

**Tolworth sixth form**

**ENROLMENT AND CONTINUATION POLICY**

**1) Course Choice and Enrolment**

**1.1** All students are to read and sign the Sixth Form learning agreement upon registration.

**1.2** Students must meet the course entry requirements as specified in the Sixth Form Course Information Booklet for the year.

**1.3**  For some courses, students may also need to pass any baseline assessment tasks that are set.

**1.4**  Students will also be advised on courses by the Sixth Form Management Team and subject leads. The key purpose is to help students choose the courses where they can succeed and have potential progression routes.

**1.5** If students meet the entry criteria, but we believe they will find the ongoing demands of the course too difficult for them to successfully complete the year, the school will raise these concerns and advise against the student starting the course.

**1.6**  Acceptance onto the first year of a two year course does not guarantee a place on the second year of the course (see below for details of second year entry requirements).

**2) Entry to the second year of Level 3 courses**

**2.1 All courses:**

Students will need to have maintained high levels of attendance (95% or above), effort and homework. Students will have formal reports twice a year when these areas are graded.

**2.2  Level 3 courses:**

Students must pass the end of year examination (or continued assessments) in Year 12.  In addition, students are required to gain a grade E overall and/or pass all modules.

**3) Once on the course**

**3.1**  Students are required to work within the boundaries and expectations of the school and the Sixth Form. As with any learning environment, students will be given every opportunity to succeed and are expected to respect the staff, facilities and their fellow students in order to facilitate a suitable learning environment.

**3.2**  Students are expected to be prepared / equipped to study with the correct equipment (pen, calculator, homework, computer or similar device if needed). This includes exam periods, where students should arrive on time and fully equipped for scheduled assessments. Students are also to engage with homework and remote learning activity regularly, and also in the event of long term absence or school closure.

**3.3**  Students’ attitude to work, and their performance in interim assessments will be monitored. Cause for concern would fall into one or more of the following categories:

* Failure in module examinations and/or mock exam papers
* Failure to meet A level coursework or BTEC unit final submission deadlines
* Poor attitude to learning
* Inappropriate attitude or behaviour towards staff/students
* Attendance issues, including attendance to compulsory form times and assemblies
* Poor progress and attainment (which would include failure to meet deadlines for work as well as assessment outcomes)

**3.4** Where there are concerns, there is a three-step process of support and warnings that aims to resolve the concerns.  Please note that there can be exceptional circumstances where special considerations will be made:

* Sudden onset of a long term illness
* Mental health concerns
* Extenuating circumstances at home which may have an impact on the student’s ability to learn effectively

**3.5  The 3-step process**

Where concerns are raised about a student, the following intervention process should be followed:

**Step 1:  Subject Teacher / Tutor**

* A phonecall will be made or letter/email sent to the parents/carers to explain the concerns and outline what the student needs to do to resolve these concerns within a specified time frame.
* Students will also be encouraged to talk through the issues with staff and seek advice on how to remedy the situation.

**Step 2:  Subject Teacher / Tutor**

* If Step 1 is unsuccessful, the student will be put onto a monitoring report by their tutor or class teacher to monitor progress in the short term, which will be shared with the Sixth Form leadership team.

**Step 3: Sixth Form leadership team**

* Parents will be contacted to discuss ongoing issues and student will be placed on a daily Sixth Form leadership report to monitor progess.
* If further intervention is required, parents/carers will be called in for an interview, and an action plan detailing what must happen to resolve these issues will be drawn up at the meeting.
* If all interventions are unsuccessful, the issue will be referred to the Headteacher.