

Information for Parents and Guardians of Students Progressing from Lower Sixth to Upper Sixth in September 2017

For most students entering the Upper Sixth in September 2017, there will be very little change to the timetable as they are already studying 3 subjects at AS levels or BTECs. For a small number of students, the decision will be dropping from 4 to 3 subjects as they enter the Upper Sixth.

- Upper Sixth students will normally be required to study three A Levels or BTECs. If a student is considering taking the equivalent of two courses he/she will be expected to add an additional subject.
- Please note that it is a legislative requirement that students who have not passed both GCSE Mathematics and English Language at grade C or above must continue to study towards achieving both qualifications throughout their time at the College.

To ensure that all students are adequately prepared for the transition into the Upper Sixth, the re-application procedure provides students with the opportunity to seek guidance and counselling at regular intervals. During the Spring Term, the Careers Department will also provide your son/daughter with all the necessary information and advice that they will need in order to make a smooth transition to Higher Education, apprenticeship or employment at the end of the Upper Sixth. The main elements of the procedure are outlined below.

Tuesday 7 and 21 February – Parents' Evening for Lower Sixth Students

Parents will have the opportunity to talk to subject staff and tutors about their son/daughter's progress and options for next year.

Thursday 23 February - Get Ahead Day

Lower Sixth students will be timetabled to spend the day finding out about the different options available to them post-College.

March – Higher Education Forum

Your invitation to a Higher Education Forum Evening is enclosed. The evening is designed to give parents a comprehensive introduction to university application. There will be speakers and representatives from different universities at the evening.

Tuesday 28 February – Tutorial

It is vital that your son/daughter attends the morning tutorial session as this will be used to:

- Introduce the re-application procedure.
- Issue the re-application forms upon which they will be asked to give an initial indication of the subjects that they would like to follow next year.
- Students who are currently Non-Entry for part or all of their subject programme will not have their application processed until after their status has been regained.
- The application form **must** be completed and returned to Tutors by **Tuesday 14 March**.
- The tutorial will include a presentation explaining the procedures and the importance of making the correct choices.

Tuesday 14 March – Tutorial

Re-applications must be completed by this date. The subjects that your son/daughter indicates at this point will then be used as the basis for further discussion – **they will not be regarded as the final choice of subjects**. A final decision cannot be made until after the AS and BTEC results are published in August 2017. **If your son/daughter is unavoidably absent from Tutorial on 14 March 2017, it will be their responsibility to return the application without delay.** The late submission of an application form may result in your son/daughter losing their place at College.

Tuesday 21 March – Interim Report 4

Final Interim Report of the academic year.

Week Commencing Monday 4 September 2017 – Start of term

Subject choices will be finalised, taking into account the AS and BTEC results and subject to the availability of places on courses at that time. **Please note that all work set from the Summer Timetable must be complete before your son/daughter will be allowed to join any Upper Sixth classes.**

Progression Policy 2016-17

1 Progression to a further year of study at the College in 2017-18

1.1 AS and BTEC Level 3 Students

A student following AS subjects or BTEC Level 3 year one courses will be guaranteed progression to the A2 subjects or BTEC Level 3 year two courses if he/she meets the following requirements in the academic year 2016-17:

- i. For overall progression students will need to achieve two AS subjects at grade D or above and/or achieving the equivalent to two AS passes at BTEC Level 3 grades, which are consistent with his/her target grades.
- ii. In addition, to progress in an individual subject students taking “reformed” A level subjects will need to achieve at least a grade D in that AS exam to progress in that subject. This includes Art & Design, Biology, Business Studies, Chemistry, Computing Science, Economics, English Language & Literature, English Literature, French, Geography, German, History, Music, Photography, Physical Education, Physics, Psychology, Sociology, Spanish and Theatre Studies.
- iii. At least 90% actual attendance in lessons.
- iv. Excellent punctuality at lessons.
- v. Interim Reports, typically averaging grade 3 across all his/her subjects throughout the academic year.
- vi. Exemplary behaviour, whether in lessons, around College, whilst representing the College or when travelling to, or from, College.

1.2 BTEC Level 2 Students

A student following BTEC Level 2 courses will be guaranteed progression to an advanced study programme if he/she meets the following requirements:

- i. As 1.1 iii. to 1.1 vi. above.
- ii. Obtaining Merit or Distinction grades across all her/his BTEC Level 2 courses.
- iii. Having a GCSE grade C pass in Mathematics or English Language.

2 Policy with regard to progression to a further year in a particular subject

2.1 Students who have an overall effort grade of 2.3 or below in two Interim Reports in a particular subject will be set a minimum grade which they must achieve if they are to progress to A Level in that subject. The minimum will be the highest of:

- one grade below the Interim Report target grade or the lower of a “split” Interim Report target grade (e.g. where the report grade is B/C the student will be set the C grade), or
- a grade D.

For BTEC a similar system will operate

2.2 Where a student with a grade E pass at AS in a “non-reformed” A Level or Pass at BTEC Level 3 wishes to study the subject in the U6, he/she will be interviewed by the relevant Head of Department in order to discuss the advisability of this decision and to establish the expectations and conditions, which will apply and be recorded in the form of a Personal Agreement. These AS subjects include Classical Civilisation, Design & Technology, Film Studies, Further Mathematics, Government & Politics, Law, Mathematics, Media Studies, Music Technology and Philosophy.

It will not be possible to progress to the second year with a grade E in the “reformed” subjects listed above in bullet point 1.1 ii.

2.3 Completion of work set during Summer timetable.

3 Progression at the Associate or Deputy Principal’s discretion

Where a student does not meet the above requirements, his/her progression to a further course at the College will be at an Associate or a Deputy Principal’s discretion. In making this decision, an Associate or a Deputy Principal will take into account any special circumstances which have contributed to the student’s performance and of which the College has been made aware during the academic year.

4 Policy in Respect to Re-sitting Year or Subject

The College does not receive Government funding for a student retaking a year or a subject. A request to re-sit a year, or retake a subject, will only be considered under exceptional circumstances. These will be circumstances that are outside of the control of the student or institution, such as a period of long term sickness. A student will need documented evidence to prove the circumstances.

Keeping parents and guardians informed

You will be notified by the end of this term if the College has any significant concerns about your son/daughter’s progression to a further course of study in September 2017