



**Work Performance Policy & Procedures**  
(Previously Examination Entry Policy)  
**2018-19**

## Work Performance Policy and Procedures 2018-19

### 1. Policy

- 1.1 When a student enrolls for a course at the College, there is an expectation of the student to work hard in order fulfil or exceed their potential. All level 3 students are enrolled onto a two year programme. Level 2 students are enrolled onto a one year programme. This enrolment, **does not give students an automatic right to progression (Level 2 & L6th students) or to be entered for external examinations.**
- 1.2 **In order to progress, students need to meet the requirements as outlined in the Level 2 & Level 3 Progression policies. This policy works in conjunction with those policies.**
- 1.3 Progression and examination entry should be seen as an ‘entitlement’ for students who demonstrate a high level of **commitment** to their studies, including good attendance and punctuality.
- 1.4 The term ‘examination’ is also taken to mean other forms of external assessment, for example, AS/A2 or BTEC coursework modules.
- 1.5 The College receives its funding from the Education and Skills Funding Agency (ESFA) and the current guidance with regard to the charging of fees for examinations, re-sits and administrative services is shown in a separate Charging Policy.

### 2 Outline

- 2.1 At the start of the academic year, a student’s examination status will be ‘Progression’ for L6 and Level 2 (P) students or ‘Entry’ for Upper 6th in all subjects.
- 2.2 As the academic year progresses, ‘Progression’/‘Entry’ or ‘Non-Progression’/‘Non-entry’ status will be determined by the extent of a student’s commitment to the course, based on a consideration of the following performance indicators:
  - Effort in class, including behavior (see section 4)
  - Meeting deadlines for the submission of homework and coursework, and the quality of the work produced (see section 4)
  - Actual attendance in lessons/study activities and punctuality (see section 3).
  - A comparison of the target grade and current working grade.

### 3 Attendance & Punctuality

- 3.1 **It should be noted that regular absences through illness will not be regarded as being ‘reasonable’, and will count against the student’s attendance record, unless a suitable medical explanation has been received from the student’s GP or consultant physician.**
- 3.2 Students who do not meet the College’s expectations for attendance, punctuality in all subjects will gain the status of either non-progression (L6 & P) or non-entry status (U6) (see attendance policy) across all subjects and could be withdrawn from College.
- 3.3 Lower Sixth and Level 2 students, who are not meeting the College’s expectations for attendance, punctuality or in an individual subject will not be able to progress on to the next year of study in that subject, and could be withdrawn from College (see Progression Policies).

- 3.4 Upper Sixth students who do meet College's expectations for attendance, punctuality or in an individual subject will not be entered for public examinations/BTEC assessment in that subject and could be withdrawn from College.
- 3.5 Students who gain non-progression or non-entry status for attendance & punctuality in GCSE Mathematics and GCSE English will be gain NP and NE status for all subjects. It is a Government requirement that student who have not yet obtained a grade 4 in these subjects, must continue to study these subjects until they do.

#### **4 Work Performance**

- 4.1 Interim Reports are published approximately every six weeks until late March. They provide a regular overview of a student's work performance.
- 4.2 Where there is a cause for concern in a subject, either following an Interim Report or at any other time, the situation will be discussed fully with the student and clear targets will be set. If there is no substantial improvement in work performance, the student may be at risk of non-progression (NP) or being made non-entry (NE) in a subject and parent/guardian(s) will be informed.
- 4.3 Students who gain non-progression or non-entry status for work performance in GCSE Mathematics and GCSE English will be gain NP and NE status for all subjects. It is a Government requirement that student who have not yet obtained a grade 4 in these subjects, must continue to study these subjects until they do.

#### **5 Non-Progression / Non Entry**

- 5.1 If non-progression or non-entry status is to be applied in a particular subject, the student's parent/guardian(s) will be offered a meeting with a College Director and/or the Head of Department. SMART targets will be set in this meeting.
- 5.2 Once a student's status is changed to NP or NE, the student will monitored regularly. The final decision on their progression or entry status will be made in. It will be based on:
  - IR4 data
  - Mid Interim report data, after IR3 and IR4
  - An assessment of whether SMART targets have been met.
- 5.3 Once a student's status has been changed to NP or NE, their performance will be very closely monitored until early May for Upper 6<sup>th</sup> and July for Lower 6<sup>th</sup> & Level 2 students, when a final decision on their entry/progression status will be made by the Associate/Deputy Principal(s) or his/her delegated alternative. The student will be notified of this decision, verbally or by email and their parent/guardian(s) will be informed in writing. This decision will be final – it is not subject to appeal and there will be no further probationary period.
- 5.4 Where a student with NP or NE status makes little or no effort to improve their performance or disrupts the learning environment, the student's status will be changed to 'At Risk of Discontinuation' (RD). A student with RD status, who does not immediately improve and sustain their performance, will be withdrawn from the subject without right of appeal.
- 5.5 Students who have an overall effort grade of 2.3 or below in a particular subject in two or more Interim Reports in the Lower Sixth may not be able to progress in that subject for a second year of study (See Progression Policy).

5.6 Students who gain non-progression or non-entry status in GCSE Mathematics and GCSE English will be gain NP and NE status for all subjects. It is a Government requirement that student who have not yet obtained a grade 4 in these subjects, must continue to study these subjects until they do.

## 6. Procedures

### **Stage One – Initial Procedures (Teacher)**

- Verbal warning, ILP entry with clear targets
- Student supported to improve

If there is no clear improvement:

### **Stage two – Warning letter**

- ILP entry with clear targets
- warning letter (Yellow letter) **without** warning paragraph
- student informed
- Interim report grade 2 if appropriate

If there is still no clear improvement

### **Stage three – Non-progression/non-entry warning**

- ILP entry with clear targets
- warning letter (Yellow letter) **with** warning paragraph
- student informed
- Interim report grade 2 if appropriate

If targets are not met

### **Stage Four – Non Entry/Non-Progression**

- teacher logs concerns on the ILP
- within 2 weeks of issue of the IR, teacher makes request to the HoD that the student is made non entry/ non-progression
- HoD submits the orange non-entry/non-progression form to A/DoL

A/DoL

- checks ILP entries, APD/PD (for pastoral reasons)
- meets the student to sign the orange non-entry/non-progression form (HoD can do this also. If student is repeatedly absent, move onto next bullet point)
- submits the orange non-entry/non-progression form to Student Services

#### 1. Student Services

- change the student status
- sends a letter home to confirm non- entry/non-progression and invite parents to attend a meeting with the Director of Interventions

2. Director of Interventions
  - meets the student with their parents to explain the seriousness of the situation if the targets are not met (agreed with HoD). The meeting will go ahead if parents choose not to attend
  - submits agreed targets to Student Services
3. Student Services send letter home confirming the agreed targets

### **Monitoring Non Progression / Non Entry Students**

Student Services email a Mid-Interim Report to be completed by the teacher. If this report is unsatisfactory, student should be moved to RD status (see below)

### **Final Decision**

- Monitoring continues until early May for Upper 6<sup>th</sup> and July for Lower 6<sup>th</sup> & Level 2 students, when a final decision on their entry status will be made
- Data from IR4 will be used as an initial indicator and a short extension to NE/NP can be requested by the HoD before making a final decision
- HoD will make the final decision for students where they feel the student has not regained Progression/Entry status.
- APs CD/SD to confirm the decision
- The student will be notified of any decision, verbally or by e-mail, and their parent(s) will be informed in writing
- This decision will be final – it is not subject to appeal and there will be no further probationary period

### **Stage Five**

#### **Risk of Discontinuation**

- Where a student with NE/NP status makes little, or no effort to improve their performance, or disrupts the learning environment, the Head of Department makes a request to the A/DoL that the student's status be changed to 'at risk of discontinuation' (RD). A student with RD status, who does not immediately improve their performance, and sustain that improvement, will be withdrawn from the subject by the AP (CD/SD) without further discussion.

## **7 Examinations and Coursework**

- 7.1 Any student who fails to produce coursework by the required date, or whose coursework is of a wholly unacceptable quality, will not be entered for the examination in that subject.
- 7.2 Any student who fails to attend an external examination paper, and who is unable to provide an acceptable reason for their absence, may be withdrawn from any subsequent examination papers in that subject and/or have their marks disaggregated (that is, a grade will not be awarded). As stated in the Charging Policy the student, or

their parent/guardian, will be invoiced for the full cost of the subject entry or aggregation of marks.

- 7.3 A student may re-sit an examination paper at the College, providing that the College is offering the subject module and s/he has the support of the Head of Department. In such cases, the student will be charged an entry fee per examination module.
- 7.4 A student may apply for a review of marking of an examination paper, or the return of an examination script, preferably following a discussion with the Head of Department. In such cases, the student will be charged the full cost of the review of marking/return plus an administration charge per examination module/script.
- 7.5 The College may subsidise the payment of examination fees, for example, where the student, or their parent/guardian, are experiencing financial hardship, with the exception of examination fees resulting from a failure to improve their commitment. Any such decision will be made by the Associate Principal (Pastoral and Support).
- 7.6 External candidates may sit examinations at the College but only in exceptional circumstances – students may be given the opportunity to re-sit modules as a private candidate during the next academic year.

### Diagram of Procedures for Staff

