

BGLC Progress Monitoring Policy & Procedures - Post 16

Sept 2021

In the Post 16 centre our expectation for students is for them to be working towards their target grade or above in all their chosen subjects. We understand there is a gap between GCSE and A levels and that some students will need intervention and support in order for them to succeed. It is therefore vital we monitor student progress closely.

To ensure our students are supported in their studies and have every opportunity to achieve we monitor student progress as follows:

Staff		Actions
Tutors	Monitors their tutees overall progress in their subjects and wider study program.	Support sessions 1 to 1, Interventions Referral to Post 16 Team
Subject Teachers	Identify students who are: Not completing work, Missing homework, failure to upload work and missing deadlines, lacking focus in lessons and independent work	Support sessions 1 to 1 & Extra study sessions Subject Improvement Plans (SIP) Referral to Post 16 Team
Post 16 Student Support Officer	Monitors data and identifies students who are underachieving Referrals from Teachers - Post 16 Referral Form	SIP, Action Plans, Contract Extra Study Sessions & Support lessons Regular Meetings with Student Support Officer

Progress Monitoring Procedure - Post 16

Subject Teacher/Tutor

Stages	Description
1 Tutors and Subject Teachers (At any point)	Identify students in need of support and assign appropriate interventions such as: <ul style="list-style-type: none">● compulsory extra support study sessions● setting extra independent work● contacting home to discuss the issues and ensuring <ul style="list-style-type: none">● students are placed on a subject improvement plan (SIP)(Teachers)● progress is monitored and reported in the SIP column in BRAG sheet
2 Faculty Lead and subject teacher	<u>Failure of Stage 1 Interventions/SIP</u> If the student does not show improvement or does not complete the SIP then the relevant subject teacher will escalate their concerns to their faculty head to seek support with the actions detailed above. Actions need to be in writing to the student and sent home.
3 Post 16 Team	<u>Failure of Stage 2 Interventions/SIP</u> If the student fails to improve the faculty lead/subject teacher will escalate their concerns to the Post 16 Team. The Post 16 Team will investigate the issues and see if the issues are in other subject areas. Post 16 Team will then place the student on an Improvement Action Plan following: <ul style="list-style-type: none">● formally interview the student to set targets for the Action Plan● informing parents/guardians in writing of the Action Plan and consequences● set SMART targets● meet with the students regularly to review the Improvement Action Plan
4 Head of Post 16/SLT Link	<u>Failure of Stage 3 - Improvement Action Plan</u> If a student fails to improve on the Action Plan then the student support officer will escalate their concerns to the Head of Post 16/SLT link and the student will be placed on an Academic Contract: <ul style="list-style-type: none">● HOP16/SLT Link will meet with the student● SMART Targets for improvement will be set● Parents/Guardian will be informed
5 Head Teacher	<u>Failure of Stage 4 - Academic Contract</u> If a student does not make sufficient improvement following the significant level of support and intervention as detailed in stages 1 to 4 then a meeting will be arranged with the Headteacher, students and parents to discuss the next steps. The Headteacher reserves the right to withdraw a student's place at BGLC at any time. Once the meeting has taken place a formal letter will be sent to confirm the final decision.

Progress Monitoring Procedure - Post 16

Post 16 Student Support Officer

Stage	Action
1 P16 Student Support Officer	Identify students from data who are underachieving or flagged as 4 on BRAG <ul style="list-style-type: none">● initial student meeting● compulsory extra support study sessions● contacting home to discuss the issues and ensuring <ul style="list-style-type: none">● student placed on a study support plan (SSP)(Post 16 Team)● priority list shared with staff
2 P16 Student Support Officer	<u>Failure of Stage 1 Interventions/SIP</u> If the student does not show improvement or does not complete the SIP then the relevant student support officer will escalate their concerns to the HOP16 to seek support with the actions detailed above. Further actions decided and put in writing to the student and sent home.
3 Post 16 Team	<u>Failure of Stage 2 Interventions/SIP</u> If the student fails to improve the faculty lead/subject teacher will escalate their concerns to the Post 16 Team. The Post 16 Team will investigate the issues and see if the issues are in other subject areas. Post 16 Team will then place the student on an Improvement Action Plan following: <ul style="list-style-type: none">● formally interview the student to set targets for the Action Plan● informing parents/guardians in writing of the Action Plan and consequences● set SMART targets● meet with the students regularly to review the Improvement Action Plan
4 Head of Post 16/SLT Link	<u>Failure of Stage 3 - Improvement Action Plan</u> If a student fails to improve on the Action Plan then the student support officer will escalate their concerns to the Head of Post 16/SLT link and the student will be placed on an Academic Contract: <ul style="list-style-type: none">● HOP16/SLT Link will meet with the student● SMART Targets for improvement will be set● Parents/Guardian will be informed
5 Head Teacher	<u>Failure of Stage 4 - Academic Contract</u> If a student does not make sufficient improvement following the significant level of support and intervention as detailed in stages 1 to 4 then a meeting will be arranged with the Headteacher, students and parents to discuss the next steps. The Headteacher reserves the right to withdraw a student's place at BGLC at any time. Once the meeting has taken place a formal letter will be sent to confirm the final decision.

