

TASKER MILWARD VC SCHOOL
YSGOL TASKER MILWARD

Post 16 Transition & Academic Monitoring Policy

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1. The school context

The sixth form at Tasker Milward School consists of approximately 180 students. The vast majority progress into year 12 from year 11 with a small number joining each year from neighbouring institutions. Students are offered a broad range of level 3 AS/A2 courses including applied options together with level 2 GCSE re-sit courses in mathematics and English. In addition, all level 3 students follow the Welsh Baccalaureate Advanced Diploma.

2. Transition - Aims

- To ensure that all students are supported in selecting appropriate progression beyond year 11.
- To inform students of the Post-16 opportunities available at the school and Federated institutions.
- To provide potential year 12 students with detailed information relating to individual courses.

3. Transition - Process

3.1 Advice & Guidance:

- Every year 11 student receives an individual interview with Careers Wales to discuss options post 16.
- Every year 11 student is invited to seek additional advice and guidance from the school careers coordinator.
- The PSE element within the Intermediate Welsh Baccalaureate will provide guidance on employment opportunities, training and further education opportunities through the use of in-house staff and visiting speakers during the autumn and Spring terms of year 11.
- A post-16 options evening is held in the spring term for students/parents to discuss options and course content with relevant subject staff.
- Every student wishing to enter year 12 will receive an individual meeting with the Assistant Headteacher with responsibility for Post-16 education to review their application against predicted GCSE performance and career aspirations.
- Post-GCSE results support is provided by the Head of Sixth Form and Assistant Headteacher with responsibility for Post-16 education.

3.2 Year 12 Application Process:

- The application process will be managed by the Assistant Headteacher Post-16
- Students complete an application indicating preferred subject choices following the post-16 options evening.
- The Head of year 11 and scrutinise the applications and make recommendations to the Assistant Headteacher.
- Each applicant receives an interview to discuss the application. Prior attainment data is used to verify a candidate's suitability for the course(s) selected. Parents are invited to attend these meetings.
- Further interviews with Careers Wales staff are arranged for those students who, in the opinion of the Assistant Headteacher, would benefit from a more appropriate pathway matched to their interests and abilities.
- A formal letter of offer is issued to students in April confirming subject choices and academic entry requirements.

4. Transition - Review & Evaluation

- The transition process will be reviewed on an annual basis.
- Subject staff and in particular the students will be invited to comment on the process.

5. Academic Monitoring - Aims

- To ensure that every student achieves his or her full academic potential.
- To identify underachievement and instigate remedial strategies.
- To build on the transition process from year 11 to 12.
- To maintain an ongoing dialogue between subject staff, Head of Sixth Form and welsh Baccaulaureate tutors in relation to student progress.
- To inform parents at an early stage and to enlist their support with respect to intervention and remedial strategies.

6. Academic Monitoring - Process

- The Head of Sixth Form will undertake formal monitoring exercises at regular intervals throughout the year in conjunction with Federation partners. The dates of such monitoring exercises will be published at the start of the academic year for the benefit of staff, students and parents.
- The Induction Programme will inform students as to the purpose and processes involved in the programme.
- In addition to the formal monitoring audits, subject staff are encouraged to refer any issues relating to pupil progress and attendance to the Head of Sixth Form whenever they occur.
- With the exception of the first monitoring exercise of the academic year, the full results of each monitoring exercise will be presented in a form of report to parents and Welsh Baccalaureate tutors
- It will be the responsibility of the student, with assistance from the Welsh Baccalaureate tutor, to identify remedial strategies and set targets for improvement.
- A progressive series of consequences will be triggered if a pupil fails to address concerns raised by subject staff. It is intended that the initial meeting post monitoring between the student and Welsh Baccalaureate tutor will establish a successful action plan to remedy the concerns at that time. Further meetings involving parents and the Head of Sixth form may become necessary in some cases with the direct involvement of the Assistant Headteacher Post-16 on limited occasions.

7. Academic Monitoring - Review & Evaluation

- The academic monitoring process will be reviewed on an annual basis in the first half of the Spring term.
- The opinions of subject staff, Welsh Baccalaureate tutors, Head of Sixth Form and parents will be sought in the review process.