

Progression Policy

Learning together for success and progression

Approved by Academy Trust Board: July 2018

Progression Policy

Purpose

It is the College's aim that all students enrolled at the College should complete their study programme successfully. The College will do everything it can to support students' success in their studies and for them to achieve their potential. As a result all students are expected to be fully committed to their studies in order to ensure the best outcomes.

Clearly we want all students to achieve their potential and secure the best grades possible at the end of their first year. The purpose of this policy however is to set out the criteria that might prevent a student on a two-year programme from progressing from the first year to the second, and to outline what the College will do to alert a student and their parents to the fact that they are performing below expectation and could therefore be at risk of not successfully completing. The College will ensure that its internal systems for assessing and deciding on progression is transparent and consistent. It will ensure that all students are treated fairly, communicated with and given advice and guidance on alternative options.

1. Study Programmes and progression to the Upper Sixth

1.1 Having students on the right courses is of utmost importance. To help us achieve this we provide guidance on Open Evenings, Taster Days, at Course Advice sessions and at Enrolment.

1.2 The majority of students are enrolled at Godalming College on a full-time, two-year, Advanced level study programme (comprising of A levels and/or level 3 BTEC courses equating to 540 hours of planned learning hours). Students on the one-year Access programme are able to progress to a two-year Advanced study programme in their second year if they achieve the required entry requirements to progress (minimum of 5 GCSEs at 9-4/A*-C).

1.3 Our aim is to support progression to the Upper Sixth on an appropriate study programme by offering guidance to all students before and after the publication of internal Annual Review Grades in June of the Lower Sixth. This is to enable students and the College to review their Upper Sixth Study Programme in the light of their performance and progression plans.

1.4 Students can progress into the Upper Sixth (second year) provided they meet each of the following criteria:

- they have fulfilled their student contract in respect of attendance, punctuality, effort and behaviour during their first year at the College, including completing set tasks and assignments to the best of their ability and to deadline
- they have gained an overall pass in the Annual Review Grade for the courses they wish to continue
- their programme remains viable and is above the required 540 hours of a full time study programme. The **minimum** viable Study Programme must consist of two full Advanced Level courses (or equivalent), plus a one-year course as well as tutorial and independent study periods in the ILC. It is not possible for students to continue studying into the second year if their study programme is not viable

2. Lower Sixth Spring term

2.1 During the Spring Term there are benchmarks and a student review for L6 students. Whenever there are concerns that a student is not making satisfactory progress, subject action plans are produced to identify actions required by the student to get back on track. These plans usually have a time-scale of 3-5 weeks and are shared with students and parents. Teachers will make sure that students understand what they need to do to improve.

If a student does not adhere to the plan a referral is made to the Senior Tutor who issues a warning. This warning serves notice that progression is in jeopardy and dependent upon improvement.

For some courses, such as BTEC courses, success is dependent upon external assessments that occur during the year. If a student does not pass these external assessments they may automatically have failed that course and so will be withdrawn. BTEC courses have coursework units that also require passing. Students failing first submissions may receive action plans, as above. If an individual coursework submission fails to reach the required standard there may be a chance to resubmit. Failure with the resubmission may automatically lead to failure on the entire course.

2.2 If, at any other time during the academic year, there are significant concerns that a student is at serious risk of not achieving sufficiently for progression to the Upper Sixth, students and parents will be contacted and a plan for improvement put into place.

3. Lower Sixth Internal Benchmark Assessments and the Annual Review Grade

3.1 Internal benchmark assessments take place throughout the Lower Sixth year in each course. These benchmarks and the Annual Review Grade are reported to students. The Annual Review Grade is an overall grade awarded in June, taking into account the performance achieved across all assessments in the year, giving greater weighting to later synoptic assessments. The Annual Review Grades provide the basis for UCAS predictions and achieving strong grades in the first year is the best way to ensure good final grades at the end of the two years.

3.2 Following the publication of Annual Review Grades, students who have not performed sufficiently well in at least 2 two-year courses (or equivalent) will be offered guidance by their Senior Tutor, Careers staff and other relevant staff. Parents/carers will be informed and will have the opportunity to discuss the situation with the Senior Tutor.

4. Progression onto an Individual Course in the Upper Sixth

4.1 Where doubt arises over a student's suitability for progression in an individual course (see sections 1.3 & 2.2 above), a decision will be taken by the Senior Tutor, in consultation with the Personal Tutor and relevant Head of Department before the end of the summer term of the Lower Sixth. If appropriate, an alternative course will be offered. This will be discussed by the Senior Tutor with the student and parents/carers will be also be informed and invited to join this discussion if they so wish.

5. Restarting Lower Sixth

5. A student will not be allowed to restart a Lower Sixth Study Programme at Godalming College unless there are documented extenuating circumstances (such as significant illness) which has prevented the student from completing their Lower Sixth year successfully. Approval of a restart is made by the Senior Tutor and Assistant Principal (Students and Staff Development).

Other associated policies and procedures:

Admission Policy

Student Learning Agreement

Student Contract

Learning Support Policy

Fitness to Study Procedures

Disciplinary Procedures