



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

## **PROGRESSION POLICY**

### **Background**

The college wishes to create suitable and appropriate entitlement 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 personal progress manager and Head of Curriculum who have been responsible for the student in the previous academic year.
  - 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. Note 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 of 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.
2. For students wishing to progress from the first to the second year of an A-level programme, acceptance on to the second year of the course will be subject to:
  - Students successfully taking and passing the College end of year examinations in each subject they wish to continue. The examination pass mark for each subject will be set by the curriculum area responsible for the subject and will vary by subject. Should a student not pass the examination at the first attempt a retake opportunity will be made available to them before the end of the academic year in order to allow them a further opportunity to progress.
  - Satisfactory progress, commitment, behaviour and attendance (College expectation is 95%) during their first/previous year of study. This will be determined by the personal progress

manager and Head of Curriculum who have been responsible for the student in the previous academic year.

- 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.
3. For students wishing to progress from the first to the second year of a two-year Vocational programme, acceptance on to the second year of the course will be subject to:
- The successful completion of all mandatory, specialist and optional units required by the end of the summer term.
  - Satisfactory progress, commitment, behaviour and attendance (College expectation is 95%) during their first/previous year of study. This will be determined by the personal progress manager and Head of Curriculum who have been responsible for the student in the previous academic year.
  - 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.
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 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' 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'.
  - This will automatically be added to a student's timetable, and is a mandatory part of their study programme.
5. Non-progression:
- If a student is not able to progress, or the College does not consider the student suitable to progress on to their chosen course:
- The College would, under normal circumstances, work directly with the student at the end of the academic year to offer them an appropriate alternative academic programme which will allow them to continue to progress their studies.  
AND / OR
  - Provide access to our careers advice service to assist the student to find employment, a traineeship or apprenticeship.
- Note: The College reserves the right not to offer a student a follow-on programme if 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 as detailed above.
6. Exceptional circumstances:
- Only in exceptional circumstances, e.g. serious health or personal issues such as bereavement, will it be possible for a student to repeat a year of a course; progress without having successfully completed the first year or progress to a course where entry requirements are not fully met. Any

exceptions must be agreed by the relevant Head of Curriculum in liaison with the Assistant Principal for Curriculum.

- If the student is under a fitness to study concern, progression will be dependent on the recommendations of the panel. Each case will be dealt with on an individual basis, as it is not the College's policy that students repeat a year or progress without meeting the requirements of the course.
- 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.**

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.

Any exceptions will be dealt with by the Director of Apprenticeships in liaison with the employer.

## **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 courses (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 Assistant Principal for Learners. Appeals will be acknowledged within five working days and responded to within ten working days.