

Information for Parents and Guardians of Students Progressing from Lower Sixth to Upper Sixth in September 2018

For most students entering the Upper Sixth in September 2018, there will be very little change to the timetable as they are already studying three subjects at A Level/Level 3 BTEC or equivalent. For a very small number of students who are studying four subjects, the decision will be whether to continue with all four subjects or to drop to three subjects as they enter the Upper Sixth.

- Upper Sixth students will normally be required to study three A Levels/Level 3 BTEC or equivalent. If a student is considering taking the equivalent of two courses they 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 4 or above must continue to study towards achieving these qualifications throughout their time at the College

To ensure that all students are adequately prepared for the transition into the Upper Sixth and beyond, during the Spring Term, the personal tutor and the Careers Department will provide your son/daughter with all the necessary information and advice that he/she will need in order to make a smooth transition into the Upper Sixth and then into Higher Education, apprenticeship or employment after his/her time at Reigate College. The main elements of the procedure are outlined below:

Tuesday 20 and 27 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.

Tuesday 27 February – Get Ahead Day

Lower Sixth students will be timetabled to spend the day finding out about the different options available to them after Reigate 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 the university application process. There will be speakers and representatives from different universities at the evening.

Tuesday 6 March – Tutorial U6 entry procedure

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

- Introduce the U6 entry procedure
- Issue the U6 entry forms upon which will be listed the subjects that they will study next year. **It is anticipated that for the majority of students that the U6 programme will be a continuation of subjects studied in the L6**
- The U6 entry form **must** be signed and returned to Tutors by **Tuesday 13 March**
- The tutorial will include a presentation explaining the procedures and the importance of making the correct choices
- A final decision cannot be made until after the publication in early July 2018 of the results of the progression exams and an update on BTEC progress. **Where students have failed to meet progression in a subject(s) a meeting will be set up to discuss alternative options for them in July**

Tuesday 13 March – Tutorial

U6 entry forms must be completed by this date. **If your son/daughter is unavoidably absent from Tutorial on 13 March 2018, it will be his/her responsibility to return the application without delay.** The late submission of an U6 entry form may result in your son/daughter losing his/her place at College.

Tuesday 27 March – Interim Report 4

Interim Report 4 of the academic year.

Week Commencing Monday 3 September 2018 – Start of term

Subject choices will be finalised, taking into account the progress on courses and progression exam 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.**

Following an application to the College, students are interviewed according to the Admissions Policy. Subject choices are agreed on condition that the student will be qualified for each individual course upon enrolment. Students are further advised on Introductory Day and Choices Day. The final programme of study is confirmed at the enrolment interview in September.

1 Progression to second year of study at the College in 2018-19

- All Level 3 students are enrolled on a two year programme leading to A Level or BTEC qualifications
- A student following AS/A Level or BTEC Level 3 courses will be guaranteed progression to the second year of the courses if he/she meets the following requirements in the academic year 2017-18:
 - i. At least 90% actual attendance to lessons
 - ii. Excellent punctuality to lessons, typically 90% or above
 - iii. An average of a grade 3 or above in all Interim Reports
 - iv. Exemplary behaviour, whether in lessons, around College, representing the College or when travelling to or from College

2 Progression to the second year of study in a particular course in 2018-19

- Students will not be allowed to progress to the second year of a particular course if they:
 - i. Have actual attendance in the subject of less than 90%
 - ii. Have poor punctuality to lessons, typically less than 90%
 - iii. An overall effort grade of 2.3 or below in two or more Interim Reports in the first year
 - iv. Poor behaviour in the subject lessons
- It is not in the best interests of a student to progress to the second year of a course if they are unlikely to succeed in the qualification
- If assessments during the first year indicate that the student is not making the required progress, additional support will be discussed and offered to aid improvement
- Students will be advised not to progress to the second year of a particular course if they fail to achieve:
 - i. A pass in the Progression Examination
 - ii. Grade D or above in an AS examination if taken
 - iii. A BTEC grade that is consistent with their target grade
- In these instances, the College will advise the student to consider a 'fresh start' course. Fresh start courses enable students to gain a Level 2 or Level 3 qualifications in one year with an exceptional level of success, enabling progression to Higher Education or employment
- Parents of students in this category will be informed and invited into College to discuss the options
- The final decision about progression in that subject will be made following the Progression Exam and submission of BTEC results. An appropriate programme will be agreed in early July

3 Progression at the Associate or Deputy Principal's discretion

- Where a student does not meet the above requirements due to extenuating circumstances, his/her progression to a further course at the College will be at an Associate or a Deputy Principal's discretion

4 Policy in respect to re-sitting a 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.