

## Level 3 Progression Policy 2025-26

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 2026-27

- All Level 3 students are enrolled on a two-year programme leading to A Level and/or A Level equivalent qualifications
- For a student to be guaranteed progression to the second year of study they must meet the following requirements in the academic year 2025-26:
  - i. To maintain at least 95% or above actual attendance to lessons. If a student reaches Stage 3 of the [Attendance and Punctuality Policy](#) and fails to improve by the next Interim Report, they are unlikely to be able to progress to the second year.
  - ii. Excellent punctuality to lessons, typically 95% or above. If a student reaches Stage 3 of the Attendance and Punctuality Policy and fails to improve by the next Interim Report, they are unlikely to be able to progress to the second year.
  - iii. Exemplary behaviour, whether in lessons, around College and in the local community, representing the College or when travelling to or from College. Full details can be found in the [Student Code of Conduct](#).
  - iv. A viable full-time programme of study, at least 3 courses. Exceptions may be made with relevant evidence from a medical professional.

### 2 Progression to the second year of study in a particular course in 2026-27

- Students will not be able to progress to the second year of a particular course if they:
  - i. Have reached Stage 3 of the Disciplinary process and received an average of less than 2 in the next Interim Report. Details of this process can be found in the [Work Performance and Disciplinary Policy](#).
  - ii. Have not passed an assessment that contributes to their final qualification grade (BTEC or equivalent qualifications).
- 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
- If a student does not pass a first submission of an internally assessed piece of work that contributes to the final grade, and the final submission could result in the student failing the courses, the parent/guardian will be informed by email
- The final decision about progression in that subject will be made following the Progression Exam and submission of BTEC or similar qualification results. An appropriate programme will be agreed in early July

### 3 Progression at the Assistant Principal's discretion

- Where a student does not meet the above requirements due to extenuating circumstances, their progression to a further course at the College will be at an Assistant Principal's discretion. Please note – for any likely extenuating circumstances, the College should be notified of these at the time and not retrospectively

### 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 relevant evidence from a medical professional in these circumstances