

*The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity. We welcome applications from Looked After young people and young carers.*

## **INTERNAL PROGRESSION POLICY 2024/5 ENTRY**

The College is a state funded sixth form college, governed by an independent corporation. The Corporation sets its own policies and is solely responsible for admission of students to the College.

The College wishes to create suitable and appropriate opportunity for students studying at WQE to progress to the next level programme of study at the College. This policy lays out the criteria for this progression for existing students.

### **Progression on to a higher level of programme at the College is subject to the following:**

- Satisfactory attitude to study, attendance and progress during the current programme of study.
- A good standard of behaviour during the current programme of study.
- Meeting the entry requirements of the new programme of study and the individual subjects chosen.
- Submitting an application to progress by the deadline.

Decisions about the offer of a place to progress on to higher levels of programme will take in to account information from progress points, attendance data, the student's response to any of the college's intervention processes and records of any instances of poor behaviour as well as any other input from curriculum teams. The Heads of Studies will use this information to make decisions about which students will benefit from progressing on to a higher level of programme at WQE.

Satisfactory progress will normally include:

#### Entry to Level 1:

- Passing ICT Functional Skills Level 1; improving by at least one grade/level in English and making progress in Maths.
- An attendance percentage normally at least in line with the average for students on the current level of study and no more than 5 percentage points below this figure.
- A satisfactory response to meeting any targets set as part of the college's intervention processes.
- A good standard of behaviour during the current year of study.

#### Level 1 to Level 2:

- Passing Employability Certificate Level 1; improving by at least one grade/level in English and Maths.
- An attendance percentage normally at least in line with the average for students on the current level of study and no more than 5 percentage points below this figure.

- A satisfactory response to meeting any targets set as part of the college's intervention processes.
- A good standard of behaviour during the current year of study

### Level 2 to Level 3:

- Meeting the College's entry requirements for Level 3 study as well as any subject specific entry requirements.
- An attendance percentage normally at least in line with the average for students on the current level of study and no more than 5 percentage points below this figure.
- A good level of engagement with the whole of their current programme of study.
- A satisfactory response to meeting any targets set as part of the college's intervention processes.
- A good standard of behaviour during the current year of study.

### **Level 3 progression from Year 1 to Year 2**

The default position for students on level 3 course at the College is that they have enrolled on to a two year programme; the College is committed to supporting students in making good progress throughout their programme of study so that they have good progression options on completion of their studies with us. There will be some occasions where a student's performance in their first year of study causes concern that there is an unacceptably high risk for the student of finishing their programme of study without sufficient qualifications to give viable progression options due to failing one or more courses. It is expected that students in this position will have been supported in making improvements with their learning via the Learning/Behaviour Intervention Plan processes.

In these cases, decisions on Level 3 progression from year 1 to year 2 will be based around good advice and guidance; they will be designed to mitigate the level of risk. These decisions will be taken by the Heads of Studies in consultation with other relevant staff.

At course level this advice and guidance will be based on evidence from a range of sources, including: the documented intervention already provided to help the student improve, the formal May assessment, external assessments for vocational courses, completion and standard of internal unit assessments for vocational courses, other assessments through the first year, attendance level as well as attitude to study including resilience and response to support. Where this evidence base suggests that continuing on the course may give a high risk of limiting progression options, the pros and cons of continuing on the course with an enhanced level of support compared to taking up an alternative one year course will be considered and discussed with the student and parent/carers. A decision on the best option will then be taken by the relevant Head of Studies.

Research conducted by the College indicates that whilst a set of qualifications made up of one A Level or equivalent sized vocational course plus two AS Levels or equivalent sized vocational courses does provide progression options on to a foundation degree or higher level apprenticeship a more limited set of qualifications does not. In the very small number of cases where the evidence base around a student's performance in their first year indicates that there is an unacceptably high risk for the student of gaining only this more limited set of qualifications the College would normally take the decision that given the range of courses on offer at the College it is not appropriate for the student to continue to study with us. Under these circumstances the College will work with the student and their family via the Heads of Studies to arrange for the student to cease their study at WQE with support from the careers team to secure an alternative for the student.

There are some occasions where a student, despite being fully committed to their studies in a subject for the first year, has made a wrong subject choice and wishes to take up a one year course instead of continuing with a subject. These cases will be considered on an individual basis with the decisions being made by the Heads of Studies in consultation with curriculum teams and other relevant staff.

## **Progression to a new Level of Study**

### **Offer of Places**

All offers are for a place at the College, at a particular level rather than for a specific course or combination of courses. Places cannot be guaranteed for specific courses, levels or pathways – for example, in cases where there is a timetable clash or a course is removed from the College’s curriculum offer, or where a particular subject is oversubscribed. At the enrolment stage this availability may reduce for late applicants or those seeking late changes and as such a place can only be offered if there is availability on the courses requested and a clear future pathway. On completion of a programme of study it will be necessary to apply for progression to a programme at a higher level. Internal progression processes will be used for this purpose. Progression to other levels, pathway or courses is always subject to evaluation of performance, attendance, punctuality, behaviour and commitment.

### **Confirmation Of Places**

Applicants holding offers of provisional places at the College will have these places confirmed at enrolment in August; applicants must normally have achieved grades in line with the criteria outlined in their conditional offer to enrol onto their preferred course at the level to which the offer relates. Where an offer of a place at a particular level is made and GCSE outcomes do not meet the requirements of the conditional offer the College may consider alternative options at a lower level, subject to availability and capacity following the first enrolment phase. In such circumstances, the College will offer remaining places to those considered most suited to the level and courses still available and these decisions will be at our sole discretion using a waiting list system. Students are required to attend enrolment in person to have their place confirmed. Failure to do so will result in the offer of a place being removed and allocated to another student. In the event of significant and extenuating circumstances students may be able to enrol remotely. Students must apply for remote enrolment to the Admissions team in writing at least two weeks prior to enrolment. It is the student’s responsibility to ensure they have an agreement in writing from the Admissions team stating they are enrolling remotely. If extenuating circumstances occur within the two weeks prior to enrolment (preventing a student from attending), documentary evidence will be required and sent directly to Associate Principal Students and Welfare, the student may be able to enrol remotely. All students must be able to attend lessons in the first week of teaching otherwise they cannot be enrolled. During enrolment, at the sole discretion of the College and where the appropriate criteria are met, the College may offer a place at the level different that originally offered, subject to places available and validation of evidence required. Confirmation of a place at the College is subject to: a) Meeting overall entrance criteria b) Meeting entry criteria for provisional subject selections c) Attendance at enrolment within published timeframe (funding and residential status must be confirmed alongside qualifications). The College reserves the right not to enrol a student if they fail to complete all the stages above.

### **Appeals Process**

This process is for students who have not been offered a place following their application. An appeal is a formal request for a selection decision to be reviewed and will only be considered where there are adequate grounds, and these are outlined as part of the Admissions Appeals Procedure that is available on request. Following the communication of the application decision, an applicant can normally request an appeal of a decision within the timeframe stipulated in that communication or usually within 10 working days of the outcome of the application being communicated at the latest.

Member of College staff responsible for this policy:

Associate Principal Students and Welfare

Approval Body:

ELT

Date when this policy will be reviewed:

Spring 2025