



St Dominic's
Sixth Form College

St. Dominic's is a Roman Catholic Sixth Form College committed to the personal and spiritual growth of all its members based on Christian values, academic excellence and high quality pastoral care.

College Regulations

1. Introduction

The Mission of the College is to educate all learners to a high standard, academically, spiritually and personally, based on Christian values within a multi-faith setting. This implies respect and consideration for all members of the College community and whilst rules are kept to a minimum, those that have been established are there to protect everyone from any inconsiderate behaviour, enabling all to reach their full potential. It is hoped that reasonable freedom will encourage the development of self-discipline and personal independence and eliminate the need for any further extension of these rules.

2. Programme of Studies

- 2.1 Learning Agreement.** When a student is admitted to the College, a 'programme of studies' is agreed and signed by the student. This outlines the duties and responsibilities of the College and of the student. A student who breaks the terms of the learning agreement will be regarded as being in breach of contract with the College.
- 2.2 Attendance, Assignments, Commitment to Academic Subjects.** Students are required to attend **fully** all lessons in the subjects for which they are timetabled. Students may not stop attending a subject or change course without full discussion with a member of the Senior Leadership Team and the completion of the relevant processes and parental agreement. Students will be expected to complete all assigned work. Any written or other work assigned must be completed and submitted as and when required by subject teachers. A student whose record of attendance and punctuality, or completion of set academic work proves unsatisfactory, will be informed of these problems, given the necessary help, and warned of the possible consequences. Students who have consistently poor attendance may be required to pay for entry to their final examinations should they wish to be entered.
- 2.3 Religious Education - Core RE Programme.** As members of a Catholic College, all students are required to take part in a programme of Religious Education (known as **Core RE** on the timetable) and a daily act of prayer at the start of lesson 1. A range of topics is offered within the Core RE programme which are designed to be supportive to students of all faiths. The Core RE programme in Year 1 is delivered in-class. The programme in Year 2 is delivered via lectures in the College Chapel.
- 2.4 Tutorials.** All students must attend the tutorial session each week. These sessions include essential elements of a student's programme such as Review and Action Planning, Careers Information and Guidance, a RSHE programme and preparation for internal and external examinations.
- 2.5 Directed and Supervised Study.** Directed or Supervised Study is timetabled for all students in one of the College's study spaces and attendance is mandatory.
- 2.6 Activities.** These activities are a compulsory part of the programme for all 1st Year students and take place on a Wednesday afternoon from 2.15pm onwards.
- 2.7 Veritas Programme.** This is a skills related programme that runs for Year 1 students only and is a mandatory element of the timetable.

3. Academic Review and Guidance

- 3.1 Academic progress.** This is monitored regularly through specific subject and tutor review sessions. These are known as **Progress Checks**. Where a student is found to be falling behind with work, he/she may be required to report to Study+ in A305 for specific study periods or may receive extra tuition in 'workshop sessions' which form part of the working day (College ends at 3.20pm Monday to Thursday and 2.55pm on a Friday).



- 3.2 Careers.** Students receive Careers Information Advice and Guidance from tutors and Careers Advisers throughout the year. Students who are having difficulty with their programme of study or who show a lack of commitment to their studies will be given specific careers guidance.
- 3.3 Continuation into second year.** Students following a two-year academic programme, whose overall record during the first year of their studies has proved unsatisfactory will be asked to terminate their course at the end of the first year unless there are very clear and specific extenuating circumstances. Students graded 'u' in their summer University Predictor Examinations are likely to have their place at the College withdrawn unless there are very specific extenuating circumstances. This will be based on the evidence provided and at the **discretion of the Principal**.

4. College routines

- 4.1 Attendance.** The College day begins at 8.30am and lessons end at 3.20pm Monday to Thursday and at 2.55pm on a Friday. A post-16 course of full-time studies demands the same commitment as full-time employment and students are therefore required to **attend all sessions**. Students are never permitted to miss College in order to undertake paid employment or similar activities. Students must ensure that any paid, part-time work, does not affect their ability to study or complete homework/coursework assignments.
- 4.2 Absence.** Occasionally, absences are unavoidable and students are required to follow specific procedures similar to those used in employment.
- 4.2.1 Absence due to illness.** If a student is unwell or is not able to attend College for any reason, a parent/guardian should report the absence via the **on-line** 'Reporting Absences' Form **before 08.15am** on each day of absence (students may not report their own absence). Parents/guardians go to www.stdoms.ac.uk and follow the **Students/Parents & Guardians** link. A medical certificate from the GP or other appropriate medical professional is required where an illness lasts for 5 or more days, or if a student has been hospitalised. If, for whatever reason, a student arrives late, or leaves early, missing part of their timetabled studies, **they must sign in/out with Student Services**. If a parent/guardian needs to speak to a member of staff to discuss an absence or if they have no internet access, they should contact the Attendance Officer directly.
- 4.2.2 Personal Holidays.** College students are advised that absences significantly endanger satisfactory completion of examination courses and may lead to a failure to fulfil assessment requirements in Non-Examined Assessments (NEA). Students and their parents are, therefore, expected **not to request holiday leave in term time**. The Principal may permit leave only in **very special and exceptional circumstances**, but permission must be sought in writing by parents/guardians in advance of any booking. Permission to miss lessons because of religious festivals must always be sought in advance and may be recorded as an unauthorised absence and remains at the **discretion of the Principal**. Extended periods of leave for religious observation is not permitted and would be considered unauthorised absence.
- 4.2.3 External Examination Leave.** If students have external examinations in the afternoon, they may be absent from lessons that morning; if they have a morning examination they should attend the previous afternoon classes as normal.
- 4.2.4 Other reasons for absence.** After permission for absence has been obtained from the tutor (e.g. for interview, visit to University etc.) all teaching staff concerned should be notified in advance by the student as a matter of courtesy. The Attendance Officer must always be informed in advance of all reasons for absence.
- 4.2.5 Removal from College Roll.** It is a requirement by the Department for Education that students who are continuously absent for **20 teaching/examination days**, without due cause, must be removed from the College roll.



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- 4.3 Punctuality.** Late arrivals as well as absences are recorded. As in employment, students are expected to be punctual for any activities that form part of their learning agreement. Students must be punctual for their classes and any other timetabled activity. Students are reminded that records of attendance and punctuality are often requested by future employers.
- 4.4 Computer Use.** Students are responsible for the use and content of their network log-in account. They must never share accounts and must adhere to the College computer regulations. Any abuse of the computer system in College would lead to disciplinary action. The risk of a cyber-attack on all public organisations is ever present, including schools and colleges and students are required to keep all log-in details confidential and be mindful of opening emails that look like they may be from an unknown source.

5. The Code of Discipline

There is a **Stage Warning System** which explains the procedures which are followed when students fail to meet the standards detailed in the College Regulations. The Stage Warning System is outlined to all students as part of the tutorial programme.

- 5.1 Restrictions.** Students who are at Stage 3 or above within the Stage Warning System may be restricted from attending College events, trips, visits, enrichment activities, or accessing other privileges, at the discretion of the College.

6. Personal behaviour

Student conduct should be in keeping with the Catholic ethos of the College. Personal behaviour should never be a cause of embarrassment to other people. It is important that we get on well with our neighbours and therefore students are not permitted to congregate at the entrance gate under any circumstances. **Students who do not obey this rule will be issued with a formal warning.**

Students should take all litter and detritus home with them or place it in the recycling bins around the College site. Students whose behaviour in the College or its immediate environs is rude or disruptive, will be disciplined in accordance with the published procedures. Failure to respond to such a warning may lead to a period of suspension at the discretion of the Principal. Continued failure to remedy the position may lead to a termination of the course and membership of the College.

Students are reminded of the need for high levels of behaviour on all forms of public transport, getting to and from College.

- 6.1 Mass/Liturgies.** Occasionally the College community gather for Mass or a prayer service and high standards of behaviour are expected during such events. Where behaviour falls below expectation this will be dealt with directly by the Principal or Vice Principal.
- 6.2 Drugs, Violence and Sexual Harassment.** Violence, drug abuse, including solvent abuse, the trafficking or possession of drugs and any form of sexual harassment will result in immediate suspension and, if the involvement is confirmed, lead to permanent exclusion from the College. All students are required to sign a 'zero tolerance' policy relating to drugs, violence and sexual harassment which would or could include peer on peer abuse.
- 6.3 Alcohol.** Students are forbidden to enter licensed premises or drink alcohol during the College day. In such cases the Code of Discipline will automatically be used. Bringing alcohol on site would lead to suspension with parents being called in to meet with a member of the College Senior Leadership Team. Drunk and/or disorderly behaviour in College or its environs could lead to permanent exclusion.
- 6.4 Smoking and Vaping.** Smoking and vaping is a serious health hazard, posing a threat to those who smoke and vape and to others through passive smoking and the inhalation of toxic fumes. It is also a potential fire risk. For these reasons smoking is **not permitted in the College buildings and grounds or in Mount Park Avenue or Mount Park Road/Georgian Way.**
- 6.5 Gambling.** Students are not permitted to gamble (e.g. by playing cards or using the Internet) on the College premises. This includes the use of chips or tokens which can later be exchanged for money.



- 6.6 Dress.** Although there is no uniform at St. Dominic's, students are expected to dress in a way which would be appropriate and acceptable in the work place. Students are therefore not permitted to wear items of clothing which display slogans or images which are likely to cause offence to others (this applies in particular to words or messages which are sexually explicit or which might contravene the College Equal Opportunities Policy). Students are also not permitted to wear articles of clothing which completely obscure the face making recognition of the student difficult. Sensible and non-provocative garments must be worn at all times and 'bare midriffs' are not permitted. For reasons of security and for the safety of all members of the community, College staff must be able to identify students at all times. Hats, baseball caps, hoodies with hoods up and durags are not permitted to be worn in classrooms or around the site. All outdoor coats/jackets should be removed whilst in classrooms.
- 6.7 Use of Cars, Mopeds, E-scooters, skateboards.** Students driving to the College must inform the **Finance Director** of their car registration number. Students are not permitted to park in the College car park, Mount Park Avenue, Georgian Way, Mount Park Road, Rama Court or Wendela Court. Students must not cause a nuisance to residents by using local roads as meeting places. E-scooters and skate boards are forbidden on the College site.
- 6.8 Mobile phones.** Calls may not be made or received in the College buildings except for the Canteen. Students should ensure that mobile phones are switched off and not on display in College buildings unless the teacher authorises their use in a lesson. Students are not permitted to film lessons or other students unless they have been given permission by a teacher. Failure to comply with this regulation may result in confiscation and/or application of the Code of Discipline.
- 6.9 Serious Misbehaviour.** In cases of serious misbehaviour, a student may be permanently excluded and this will be formalised by a panel of Governors.
- 6.10 Searching Students.** The Principal and other members of the Senior Leadership Team can search students or their possessions without consent where they have reasonable grounds for suspecting that the student may have knives or weapons, illegal drugs or stolen items.
- 7. Loan of books, IT equipment, materials and examination entries**
- 7.1 Responsibility for Loaned Books/IT Equipment/Materials.** Students are responsible for any text books or equipment provided for their use. In the event of damage beyond fair 'wear and tear' or loss, students will be required to pay for their replacement. Fines are normally charged for overdue library books.
- 7.2 Return of Loaned Books/Materials.** An administration charge will be made to cover the costs of contacting students who fail to return all loaned items at the end of the course.
- 7.3 Examination Entries.** The College will only pay official examination entry fees for students who have attended fully and met all academic requirements during the course. Students who have not met any of these requirements will be required to pay private examination entry fees. Students who have been entered officially for examinations but who fail to complete examination requirements will be required to refund to the College the wasted entry fee together with an associated administration fee.
- 7.4 Artificial Intelligence.** Awarding Bodies have strict policies surrounding the use of Artificial Intelligence in relation to all examinations. Any student in breach of these policies risks being disqualified from all external examinations.
- 8. Security and Fire Evacuation procedures**
- 8.1 Identity card and lanyard.** Every student is issued with an identity card and lanyard which is colour co-ordinated for their respective year group. This should be worn at all times whilst on the College premises. This card must be surrendered on demand to a member of staff who requests it. Loss of the card must be reported immediately to reception and a replacement ordered on ParentPay. The ID card can be used to access the site when the gate is closed from 8.35am each morning.
- 8.2 Fire Regulations.** Fire regulations are displayed in all teaching rooms and, in the event of a fire, must be strictly observed. Bags should not be left in corridors and doorways as they can be a serious fire and



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safety hazard.

- 8.3 Fire Alarm.** If the intermittent fire alarm sounds students should remain where they are but prepare to evacuate the site. If a continuous alarm follows, students should leave the building immediately by the route indicated in the regulations and make their way quickly and quietly to the designated area which is at the front of the College.
- 8.4** It is a serious offence to light matches, lighters etc. within the College buildings unless under the direction of a teacher as part of a course requirement.
- 8.5** The College has a 'lockdown' procedure and alarm. In the event of a 'lockdown' being announced across the College site, all students and staff must lock themselves into their current location and remain hidden until the Police give the 'all clear'. Students on the Courtyard at the time of the lockdown alarm sounding must make their way to the College Chapel.

9. Student rights

The rights of each individual student are taken seriously by the College and students may appeal if they feel that their rights have not been safeguarded.

The College Regulations are reviewed annually by the Senior Leadership Team and the Directors of Learning as well as the Student Executive and are reported to the Catholicity and Curriculum Committee of the Governing Body.

College Regulations 2026 to 2027
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