

## Level 3 Progression Policy 2018-19

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 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 2018-19:
  - 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 (particularly Key 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
- At the end of the first academic year, if students fail to achieve:
  - i. A pass in the Progression Examination
  - ii. At least a 'Pass' grade in a BTEC subject,they will be offered an alternative 'fresh start' subject/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 of this after Progression Exam results are published
- 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. Please note – for any likely extenuating circumstances, the College should be notified of these as soon as they arise and not after the publication of Progression exam/year 1 BTEC grade results (for example).

### 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.