- Complete all work to the best of your ability
- Listen to and act on any advice given to you by your tutor, job coach or employer
- Ensure that your behaviour is exemplary when travelling to and from the Sixth Form and your work placement on foot, bike or public transport (including whilst waiting at the bus stop)
- Contact school and your employer when you are unable to attend or are late for work
- Follow the instructions that have been agreed by the Sixth Form staff and your employer with regard to your pathway day, work placement or volunteer placement
- Follow the Health and Safety rules and guidelines that have been agreed by the Sixth Form staff, your vocational tutors and your employer
- Ensure that your personal hygiene meets the requirements of Sixth Form and the work place
- Communicate with Sixth Form staff, job coaches, employers and parents/carers regarding any problems, concerns or issues
- Do not be afraid to share any concerns around dangerous activity you may encounter outside school with someone at school

Name of student: _____

Signed (Student) Date

Signed (Parent/Carer) Date

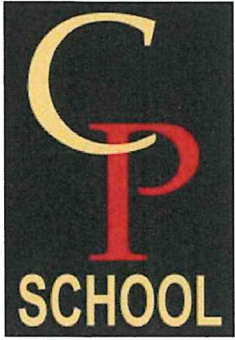
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Post 16 Transport Guidelines 2025-26



Travel training

We encourage our students to travel to Sixth Form as independently as possible. Year 11 and Sixth Form students are strongly encouraged to have a go at travel training. Travel training is an experience where students are safely supported by staff to learn skills and develop confidence using public transport, with the aim of eventually working towards travelling independently. The level of support given by staff will be appropriate to the needs of the individual being trained. Experienced staff will assess and adapt the level of support as needed throughout the process.

Bursary

The school is allocated a small amount of Bursary funding, to support students financially with travel (Stagecoach bus pass or School transport). This is allocated on a needs basis and all students will be assessed individually at the discretion of the school by completion of an application form. We require parents and families to complete bursary applications before the start of each academic year. Application forms are issued once the student has a confirmed place at sixth form.

When you need to apply for a bursary:

- When a student will be travelling from home to school/work placement independently on public transport and needs a bus pass.
- When a student is not able to travel independently to school and needs to access Local Authority transport (Subject to Local Authority Approval.)

Please do not apply for bursary funding if the student plans to walk/ cycle to school or lives close to school.

Assistance with travel is paid on the understanding that your student's attendance remains above 80%. By requesting travel support, you are agreeing to abide by the Combe Pafford Transport Code of Conduct. Combe Pafford School reserve the right to remove transport assistance, where students are no longer using the mode of transport agreed or where a student has not adhered to the Code of Conduct.

Stagecoach Bus Pass Application Procedure

1. Return your completed bursary application to school as soon as possible.
2. Parents/ Families will receive a letter from school to confirm the status of their bursary application.
3. School will purchase a term rider bus pass for the student.
4. Bus passes will be available for students to collect from the Sixth Form office during the first week of the Autumn term.

The Stagecoach Bus Pass entitles you to free & unlimited travel from 1st September 2025- 31st July 2026.

If a bus pass is lost or damaged there is a £30 administrative charge for a replacement.

School Transport (Taxi) Application Procedure

1. Return your complete bursary application to school as soon as possible.
2. Parents/ Families will receive a letter from school to confirm the status of their bursary application.
3. Parents/ Families must make an application directly to the relevant local authority (Torbay Council/ Devon County Council dependant on the student's home address*). School are not involved with this step.
4. Parents/ Families must pay the council directly for school transport. School are not involved with this step.
5. Parents/ Families must provide their bank details and each receipt of transport payment to school.
6. Upon receipt of proof of payment, school will authorise a reimbursement to parents/families.
7. Refund payments will be made on the 10th of each month only. If the 10th falls on a Saturday or Sunday, the payment will be made on the next available working Monday.
8. Provided that the student adheres to the school attendance and behaviour policy, incremental reimbursement payments will be made to parents/families.

Code of Conduct for Travel on Public or Local Authority Transport

Whilst using or waiting for local authority transport/public transport, students are expected to behave in an appropriate manner and should be polite to bus drivers and members of the public. It is not acceptable to:

- Use inappropriate language whilst waiting for the public transport/taxi or whilst on the vehicle.
- Use of physical/verbal threat against any student, transport staff or member of the public.
- Throw/leave rubbish on the transport.
- Act inappropriately to other students, transport staff or members of the public.
- Act inappropriately or unsafely at bus stops or on public transport.
- Inappropriately use technology or social media whilst waiting for public transport/taxi or whilst on the vehicle.
- Play loud music whilst waiting for public transport/taxi or whilst on the vehicle.
- Vandalise bus stops or public transport/Local Authority Transport.

Failure to follow the code of conduct:

- First instance - bus pass will be withdrawn for 2 days.
- Second instance - bus pass will be withdrawn for 5 days.
- Third instance - bus pass will be withdrawn for a month
- Fourth/Final instance - bus pass will be withdrawn completely.

Failure to follow the conduct on Local Authority Transport will be assessed and reviewed by school and the local authority and could result in the provision being withdrawn.



COMBE PAFFORD SIXTH FORM APPLICATION 2025

SEPTEMBER 2025 ENTRY

Name:	Date of Birth:
Address:	Home Telephone:
	Mobile:
Email Address:	
Current Tutor Group :	

VOCATIONAL OPTIONS IN KEY STAGE 4

WORK PLACEMENTS, VOLUNTEER SERVICE AND PART-TIME JOBS

WHICH PROGRAMME DO YOU WISH TO FOLLOW? (TICK ONE ONLY)

1	Developing Aspirations for Life	
2	Developing Independence for Work	
3	Ready for Work	

Please refer to the Sixth Form Prospectus on our website for more information about the programmes.

WHICH VOCATIONAL PATHWAY DO YOU WISH TO FOLLOW? (PUT 1 FOR 1ST CHOICE AND 2 FOR 2ND CHOICE)

Animal Care		Horticulture	
Care		Hospitality and Catering	
Construction		Motor Vehicle	
Hairdressing		Retail	

PLEASE BE AWARE THAT PATHWAYS ARE DEPENDENT ON HAVING SUFFICIENT NUMBERS TO RUN (A PATHWAY WITH ONLY 1 OR 2 STUDENTS MAY NOT BE VIABLE)

TRAVEL TRAINING/INDEPENDENT TRAVEL (TICK ONE ONLY)

I am unable to attempt travel training for independent travel at this point in time	
I could travel to school/work placement on the bus after travel training/with support	
I can travel independently to school/work placement using a Stagecoach bus	



COMBE PAFFORD SIXTH FORM APPLICATION 2025

SEPTEMBER 2025 ENTRY

Why would you like to come to our sixth form and how do you think you will benefit? Please continue on a separate sheet if you need to.

What kind of job would you like to do in the future, and why do you think you would be good at this? Please continue on a separate sheet if you need to.

What is your goal in coming to the Sixth Form, and how long do you think it will take you to reach your goal? Please continue on a separate sheet if you need to.

What additional support do you require and what do you need most help with? Please continue on a separate sheet if you need to.

Please return the completed application form to Mrs Burness-Moakes in school or by emailing it to rmoakes@combepafford.torbay.sch.uk

BY THURSDAY 13th FEBRUARY 2025

Signature (student) : _____ Date: _____

Signature (parent) : _____ Date: _____