



Work Performance Policy

September 2023

Review: June 2024

1 Introduction

- 1.1 When a student enrolls for a course at the College, there is an expectation of the student to work hard in order to fulfil or exceed their potential. All Level 3 students are enrolled onto a two-year programme. Intermediate students are enrolled onto a one-year programme. This enrolment does not give students an automatic right to progression (Intermediate & Lower Sixth students) or to be entered for external examinations without incurring a fee.
- 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 A Level examinations, Non Examined Assessment (NEA), BTEC coursework modules, controlled assessments etc.
- 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.
- 1.6 This policy does not form part of any personnel's contract of employment and the Reigate Learning Alliance reserves the right to change this policy at any time. All personnel are obliged to comply with this policy at all times.

2 Overview

- 2.1 At the start of the academic year, a student's examination status will be 'Progression' for Lower Sixth and Intermediate students or 'Entry' for Upper Sixth in all subjects.
- 2.2 As the academic year progresses, 'Progression'/'Entry' or 'Non-Progression'/'Non-entry' (NP/NE) 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 behaviour (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 and 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 for Lower Sixth and Intermediate students, or non-entry status for Upper Sixth (see attendance policy) across all subjects and should expect to be charged for examination entries or could be withdrawn from College.
- 3.3 Lower Sixth and Intermediate 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 should expect to be charged for examination entries or 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 should expect to be charged for examination entries or 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 for Upper Sixth students and June for Lower Sixth and Intermediate Students. 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 (NP) and Non Entry (NE)

- 5.1 Students automatically qualify to be entered for exams for free by meeting college expectations for attendance/punctuality, and effort grades in each subject – determined through regular Interim Reports per subject. Students will however, if they continually fall below the college expectations be charged the full cost for entrance to public examinations and vocational qualifications. Students will be given a warning when their performance falls below expectation. Without future improvement they will go to a status of non-entry or non-progression. At this stage a student will not qualify for free entry into exams and will therefore be charged for exam entry. Entry status can be regained by two consecutive improved interim report grades i.e., attendance/punctuality above the college expectation and above average 2 grades in interim reports.

Charges will be made if

- a student falls below 90% actual attendance/punctuality and 95% adjusted attendance/punctuality on two attendance checks
- the effort grades fall below 2 on two consecutive Interim Reports

- 5.2 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 and will be visible on the College Portal.

- 5.3 Once a student's status has been changed to NP or NE, their performance will be monitored closely, until February (Interim Report 3) for Upper Sixth and June (Interim Report 5) for Lower Sixth and Intermediate students, when a final decision on their entry/progression status will be made by the Associate Principal (Pastoral) or his/her delegated alternative in conjunction with the Head of Department. 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 The final decision on their progression will be based on:

5.5.1 Upper Sixth

- Interim report data (after NE status), including Attendance and Punctuality
- Comments on ILP
- An assessment of whether SMART targets have been met.

5.5.2 Lower Sixth and Intermediate

- Interim report data (after NP status), including Attendance and Punctuality
- Comments on ILP
- An assessment of whether SMART targets have been met.

5.6 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.

5.7 Students who have an overall average effort grade of 2 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).

5.8 Students who gain non-progression or non-entry status in GCSE Mathematics and GCSE English will 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

6.1 Stage one – initial procedures (Teacher)

- Verbal warning, ILP entry with clear targets
- Student supported to improve
- If there is no clear improvement move to stage two

6.2 Stage two – Cause for Concern email

- ILP entry with clear targets
- Student spoken to by teacher.
- Warning email (Cause for Concern) to student and parents **without** warning paragraph
- Interim Report grade 2, if appropriate
- If there is still no clear improvement move to stage three

6.3 Stage three – Non-Progression (NP)/Non Entry (NE) warning in email

- ILP entry with clear targets
- Student spoken to by teacher.
- Warning email (Cause for Concern) **with** warning paragraph
- Interim Report grade 2, if appropriate
- If targets are not met

6.4 **Stage Four – NE/NP**

- Teacher logs concerns on the ILP
- Within two weeks of issue of the Interim Report, the teacher makes the request to the Head of Department (HoD) that the student is made NE/NP
- HoD meets with the student to sign the NE/NP form and set SMART Targets, recorded as an ILP entry.
- HoD submits the NE/NP form to the Director of Learning (DoL)

6.5 **DoL actions**

- Check ILP entries and that SMART targets have been set.
- Liaise with Pastoral Director (PD) for any pastoral issues.
- If student is repeatedly absent, move on to next bullet regardless.
- Submit NE/NP form to Student Services

6.6 **Student Services actions**

- Change the student status on CID
- Send email to student and parents to confirm NE/NP status and invite parents to attend a meeting with Director of Learning / HoD

6.7 **Director of Learning actions**

- If a meeting is requested, meet the student with their parents to explain the seriousness of the situation if the targets are not met (agreed with HoD). The meeting should go ahead if parents choose not to attend
- If needed, add amended SMART targets as an ILP

6.8 **Student Services actions**

- Send email home confirming agreed targets

7 **Monitoring NP/NE students**

- 7.1 Teachers will continue to regularly update student ILP entries with their progress against the SMART targets. This will be available for students and parents/guardians to see, along with attendance and punctuality data on the College Portal.

8 **Final decision**

- 8.1 Monitoring continues until February (Interim Report 3) for Upper Sixth and June (Interim Report 5) for Lower Sixth and Intermediate students

- 8.2 Data from Interim Reports 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.
- 8.3 HoD will make the final decision for students where they feel the student has not regained Progression/Entry status.
- 8.4 Associate Principal (Pastoral) will confirm the decision.
- 8.5 The student will be notified of any decision, verbally or by e-mail, and their parent(s) will be informed in writing.
- 8.6 This decision will be final – it is not subject to appeal and there will be no further probationary period.

9 Risk of discontinuation (RD)

- 9.1 Where a student with NE/NP status makes little, or no effort to improve their performance, or disrupts the learning environment, the HoD makes a request to the 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 one of the Associate Principal (Pastoral) without further discussion.

10 Examinations and coursework

- 10.1 Any student who fails to produce coursework by the required date, or whose coursework is of a wholly unacceptable quality, may be charged for the examination in that subject, in accordance with ESFA guidance which states:
- 'Institutions can charge for examinations and re-sits as follows:*
- where the required attendance or completion of work has not been achieved'*
- 10.2 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.
- 10.3 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 HoD. In such cases, the student will be charged an entry fee per examination module.

- 10.4 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.
- 10.5 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 Associate Principal (Pastoral).

11 Year 2

- 11.1 If a student is NP in a subject after the first year, is not performing in line with ability at the beginning of the academic year in that subject, or their 'fresh start' course, they can be made NE at Interim Report 1.
- 11.2 Stage 4 of the 'Procedures' above will apply.
- 11.3 If a Lower Sixth student was made 'RD' with regards to attendance/punctuality and were allowed to continue at Reigate College, they will be put on a 'contract' at the beginning of year 2, the terms of which must be adhered to, in order for the student to continue at the College.

Appendix 1: Process diagram for staff

