

# PROGRESSION POLICY 16-19 STUDENTS



## CITY OF LONDON ACADEMY

**Responsibility:** Vice Principal Sixth Form

**Last Approved by Governors:** May 2017

**Next Approval by Governors:** Due May 2018

**Next Review date:** March 2020

It is the City of London Academy's aim that all students enrolled at the Sixth Form should complete their two year Study Programme successfully. The purpose of this policy is to set out the criteria that might raise concerns about a student's progress from Y12 to Y13 and to outline what the academy will do to alert a student and their parents to the fact that they are not progressing and could therefore be at risk of not achieving to their full potential. This is to ensure appropriate and reasonable use of resources and that the student's best interests are met.

## **1. Y12 Study Programmes and Internal Examinations**

**1.1** 16-19 students are enrolled at the City of London Academy Sixth Form to follow a full-time Advanced level or BTEC Study Programme (3 subjects as a minimum).

**1.2** Our aim is to support progression to Year 13 on an appropriate Study Programme by offering guidance to all students before and after the publication of internal examination results in June of Year 12. This is to enable students and parents to review their Year 13 Study Programme in the light of their results and progression plans.

**1.3** Students have a right to continue on all courses as linear two year A level courses. Following the June end of year 12 examinations a progression support plan will be triggered to support individuals if one or more of the following criteria are met:

- They have not demonstrated **a minimum** 96% attendance and punctuality during their first year at sixth form, allowing for authorised absence.
- They have not demonstrated **at least** good effort during their first year at sixth form, including completing set tasks and assessments in each subject satisfactorily
- They have **not passed** one or more of the internal end of Y12 examinations in their linear A level subjects
- They have **not gained a pass** in the internal coursework units for their year 1 BTEC subjects

**1.4** If a support plan is appropriate for the student, the parents will be contacted and a meeting will be arranged to offer information and guidance to both parties. This guidance will depend on the feedback from individual teachers and the student's best interests (e.g. career goals, university progression, wellbeing, medical health etc.).

**1.5** The support plan will be signed by the student, and parents will be invited to sign and return it. CoLA will offer a range of support to best meet the needs of the individual, such as extra study support sessions, tutoring, academic mentoring and guidance on access arrangements etc. Such students will be monitored closely by a member of the Sixth Form team alongside their tutor with regular updates provided to parents.

## **2. Y12 Spring Progress Review**

**2.1** If, at the time of the February Progress Review in Year 12, there is serious concern over a student's commitment and/or academic progress, it may be appropriate to issue a student

support plan in combination with the parents, outlining clear expectations to be met and specific learning targets to be achieved before the end of the Year 12, in order to ensure progress.

**2.2** The support plan will be signed by the student, and parents will be invited to sign and return it. Please see 1.5 for the nature of this support plan

### **3. Y12 Internal Examinations**

**3.1** Internal Y12 Examinations will be set and marked by all linear subjects in the academy. These examinations will typically be taken in a formal examination setting with invigilation replicating an external examination experience. All subjects will be setting Advanced Level equivalent papers for the proportion of the full A Level course content that has been covered by the examination date.

**3.2** The minimum Study Programme in Year 13 will consist of two full A level courses or equivalent BTEC courses and EPQ, MOOCS or Duke of Edinburgh. This will be only in exceptional circumstances.

**3.3** In exceptional circumstances, individuals may be offered a three year study programme, for example, where significant illness has led to a poor mark (or to examination units not being taken) but where the subject department supports continuation due to a strong set of in-year recorded assessments or other significant evidence base. There will be circumstances that are outside of the control of the student or institution, such as a period of long term sickness. A student will need documented evidence to prove the circumstances. Such decisions will be at the discretion of the Head of Sixth Form or Head of School after consideration of each individual case. Likewise, the Head of Sixth form or Head of School may authorise a student to follow a Study Programme below the normal minimum requirement outlined in 3.2 above, in the light of other similar exceptional circumstances.

**3.4** Please note that students with EHCP have the right to complete the Year 12 program over a longer period of time and reasonable adjustments will be made to accommodate their additional needs if required.

**3.5** A student would not be allowed to restart a Y12 Study Programme at the City of London Academy unless there were extenuating circumstances, such as significant illness, which had prevented the student from completing their Year 12 course successfully. Such decisions will be made at the discretion of the Head of Sixth Form or Head of School in the light of the circumstances and advice received from the tutor, Head of Learning and subject staff.

**3.6** Appeals regarding any aspect of the applications or progression process must be made in writing to the Principal.

#### **4. External Applicants Wishing to Retake Year 12**

**4.1** External students that wish to retake Year 12 can only be considered after the enrolment and admissions procedures of all applicants that applied by the deadline in January of that year have been completed. If there are spaces available after this point, external applicants wishing to retake Year 12 may only be enrolled on subjects that they have passed at a grade D or above. If they did not pass a subject at Year 12 (received an E or U grade), then they cannot be enrolled on that subject and they must select an alternative course (specific individual subject entry requirements based on prior GCSE attainment must be met).

## Appendix A: Transition Period

We recognise that choosing the right A-levels can be complicated and a big leap from GCSE, so we allow for course changes in the first four weeks based on a course transition period. By week four, we will have collated data from all students' subjects to ensure that students are happy with their subject choices and making good progress. Within this transition period, teachers will provide information regarding whether each student has submitted their compulsory summer work along with their commitment and progress on the course. This transition period has been put in place to ensure that the student's interests and effective progression are the main priority at all times.

### Timeline of the course transition period:

**Week 1 (Sept):** Registration and induction to courses, ensure summer material issued/getting completed if not received on Welcome Day

**Week 2:** Any timetable changes required, can swap courses

**Week 3:** No course changes unless essential

**Week 4:** Data collection for Year 12\* including:

#### From subjects:

- Commitment and progress for each subject
- Exam criteria based assessment in all subject areas by end of 4th week (even practical subjects and a small coursework section for BTEC courses)
- Graded completion of summer tasks (yes, no or late)

#### From Sixth Form Team:

- Punctuality
- Attendance figure (including lesson attendance)
- Business attire grade
- Tutor time engagement comment from tutor

**Week 5 (Oct): NO MORE COURSE CHANGES** after this week: data collected and concern students sent a letter home and a parent meeting arranged where professional advice is offered (for example, an optional outcome is for students to consider alternative subjects or for the student to be placed on faculty report with targets to improve progress and offered extra study sessions to support improvement). If students are currently enrolled on 4 subjects, there will be an option to reduce to three.  
Interview with HSN and ABR or JQU.

## Appendix B: Sample Letter

Dear \_\_\_\_\_,

### Meeting Outcome:

Thank you for meeting with me today. This letter is to summarise what we discussed during the meeting and to confirm the next steps.

During the meeting we discussed our concerns about [x]'s continued poor attendance to school, not attending a public examination and not attending mocks exams. We also have concerns about [x]'s

As we discussed in the meeting, in order to ensure the best outcomes for [x], it is in his best interests to look at alternative pathways, such as an apprenticeship or restarting a different Sixth Form or College in September, something that [x] is already looking into.

We agreed that it would be in [x]'s best interests for him to attend the Sixth Form for two hours each day in order to gain support from staff in completing apprenticeship applications and signing up to opportunity websites.

We also agreed that you would be happy to off-roll [x] from Sixth Form once he has a confirmed place on an alternative learning programme, such as an apprenticeship. You will need to provide written confirmation of this.

We are happy to continue to provide support for [x] in continuing to apply for alternative provision to Sixth Form. If he does not attend school for support, then we will assume he is off-rolling from Sixth Form – we will contact you to confirm this.

Could you please sign and return a copy of this letter to confirm that you are happy with these steps in supporting [x] and his best interests.

Yours faithfully,

Hannah Snell  
Deputy Director of Sixth Form (Year 12)  
0207 394 5100  
[hsnell@cityacademy.co.uk](mailto:hsnell@cityacademy.co.uk)