

Telephone: 0116 287 9921 Website: www.brookvalegroby.com

## **BGLC Progress Monitoring Policy & Procedures - Post 16**

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	' ' '
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:	
2 Faculty Lead and subject teacher	Failure of Stage 1 Interventions/SIP - 4 weeks 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	Failure of Stage 2 Interventions/SIP - 8 weeks  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:  • 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	Failure of Stage 3 - Improvement Action Plan  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:  • HOP16/SLT Link will meet with the student • SMART Targets for improvement will be set • Parents/Guardian will be informed	
5 Head Teacher	Failure of Stage 4 - Academic Contract  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.	



# **BROOKVALE GROBY LEARNING CAMPUS**

Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

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## 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  initial student meeting  compulsory extra support study sessions  contacting home to discuss the issues  and ensuring  student placed on a study support plan (SSP)(Post 16 Team)  priority list shared with staff	
2 P16 Student Support Officer	Failure of Stage 1 Interventions/SIP  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 are decided and put in writing to the student and sent home.	
3 Post 16 Team	Failure of Stage 2 Interventions/SIP  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:  • 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	Failure of Stage 3 - Improvement Action Plan  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:  • HOP16/SLT Link will meet with the student • SMART Targets for improvement will be set • Parents/Guardian will be informed	



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5 Head Teacher

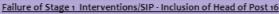
### Failure of Stage 4 - Academic Contract

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 Student Support Officer

STAGE 1 - Identify students from data who are underachieving/in need of support or flagged as 4 on BRAG by the subject teacher. Interventions inc: SSP - Student Support Plan - (Copied to Parents)

Added to Priority list and shared with teaching staff



STAGE 2 - If the student does not show improvement or does not complete the SIP then the Post 16 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.

### <u>Progress Monitoring Procedure - Teachers and Tutors</u>

STAGE 1 - To identify students who are underachieving/struggling/in need of support and assign appropriate interventions incl.

SIP - Subject Improvement Plan - (Copied to Parents)

Progress of SIP in monitored and reported after 4 weeks on the SIP column on your BRAG



STAGE 2 - 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.



### Failure of Stage 2 Interventions/SIP - Referral to Post 16 Team

STAGE 3 - 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 and send a copy home to parents.



### Failure of Stage 3 - Improvement Action Plan - Refer to Head of Post 16/SLT Link

STAGE 4 - 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 and a meeting with parents to discuss the contract.



### Failure of Stage 4 - Academic Contract - Refer to Head Teacher

STAGE 5 - 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.