

POLICY NAME: Internal Progression Policy

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.

Responsible Senior Leader	Associate Principal (Students & Welfare)
Policy Owner	Heads of Studies
Approved by	Executive Leadership Team
Approval date	Spring 2026
Next approval date	Spring 2027
Policy location	WQE Website

Equality Impact Assessment by	Executive Leadership Team							
Intended Audience	Staff	<input checked="" type="checkbox"/>	Governors	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>	External	<input checked="" type="checkbox"/>
Added to College website by	Communication & Equalities Officer				Date			
Added to Staff intranet by					Date			

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 2026/27 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.

1. Purpose of the policy

The purpose of this policy is to set out clearly the criteria and processes for the progression of existing students to higher-level programmes of study at the College. Progression is not automatic and is subject to the requirements set out in this policy.

2. General principles of Progression

Progression to a higher-level programme is subject to a review of the following:

- A 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 published entry requirements for the intended programme and subjects
- Submission of a progression application by the published deadline

Decisions will take account of progress point data, attendance records, response to intervention, behaviour records and professional judgement from curriculum teams. Heads of Studies are responsible for determining whether progression is in the student's best interests.

3. Progression Criteria by level

Satisfactory progress will normally include:

3.1 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.

3.2 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

3.3 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.

3.4 Level 3 Year 1 to Year 2

3.4.1 Default position

The default position for students on a level 3 course 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. Progression to year two is not automatic and may be reviewed where there is evidence of risk to successful completion or limited progression outcomes.

3.4.2 When progression is a concern

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 (HOS) in consultation with other relevant staff.

3.4.3 Example Scenarios

- a) A student has a pattern of U assessment grades across their Level 3 programme i.e. two or three U grades in single sized subjects, a U or near pass in a diploma or extended diploma.

Head of Studies/ Deputy Head of Studies team take the lead in considering the best option for the student, where the May progress points are the culmination of a pattern of U assessment grades across the majority of a student's programme. In this circumstance the college will decide if it is appropriate for the student to continue with their studies - the College will work with the student via the Careers team to secure an alternative for the student.

- b) A student has an April Mock grade of a U grade in a single subject.
- Where the April U grade is not part of a repeating pattern through the year the student will remain on their current course with appropriate support. This should be done formally by curriculum teams via the LIP process and recorded on Promonitor and if appropriate and possible support sessions planned as part of the student's timetable.

- Where the April U grade is the culmination of a pattern of U assessment grades the best option may be for the student to investigate one of the options below:
 - Core mathematics: If the student is currently studying Maths A-level or other numerical subjects (Economics, Chemistry, Physics and Electronics).
 - Certificate in Business: If the student is currently studying A-level Accounting, Economics and Business
- Movement onto these courses is usually subject to availability, appropriate credentials, eligibility criteria and approval by the relevant Curriculum Area Leader.
 - Withdraw from one A Level or vocational equivalent and continue with a two A Level or vocational equivalent programme. Where this is the case students will be required to:
 - (i) re-attend Yr1 lessons, in whichever of the two remaining subjects the student has lower performance, to support preparation for synoptic assessment.
 - (ii) attend timetabled study support sessions as directed by HoS.

3.4.3 Evidence used to inform decision making

Decisions will be evidence-led and taken by the Head of Studies in consultation with relevant staff. Evidence may include:

- Progress points and internal assessments
- Formal April/May assessments
- External assessments for vocational courses
- Successful completion of internal units
- Attendance and punctuality
- Attitude to study, resilience and engagement with support

3.4.4 Outcome of progression review

Only in very exceptional circumstances will it be possible for a student to continue a reduced programme of study with enhanced support, where this is deemed to be in the student's best interests and achievable within the College's provision. The College reserves the right not to allow progression on to a second year of study of a 2-year programme if it considers this is not appropriate academically, or the College has concerns regarding a student's suitability relating to progress, commitment, attitude, behaviour, attendance health and wellbeing or the safeguarding of others. In such circumstances, a student will not be able to progress, or the College will not consider a student able to progress on their current programme. In such cases the College will provide access to our careers service.

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.

APPENDIX 1

ROLES & RESPONSIBILITIES

Role	Responsibility
Curriculum Teams	<p>Discuss options/support with the student, keeping in mind the Colleges' default position that students will remain on their existing programme.</p> <p>Record any recommendations, intervention and planned support sessions on ProMonitor.</p> <p>All teacher discussions should be logged on ProMonitor under 'internal progression'.</p>
Personal Progress Mentors (PPM)	<p>To triage this information and discuss options/next steps with student/ Head of Studies or Deputy Head of Studies.</p>
Students	<p>Students will be offered an opportunity to request a priority 1:1 with their Personal Progress Mentor if they have any questions, queries about their progression.</p>
Head of Studies	<p>Where required, to advise on most appropriate year 1 course and work with the relevant CAL.</p> <p>A Course change form must be completed and can only be signed off by the Head of Studies if it includes a full-time, taught programme.</p>
Executive Leadership Team	<p>To make the final decision, where required.</p>

APPENDIX B: Process for students requiring further support and programme alterations

Action	Date
Curriculum Team discuss options/support available: <ul style="list-style-type: none"> record this on ProMonitor as an Internal Progression comment (Mark for Head of Studies/ Deputy Head of Studies attention) refer student to Personal Progress Mentor for triage 	Week commencing 11 May 2026
Student to speak to PPM about support <ul style="list-style-type: none"> Personal Progress Mentor notes details of student discussion on ProMonitor Use comment type 'Internal progression PPM 1:1 meeting' Student encouraged to speak to Careers advisors If a course change is required Personal Progress Mentor will notify the relevant Head of Studies/ Deputy Head of Studies should make sure parent/carer is aware and include that in ProMonitor comment Curriculum Team details on ProMonitor the interventions/support for student 	Week commencing 11 May 2026
<ul style="list-style-type: none"> Student (only in exceptional circumstances) to see Head of Studies/ Deputy Head of Studies to discuss possible amended programme. Head of Studies/ Deputy Head of Studies contacts relevant CAL(s) for discussion regarding students joining year 1 classes Only Head of Studies/ Deputy Head of Studies can confirm any change to a programme Use comment type 'Internal progression HOS/DHOS' 	Week commencing 1 June 2026
<ul style="list-style-type: none"> Head of Studies and Deputy Head of Studies to return form to Database Head of Studies and Deputy Head of Studies to leave notes on ProMonitor about decision and reason Use comment type 'Internal progression HOS/DHOS' 	Week commencing 15 June 2026

Note: Moving from Larger Vocational courses to smaller ones will be decided on a case-by-case basis depending on the units already completed. Note this will not be possible from Diploma sized qualifications to new AAQs.

Member of College staff responsible for this policy:

Approval Body:

Date when this policy will be re

Associate Principal Students and Welfare

ELT

