



Brockenhurst College

Progression Policy

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Review Cycle: 2 years

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1.0 Introduction

The College is committed to creating suitable and appropriate opportunity for students studying within the College to progress to the next academic level of study or to another course at the College. This policy sets out the criteria for progression for existing students on to different types of course available at the College.

This policy applies to three types of students: 1. progressors: those students who complete a course at the College and progress to a new course at the next level, typically from Level 1 to Level 2, and from Level 2 to Level 3. 2. Continuers: those students enrolled on a 2-year programme who are set to continue from year 1 to year 2. 3. Students who have completed their enrolled programme e.g. A Levels.

2.0 Progression - Sixth Form Courses

For students wishing to progress on to a new course at the College following the completion of their current course, acceptance is dependent on:

- Previous academic achievement meeting the entry requirements of the programme. Entry criteria for all courses can be found on the College website or in the College prospectus.
- Satisfactory progress, commitment, behaviour and attendance (College expectation is 100%) during their first/previous year of study. This will be determined by the Head of School Liaison, Transition and Progression in consultation with the Director of Faculty who has been responsible for the student's current programme of study.
- The student has demonstrated that they are able to participate in a full-time, in-person programme of study, measured by sustained attendance (100% college expectation) and support plan data.
- In addition, if taken as part of the previous year's study programme, good attendance, punctuality, behaviour and achievement in GCSE/Functional skills English and/or Mathematics.
- The course being a suitable/appropriate progression path for the student. It is not normal College policy to allow funded students to transfer to another course of the same level. This aligns with Department for Education Study Programme requirements, which expect learners to progress in level. However, in certain circumstance a transfer to another course at the same level might be appropriate, and if a request of this nature is made it will be considered on an individual basis.
- Feedback from staff in relation to the Fitness to Study Policy, in cases where this policy has been implemented for the student.
- The College is committed to making reasonable adjustments that enable a student to participate in their programme of study. Reasonable adjustments are designed to remove or reduce disadvantage and to support access to learning. They cannot alter the academic,



professional, or attendance requirements of a programme, and students must still meet the core progression criteria outlined in this policy. Where reasonable adjustments have been in place during the first or previous year of study, including those provided for students with SEND, the College expects students to demonstrate satisfactory progress, engagement, behaviour and attendance, taking into account the support available to them.

- The College reserves the right to decline progression to another course at the College if there is a previous history of poor attendance, performance, or behaviour at school/college, or reasonable grounds to suspect that an applicant will not be able to meet the College's expectations as set out in the Student Code of Conduct.
- A trial place may be offered at the College's discretion. During this period we will monitor attendance, behaviour, and progress. A student on a trial place who does not meet the College's expectations will be placed on the final stage of our Cause for Concern process and their place may be withdrawn.

3.0 Progression - Leisure, Adult, Infill and Professional Skills Courses

Progression is normally allowable providing that the student meets the entry criteria (if any) for the course and that the course is paid for, or suitable documented evidence of financial funding is provided before commencement of the course, for example confirmation of student loan or signed entitlement forms. Progression of adults on to the second year of a 2-year academic course (such as an adult taking an A level or Access course) or Higher Education courses will be subject to satisfactory academic progress on the course as determined by the relevant Head of Curriculum.

As with other courses run by the College, the College reserves the right not to offer a student a follow-on programme if it feels this is not appropriate academically, or the College has concerns regarding suitability relating to progress, commitment, attitude, behaviour, attendance or the safeguarding of others.

4.0 Equality, Diversity and Inclusion

All college progression activities are conducted in full accordance with our Equality, Diversity and Inclusion policy and relevant legislation, ensuring a fair, transparent and accessible progression process for all students.

This policy is available in accessible formats on request, including large print, to support individual needs.

5.0 Year 1 to Year 2 Continuers

All A Levels and Level 3 vocational programmes are 2-year programmes, and the expectation is that students will continue from year 1 of their study programme to year 2. The College recognises that it is in a student's best interests to complete their enrolled programme of study. Any variations to this are considered on an individual basis by the Academic Board of Studies.

The Academic Board of Studies considers attendance, engagement and the student's post-18 progression ambitions in its decision making.

Referral to the Academic Board of Studies is made by Curriculum Leaders and Curriculum Progress Managers.

6.0 Exceptional Circumstances

Only in very exceptional circumstances, such as serious health issues or personal issues such as bereavement or documented hardship, will it be possible for a student to repeat a year of a course. Any such exceptions must be agreed by the Academic Board of Studies and evidence of fitness to study in the form of medical documentation or professional reports will be required.

If exceptional circumstances such as serious health or personal issues prevent a student from achieving on a Level 3 programme in the sixth form, progression to Access to HE or to a new programme in the sixth form may be considered. Non-achievement because of poor behaviour, low attendance or a lack of engagement will not be eligible for consideration. Any applications must be agreed by the Assistant Principal: Partnerships and Skills.

7.0 Appeals

Academic Board of Studies decisions are final and there are no grounds for appeal.

The only grounds for submitting a progression appeal are instances where the Progression Policy has not been followed. Appeals cannot challenge professional judgement.

Concerns should initially be brought to the attention of the Head of School Liaison, Transition and Progression, clearly evidencing how the decision deviates from our Progression Policy.

If the matter is not resolved informally, an applicant or their parent/carer may appeal a progression decision in writing. Appeals should be marked for the attention of the Assistant Principal: Partnerships and Skills. If the decision was made by the Assistant Principal: Partnerships and Skills, the appeal should be marked for the attention of the Deputy Principal. The appeal will be considered within ten working days. Once the appeal is completed, the outcome will be communicated in writing.