



Islington Sixth Form Consortium (IC6) procedure for students at risk of being unable to progress with courses into Year 13

It is the belief of IC6 that, if students are placed on the right courses, receive high quality teaching and have good attendance and the right work ethic, then every student can and should be successful in their studies. IC6 is acutely aware of its moral and legal obligation towards the young people enrolled on courses within the consortium and strives to ensure that every student has a positive learning experience.

There are however, circumstances when students may be deemed by their subject and/or pastoral teachers to be at risk of failing to attain the necessary D/pass grade required to continue studying an A level or BTEC course in Year 13. IC6 holds the belief that being allowed to fail a KS5 course without intervention is not in the future interests of any student and this procedure sets out guidelines for subject teachers, Heads of Department and sixth form leaders regarding how to manage such eventualities.

The procedure acknowledges that the causes of students failing courses are most often attendance, work rate or being placed on an unsuitable course. However, it also recognises that there are other circumstances that can contribute to underachievement and, whilst the procedure takes these into account, the guidance cannot be regarded as a 'catch-all' and the needs of each student must be dealt with on a case by case basis.

Students at risk of not progressing due to poor attendance:

- It is an expectation of IC6 that every student enrolled in the consortium attend at least 96% of all lessons
- Regardless of their current attainment, students whose attendance slips below 96% without authorisation will be placed upon the 'improving attendance process' (please see attendance procedure for details)
- Following the commencement of this process, the student will have three opportunities over a duration of nine weeks to improve their attendance. Should no improvement be made, the student is likely to be asked to leave IC6

Students at risk of not progressing due to poor work rate:

- The 'step up' from Key Stage 4 to Key Stage 5 is substantial and it is important that students and parents understand that the application required to be successful in A level and Level 3 BTEC subjects is considerable
- Students are expected to work conscientiously in all of their lessons and to complete at least five hours of independent study for each of their A level subjects per week or twenty hours if studying a Level 3 BTEC; students have timetabled study time to help support this expectation
- If the work rate of a student, whether in or outside of lessons, should fall below expectations, the subject teacher will in the first instance speak to the student concerned

and inform their parent or carer. The subject teacher will also inform the Head of Subject, Head of Year and Deputy Head responsible for the sixth form

- If the work rate of the student does not improve to meet expectations following this conversation, then the student should be referred to the Head of Subject, who will arrange to meet with the subject teacher, student and a parent or carer about the concern. At the meeting, the Head of Subject will place the student on a progress report for two weeks, with agreed targets to achieve. The Head of Subject will also inform the Head of Sixth Form and Deputy Head about the meeting
- Should, after two weeks of being on report, the student still not have improved their work rate to the agreed expectations, then the Head of Subject will inform the Head of Sixth Form and Deputy Head. At this stage, the Head of Sixth Form will inform the parent or carer and place the student on progress report for a further two weeks, with the warning that, if their work rate does not improve, they will be withdrawn from the examination in that subject
- If the work rate of the student still falls below expectation after these two weeks, then the Head of Sixth Form will inform the Deputy Head. At this stage the Head of Sixth Form or Deputy Head, depending on availability, will meet with the student and their parent or carer and withdraw them from the examination in that subject. The student will be given the option of attempting to improve their work rate to expectation or withdrawing entirely from the course
- If the student chooses to attempt to improve their work rate, they will be given a further two weeks to demonstrate their ability to do so and so be re-entered for the examination. Should the student fail to improve their work rate to expectation following these two weeks, the parent or carer will be informed in writing that the student has been withdrawn from the subject
- If the work rate of the student improves to meet expectations, then the parent or carer will be informed in writing that the student has been re-entered for the examination in that subject. However, should at any time in the future, the work rate of the student again fall below expectation, they will be automatically withdrawn from the course

Students at risk of not progressing due to being placed on inappropriate courses

- i. Student or parent concerns
 - At the start of Year 12, students have a three week 'settling in' period to determine whether or not the courses they have enrolled onto are appropriate to their interests, academic background and future plans. No course changes will be made during the first two weeks of this period
 - If, following the first two weeks of the settling in period, a student or their parent is concerned that a course they have enrolled in is not appropriate and that subsequently they may not be successful in it, in the third week of the settling in period. the student should request and submit a change of course form
 - Following the submission of the change of course form, the Head of Sixth Form will meet with the student and their parent if appropriate
 - During the meeting, the Head of Sixth Form will listen to the concerns of the student and parent and put forward available options
 - If it is agreed by the student, parent and Head of Sixth Form that it is in the best interests of the student to withdraw from a course or change to a different option, the Head of Sixth Form will consult with the Deputy Head to ensure the availability of the preferred option

and, if the student has the appropriate qualifications and the course is available, they are likely to be transferred onto it

- Following the three week settling in period, it is not possible to change students' course options due to the quantity of learning that has already taken place. If, following the three week settling in period, a student feels that a course is not suitable for them, they should speak to the Head of Sixth Form, who will arrange a meeting with the student and their parent to discuss the concern and the most appropriate course of action

ii. Teacher concerns

- If a teacher is concerned about the suitability of a course for a student, they will inform the Head of Subject and the Head of Sixth Form
- The Head of Sixth Form will speak to the Head of Subject about the teacher's concern and, if it is deemed appropriate, will arrange a meeting with the student and a parent to raise the concern of the teacher or agree a suitable course of action

Students at risk of not progressing due to circumstances not described by the above

- There are occasionally circumstances outside of students' control which put them at risk of not progressing with courses into Year 13
- These circumstances may include, but are not limited to:
 - Low attainment despite good attendance and work rate
 - Medical needs
 - Bereavement
 - Changes in family or living circumstances
- If a student or teacher is concerned that any of these, or other, circumstances may put at risk the student being able to progress with a course into Year 13, then they should speak to the Head of Sixth Form or Deputy Head as soon as possible
- In such circumstances, the Head of Sixth Form or Deputy Head will meet with the student and, where appropriate parent or carer, to decide the most suitable course of action