



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

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BGLC Progress Monitoring Policy & Procedures - Post 16

Our expectation for students in the Sixth Form is for them to be working towards their target grade or above in all their chosen subjects. We understand there is a leap between GCSE study and A Levels and that some students will need intervention and support in order for them to succeed. It is therefore vital we monitor students' progress closely.

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

Staff	What is monitored?	Actions
Tutors	Form tutors monitor their tutees' overall progress in their subjects and wider study programme.	<ul style="list-style-type: none">• Support sessions 1 to 1• interventions• Referral to Progress Leader and/or Post 16 team.
Subject Teachers	Subject teachers identify students who are not completing work, missing homework, failing to upload work and missing deadlines, lacking focus in lessons and independent work.	<ul style="list-style-type: none">• Support sessions 1 to 1 and extra study sessions.• Subject Improvement Plans (SIP)• Referral to Progress Leader and/or Post 16 team.
Progress Leader	The Progress Leader monitors data and identifies students who are underachieving, as well as accepting referrals from teachers.	<ul style="list-style-type: none">• Regular Meetings with Progress Leader.• Interventions by Progress Leader.
Post 16 team	The Post 16 team monitors report and attendance data, as well as identifies students who are underachieving based on mocks and assessments, they also accept referrals from teachers.	<ul style="list-style-type: none">• SIPs• Action Plans• Contracts.• Extra Study Sessions and support lessons.

If a student is below the expected level on one (or more) element(s) of the VESPA curriculum, please see the actions we will follow below to support their progress. The interventions are personalised to the element of VESPA that the student is below in. Please see more information about these interventions:

- **VISION:** A 1:1 meeting with the subject teacher will take place. This meeting will offer an opportunity to discuss how the subject fits into future career plans. It is crucial for us to support students in identifying the best path forward.
- **EFFORT:** Your child will be placed on a SIP (Subject Improvement Plan) for 4 weeks. It will focus on techniques to enhance their effort and engagement in class.
- **SYSTEMS:** Your child will be placed on a SIP (Subject Improvement Plan) for 4 weeks. It will focus on techniques to enhance organisation.
- **PRACTICE:** Your child will be placed on a SIP (Subject Improvement Plan) for 4 weeks. It will focus on techniques to enhance preparation for upcoming assessments.
- **ATTITUDE:** Students will be meeting with Mrs Varney for intervention sessions during tutor time.



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Progress Monitoring Procedure - Post 16

Stages	Description
1 Tutors and subject teachers	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 Leader and subject teacher	<u>Failure of Stage 1 Interventions/SIP - 4 weeks</u> <ul style="list-style-type: none">• 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 copied to parents.• If a student is 'below' on effort, systems or practice on their VESPA report, students are placed on a SIP by their teacher and monitored weekly. SIPs are shared with students and their parents.
3 Progress Leader	<u>Failure of Stage 2 Interventions/SIP - 4 weeks</u> <p>If the student fails to improve the Faculty Leader or 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:</p> <ul style="list-style-type: none">• A formal interview with 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> <p>If a student fails to improve on the Action Plan then the Progress Leader will escalate their concerns to the Head of Post 16/SLT link and the student will be placed on an Academic Contract:</p> <ul style="list-style-type: none">• Head of Post 16 or 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> <p>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.</p>