



IC6 Sixth Form 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 falls below 96% without authorisation will be placed upon the 'improving attendance procedure' (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 advised to leave IC6

Students at risk of not progressing due to work rate or independent study that is below an acceptable standard:

- 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 four hours of independent study for each of their A level subjects per week or ten to twelve

hours if studying a Level 3 BTEC; students have timetabled study time to help support this expectation

- The work rate of students, both in and outside of lessons, is monitored on a weekly basis by the Raising Attainment Coordinator, Head of Sixth Form and Deputy Headteacher with responsibility for the Sixth Form. If, at any stage of the academic year, a student's work rate is deemed to not be of an acceptable standard, then the 'at risk of not progressing' procedure outlined below will be triggered
- Once a student has reached a particular stage of the procedure, if their work rate becomes a cause for concern at any later date, then they will progress to the next stage

Stage 1

- Stage 1 of the 'at risk of not progressing' procedure will take place if a student's work rate in a particular subject(s) is identified as a cause for concern or if the quality/quantity of independent study is not completed to an acceptable standard
- Head of Sixth Form/Head of Department/another appropriate member of the Sixth Form Team to hold a Stage 1 'at risk of not progressing' meeting with the student to discuss reasons for concern
- Student to be given 3 weeks to improve their work rate in lessons or the quality/quantity of their independent study or they will move onto Stage 2 of the procedure
- Student to be given a letter informing them of the outcome of the meeting and a copy to be posted to parents/carers
- A copy of the letter will also be copied to the student's form tutor and subject teachers

Stage 2

- Stage 2 of the 'at risk of not progressing' procedure will take place if, after 3 weeks from the date of the Stage 1 meeting, a student's work rate in a particular subject(s) or the quality/quantity of independent study has not improved or fallen further
- Head of Sixth Form/another appropriate member of the Sixth Form Team to hold a Stage 2 'at risk of not progressing' meeting with the student and their parents/carers
- Student to be given a further 3 weeks to improve their work rate or the quality/quantity of independent study or they will move onto Stage 3 of the procedure
- Student and their parents/carers to be given a letter informing them of the outcome of the meeting and a copy to be posted home
- A copy of the letter will also be copied to the student's form tutor and subject teachers

Stage 3

- Stage 3 of the 'at risk of not progressing' procedure will take place if, after 3 weeks from the date of the Stage 2 meeting, a student's work rate in a particular subject(s) or the quality/quantity of independent study has not improved or fallen further
- Deputy Headteacher to hold a Stage 3 'at risk of not progressing' meeting with the student and their parents/carers
- Student to be given a further 3 weeks to improve their work rate or the quality/quantity of independent study or they will move onto Stage 4 of the procedure – possible withdrawal from the subject/non-entry for examination
- Student and their parents/carers to be given a letter informing them of the outcome of the meeting and a copy to be posted home
- A copy of the letter will also be copied to the student's form tutor and subject teachers

Stage 4

- Stage 4 of the 'at risk of not progressing' procedure will take place if, after 3 weeks from the date of the Stage 3 meeting, a student's work rate in a particular subject(s) or the quality/quantity of independent study has not improved or fallen further
- In the event of a student reaching Stage 4 of the 'at risk of not progressing' procedure, the Headteacher will be informed and the sixth form team will decide whether the student should be withdrawn from the subject or not entered for the associated examination
- Deputy Headteacher to hold a Stage 4 meeting with the student and their parents/carers, informing them of the decision and helping them to devise next steps as appropriate
- Student and their parents/carers to be given a letter informing them of the outcome of the meeting and a copy to be posted home
- A copy of the letter will also be copied to the student's form tutor and subject teachers

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