

The Purbeck School Sixth Form policy for the support of students of concern

Expectations of a Purbeck Sixth Former

As the 'Attendance, Expectations, Support and Praise Policy' states:

Attendance and punctuality: Students are required to maintain an attendance of 95% or more, attending school punctually and engaging in all timetabled lessons. *Students who do not meet these expectations will be supported as outlined below.* It must be noted that we do, in consultation with parents, occasionally make provision for reduced timetables for students with specific medical needs.

Students must also maintain the expected standards of conduct and appearance.

Academic: Students are to study the equivalent of three significant post-16 courses (e.g. three A Levels; two A Levels and a single award BTEC; three BTECs or a programme such as the triple Sport qualification). Any exception to this has to be supported by medical information and be made in consultation with the Head of Sixth Form, parents, the student and, where applicable, external agencies. The vast majority of students will, therefore, study three subjects* and, should issues arise surrounding their ability to complete one of these, their place at the sixth form will be withdrawn.

The sixth form retains the discretionary ability to allow students to change subjects subject to HOD approval until mid-December in Year 12.

*Following GCSEs, some high-attaining students study four A Level subjects.

Support for students of concern

Attendance and punctuality

The parents of students failing to maintain strong levels of punctuality and support will be contacted. In the first instance, the student will be placed on report to the HOY which will be removed following a successful period of improvement (normally a fortnight) with monitoring to follow thereafter. If issues continue, parents will be invited to school to speak with the HOY/Head of VI Form with the student present. Here, any complicating issues and specific needs will be considered but unless these are agreed to exist then, following a further fortnight's unsuccessful HOY report, the student's place will be withdrawn.

Academic

In the first instance, subject teachers should work with students of concern to manage work, support increased challenge and meet deadlines. At this stage parents can be contacted in order to signpost concerns and the support that has been offered.

If concerns continue, a subject support plan must be put in place (see document proforma on Teams). This must have clear, time-based targets, offer teacher support where necessary, and be agreed by the Head of Department. It is important that the relevant Head of Year is informed, and that the information is shared with parents. This support plan must be timely and allow sufficient time for the student to make improvements to address the specific concerns, and complete outstanding work. Upon completion of the time period, the subject teacher must review the success of the plan and communicate this to the student, parent and

relevant head of year, with any further support agreed and, if necessary, an additional, modified support plan be put into place.

Following the completion of the subject support plans, if subject teachers remain concerned about the student's progress, they must contact the relevant head of year to this effect immediately. Once the head of year has reviewed the situation, a meeting with the subject teacher(s), head of year, parent(s) and student will be scheduled to take place as soon as possible. The resultant meeting will address continued concerns around the standard of work, work completion etc. and seek to secure a final period of monitored support (overseen by the HOY) in those subjects that require it.

Should this period not secure improved and satisfactory student performance, then, after review by the head of year and Head of Sixth Form, the student will lose their place on the course, and in likelihood, their place at the sixth form. The Sixth Form Team work with MST to arrange and provide alternative careers advice. Prior to the decision being shared with the student, the Head of Year will contact parents to explain and confirm the decision.

This process is in place to ensure that levels of expectation and support are communicated to both the student and the parent in a timely and fair manner, in the hope that issues can be remedied and success attained. A student will not, therefore, be told by a subject teacher or head that their place on any course is under threat without those steps outlined above having taken place, namely subject support plan(s) and subject communication, and personal meetings, with parents.

In summary:

- Subject teacher meets with student in the first instance and call home to raise concern
- HoD meets with student if no improvement has been made (where the teacher is not HoD). A subject support plan is put in place and a meeting or phone call takes place with parents sharing the details – this to be logged on SIMs and details shared with the relevant HOY. Clear review deadlines of at least two weeks are given and all information is recorded centrally on TEAMS for the Sixth Form Team to monitor.
- If, after two reviews, no improvement is seen, the HoY is directly involved.
- The HoY schedules an in-school meeting with subject teacher(s), parents and student. A formal warning that the place could be withdrawn is given and recorded on SIMS. Placed on HoY support plan with two fortnightly reviews.
- If this is unsuccessful, the HOY and Head of VI Form will communicate the decision to remove a place at the sixth form to the parent and student, setting up careers advice as appropriate.