



## Progression Policy

(including existing students wishing to progress to new courses within the College)

### Background

The College wishes to create suitable and appropriate opportunity for students studying within the College to progress to the next academic level or an alternative course within the College.

This policy lays out the criteria for progression for existing students on to different types of course available at the College.

### SIXTH FORM COURSES:

Primarily, students on sixth form courses will be learners in the 16-19 age bracket who are Government funded for their education. As a College we have a responsibility to ensure that these learners' study programmes provide them with the opportunity to progress to a higher level of study than their prior attainment. For example, from foundation level to entry and level 1, from level 1 to level 2, or from level 2 to level 3. This means these learners are subject to both local College and national Government policies with regard to their progression on to ongoing study at the College.

Existing students may progress at the College either by starting a new course following successful completion of a programme, or by continuing on to the second year of a two-year programme.

It is the duty of the College to ensure that Government policies are adhered to, while ensuring that students are supported on to a programme of study which enables them to be successful. Therefore, progression on to subsequent college courses is subject to meeting appropriate conditions / criteria.

1. For students wishing to progress on to a new course at the College, acceptance onto a new course will be subject to:
  - Previous academic achievement meeting the entry requirements of the programme. For example, progressing to a Level 3 vocational programme may require successful completion of the level 2 programme at Merit level or above. Entry criteria for all courses can be found on the College website or in the College prospectus.
  - Satisfactory progress, commitment, behaviour and attendance (College expectation is 95%) during their first/previous year of study. This will be determined by the Head of Curriculum who has been responsible for the student in the previous academic year in liaison with the new Head of Curriculum for next years' study where applicable.
  - In addition, if taken as part of the previous year's study programme, good attendance, punctuality, behaviour and outcomes in GCSE/Functional skills English, Mathematics or equivalent qualifications.
  - The course being a suitable/appropriate progression path for the student. It is not normal College policy to allow funded students to transfer to another course of the same level, as this may not provide progression in their level of study and therefore may not meet the Government conditions of funding for study programmes. However, in certain circumstance this might be appropriate, and if a request of this nature is made it will be considered on an individual basis.
  - Feedback from staff in relation to the fitness to study policy, in cases where this policy has been implemented for the learner.

2. First to second year A-level progression (including single A-level equivalent vocational qualifications).

All A-levels are 2-year linear programmes, and the expectation is that students will continue to study all their three A-level subjects when progressing to their second year of A-level study at the College. Any variations to this will be considered on an individual basis and must be approved by the Admissions and Progression Manager or one of the Assistant Principals.

### AS levels

The College does not offer AS levels as a normal part of a student's programme of study. However, students may request to take an AS level rather than the full A level, but this will only be considered in the following circumstances:

- The student is in their final year at college and will not be returning in the following academic year.
- Due to serious mental or physical health issues which may prevent them from successfully completing the second year of study.
- The student is completely unable to make progress despite every support and intervention of the teacher.
- The student is studying Further Mathematics which can be taken as an AS level.

Any requests will be considered on an individual basis and must be approved by one of the Assistant Principals. It is not possible to take some subjects as an AS level due to curriculum restrictions. This can be confirmed by the relevant Head of Curriculum.

3. First to second year Level 3 vocational progression (for programmes equivalent to 2/3 A-levels).

All level 3 vocational programmes are 2-year programmes, and the expectation is that students will continue to study their vocational programme in full when progressing to their second year of vocational study at the College. Any variations to this will be considered on an individual basis and must be approved by the Admissions and Progression Manager or one of the Assistant Principals, in collaboration with the relevant Head of Curriculum.

4. English and Maths Progression:

- It is a Government requirement that if a student has not yet achieved a grade '4' in English or Mathematics at GCSE or the equivalent Level 2 Functional skills qualification then they must continue to study towards gaining the qualifications at this level.
- The College offers GCSE English and Mathematics as well as Functional Skills qualifications in both subjects at different levels to enable students to progress towards GCSE grade '4' or Functional Skills level 2 as part of their overall study programme.
- The College will look at a student's previous academic achievement in English and Maths and combined with internal assessments place students on to an appropriate programme to enable them to make successful progress in the subject while moving them towards the goal of GCSE grade '4' or Functional Skills level 2
- This will automatically be added to a student's timetable and is a mandatory part of their study programme.

5. Non-progression:

The College reserves the right not to offer a student a follow-on programme or allow progression on to a second year of study of a 2-year programme if it considers this is not appropriate academically, or the College has concerns regarding a student's suitability relating to progress, commitment, attitude, behaviour, attendance, fitness to study or the safeguarding of others.

In some cases, a student will not be able to progress – or the College will not consider a student able to progress – on their currently planned programme (for example from Year 1 to Year 2 of a two-year course). In such cases:

- The College will work directly with the student at the end of the academic year to explore an alternative academic programme which will allow them to continue their studies; and/or
- The College will provide access to our careers advice service to assist the student to find employment or apprenticeship.

6. Exceptional circumstances:

- Only in very exceptional circumstances, such as serious health or personal issues such as bereavement, will it be possible for a student to repeat a year of a course. Any exceptions must be agreed by the relevant Head of Curriculum in liaison with an Assistant Principal or the Admissions and Progression Manager.
- Similarly, progress without having successfully completed the first year or progress to a course where entry requirements are not fully met, is only possible in very exceptional circumstances. Any exceptions must be agreed by the relevant Head of Curriculum in liaison with an Assistant Principal or the Admissions and Progression Manager.
- If exceptional circumstances such as serious health or personal issues prevent a student from achieving on a level 3 programme in the sixth form, progression to Access to HE may be considered. Any applications must be agreed by the Access to HE Coordinator.

## **APPRENTICESHIPS:**

Progression is possible through intermediate, advanced and higher apprenticeships.

However, as an apprenticeship is an employed position, progression is wholly dependent on the candidate finding and securing a further employed apprenticeship position within a company at the next level. It is therefore not normal College practice to be directly involved with the progression of apprentices on to the next level.

The employer will take the following factors into account when considering an apprentice who is progressing:

1. Successful completion of the previous apprenticeship qualification.
2. Successful completion of English and Mathematics qualifications associated with the apprenticeship qualification.
3. Satisfactory attendance in both educational and workplace environments
4. Satisfactory performance in both educational and workplace environments.

## **LEISURE, ADULT, INFILL AND PROFESSIONAL SKILLS COURSES:**

Progression is normally allowable providing that the student meets the entry criteria (if any) for the course and that the course is paid for, or suitable documented evidence of financial funding is provided before commencement of the course, for example confirmation of student loan or signed entitlement forms.

Progression of adults on to the second year of a 2-year academic course (such as an adult taking an A-level or Access course) or Higher Education courses will be subject to satisfactory academic progress on the course as determined by the relevant Head of Curriculum.

As with other courses run by the College, the College reserves the right not to offer a student a follow-on programme if it feels this is not appropriate academically, or the College has concerns regarding suitability relating to progress, commitment, attitude, behaviour, attendance or the safeguarding of others.

### **PROGRESSION APPEALS:**

Appeals against progression decisions should be made in writing to the relevant Assistant Principal responsible for the course. Appeals will be acknowledged within five working days and responded to within ten working days.