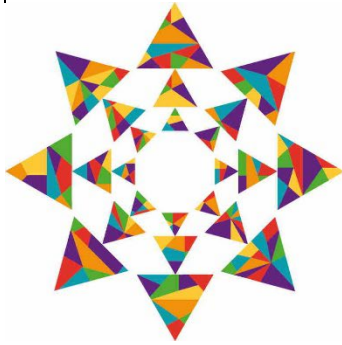


Long Road Sixth Form  
College

This policy covers situations where a student's Study Programme is  
changed post-enrolment.



**LONG  
ROAD** SIXTH FORM  
COLLEGE  
CAMBRIDGE

Name of Policy:	Level 3 Progression and Changes to Study Programme Policy
Last Approved:	January 2022
Approved By:	Standards Committee
Due for Review:	Jan 2026
Owner:	Steve Dann

## Enrolment

1. Long Road Sixth Form College is an inclusive college offering a wide range of courses for 16-18 year old students. The curriculum is designed to enable all students to gain successful progression to employment, apprenticeships or continuing education.
2. The college's entry criteria are decided based on the minimum prior attainment expected to be successful on the qualification aim within their Study Programme, using college and national datasets. The entry criteria are reviewed regularly to reflect changes in qualifications and pre-16 curriculum offers.
3. Students are enrolled following detailed advice and guidance that considers prior attainment, identified strengths and the student's intended progression aim.
4. Students are enrolled on Level 3 courses with the intention and expectation that the Study Programme is completed over two years.

## Early Course Changes

5. During the first half term students may be able to make a change to their Study Programme where:
  - 5.1. they meet the entry criteria.
  - 5.2. the change supports their progression aim.
  - 5.3. the course change is viable (there are spaces and it is possible to timetable)
  - 5.4. it is not too late for the student to catch up on missed work or assignments. Students will be asked to complete some catch up work in extra sessions and this will be a condition of the change.
6. The Early Course Change Process will be outlined each year in the Start of Year Programme.
7. Early Course Changes are managed by the Guidance Team and require a course change form to be completed and signed off at Director or Assistant Principal level. This form is available on Unit E and requires signatures to ensure appropriate checks have been made around advice and guidance, suitability of the course for progression, and expectations for catching up missed learning time.
8. Early Course Changes will be subject to availability of places on alternative courses and students must not leave enrolled courses until a new timetable has been confirmed.

## Revising a Study Programme after the Course Change Period

9. **Fitness to Study adjustment.** This process is managed by the Directors of Student Care, Guidance and Progression, in consultation with the Head of Academic Support and Student Welfare. The process is designed to clarify the issues and support needed for students according to three levels of risk (see Fitness to Study Policy).
  - 9.1. A change to the study programme may be temporary or permanent depending on assessment. If a study programme is reduced during the first year, the student will be re-assessed before the second year to determine whether additional qualifications can be added in the upcoming year.

9.2. In some cases the best course of action may be for the student to have a break from education and resume the following academic year, if fit to study. Students will not be allowed more than one such break and returning to study may be dependent on the age of the student.

**10. In cases where concerns about student success on a course are significantly serious to suggest a Study Programme change to maximise success.** The process will be managed by the relevant Director in discussion with the Head of Department of the student concerned.

10.1. If it is clear that, on the balance of probability, a student is highly unlikely to achieve a pass in a course, following robust assessment and appropriate interventions, a decision will be made to devise a Study Programme for the student which will lead to a better chance of successful outcomes.

10.2. Available alternative options are detailed in appendix of this policy (Appendix 1).

10.3. In cases where the student remains on the subject considered At Risk, they would be expected to undertake additional support in order to reduce the risk of failing. If the student does not comply with the support offered they will be removed from that course.

10.4 Any new qualification enrolled on will:

- be appropriate to the student's prior attainment (i.e. they meet the entry criteria).
- support the student's progression aim.
- be viable for the college to provide (there are spaces and it is possible to timetable)

**11. Reduction in Programme for disciplinary reasons.** If a student has poor attendance without reasonable explanation, or is otherwise refusing to comply with expectations, for example refusing to attend, the programme may be adjusted for disciplinary reasons.

11.1. This would incur a Final Warning and the course withdrawn from the programme.

11.2. Where this withdrawal of a course happens in Year 1 or early in Year 2 an alternative course should be discussed in order to maintain the full time study programme and maximise potential outcomes. (see Appendix 1)

11.3. If this reduction happens later in Year 2 the student may decide to enter the withdrawn qualification as a private candidate incurring the costs as appropriate.

11.4. Students where the programme is reduced in Year 2 may not be able to pick up an alternative qualification due to time constraints. The focus from this point will be to maximise success on the remaining programme and to support the student with progression preparation. See Appendix 1.

11.5. The college may charge students for examination entry as part of the Study Programme, in accordance with ESFA Funding Regulations Section 16C.

**12. Not continuing into the second year.**

12.1. When a student has a very low attendance during Year 1, below 80%, with significant unexplained absence and little or no attempt to address the issue through support and intervention, the college may consider withdrawing the student from the entire Study Programme.

12.2. When a student has such poor attainment across the majority of the Study Programme, such that an adjustment is not appropriate and all attempts to support the student have not been successful, the student may not be allowed to progress into the second year. Evidence of

attainment will come from Key Assessments, unit assessments (Applied General Qualifications) and NEA.

12.3. The student would not be allowed to restart Year 1 the following year unless:

- It is decided that an alternative study programme is more likely to lead to successful progression. For example a student who was enrolled on an A Level programme would be better suited to an Applied course.
- There were significant issues that resulted in poor attendance and/or attainment which have now been identified and resolved through support.

12.4. The decision not to allow a student to continue into the second year is disciplinary and should adhere to the college Disciplinary Policy.

12.5. Appeals against this decision should be made in writing to the Principal within 5 working days of the communication. The Principal's decision is final.

12.6. Students who cannot continue into the second year or allowed to restart Year 1 will be supported with advice and guidance on alternatives, for example into apprenticeships or a different education provider.

### 13. Students who reduce programme during Year 2

13.1. The student will be contracted to attend college and have supervised independent study (for example signing into the LRC or Academic Support area)

13.2. The student will attend an employability short course to support progression. These will run from January of Year 2.

### 14. Reducing the size of an applied qualification

14.1. In some cases a student on a large Applied Course (Extended Diploma, Diploma) may not be on track to complete the full qualification, but may still complete enough units to achieve a smaller qualification, this is generally known as 'stepping down'.

14.2. This is treated as a course Change, in the same way as a course change process takes place for students changing A Level subjects, or removing a qualification from their programme.

14.3. Where we already offer a course to be stepped down to: If there is already a course offered at the required size, a **course change form**, agreed with the student and signed off by appropriate people will be sufficient for MIS to make the enrolment change. There must be justification that the change is in the best interest of the student.

14.4. Where we do not already offer the smaller course: This requires a new course to be created on the system and ILR by MIS. This must be agreed by the HoD with the Vice Principal before any course change can take place. A student course change form will not be sufficient. If in agreement, the VP will authorise the new course with MIS for enrolling students onto. The course change form follows once this has happened.

14.5. Timescales: 14.3 and 14.4 should happen no earlier than February Half Term, and no later than Easter (end of spring term) of the certificating year. This is to ensure sufficient time for the student to be enrolled on the new course, but not too early so that the student could have realistically completed the larger qualification. This process should not be done retrospectively – for example at the end of the course. **From Easter onwards**, it is assumed that students are on the right course, and should they fail to achieve the full qualification, they will not be able to step down.

14.6. Unit checks: The course change form must confirm the qualifying units for the new qualification, including the mandatory ones, so that that we are assured that the qualification can be achieved.

- 14.7. Students would be expected to attend their normal timetabled hours. This stepping down is to support them to achieve the most they can achieve in the time left, not reduce their time studying.

#### **15. Reducing from A Level to AS**

- 15.1. This is not usually an option except in exceptional circumstances and agreed with the Vice Principal for a specific course.

#### **Restarts**

16. It is an option for students to restart the first year in exceptional circumstances. Students must meet the funding criteria (under 19 at the start of the course). Students in the 3<sup>rd</sup> year of study are funded at a lower rate than the standard full time funding (around £700 less per student)
- 16.1. Restarts may be an option for students where Fitness To Study has not enabled them to achieve during the first year. It may be possible to restart the same programme.
- 16.2. Students who have struggled with a programme for other reasons may be offered a restart on a different, more appropriate, programme of subjects. Students cannot normally mix and match (for example restart one subject while carrying on with two others) it is a complete restart.

Steve Dann  
Vice Principal  
January 2022

## Appendix 1 (2022-23)

Programme adjustments after enrolment and early course change period.

### 1. Students in Year 1 with a reduced programme

Students who require a reduced programme in Year 1 are likely to be on FTS arrangements. Usually the arrangement will involve a plan to focus effort on the remaining courses, at least for the remainder of the academic year.

At the end of the year, the arrangement (a reduced programme) may be continued, or, if the student is now recovered, an alternative one year course starting in September of Year 2 may be agreed.

### 2. Students picking up a one year course in September of Year 2

Students will be in this position either due to section 1 above, or because it has been agreed at the end of the year following an assessment that they are very unlikely to achieve part of their programme. Options for a 1 Year course starting in September are:

- BTEC Applied Science Extended Certificate. For students moving from a Science subject (or two). It is a full A Level equivalent using two blocks (9 hours) on the timetable.
- BTEC Applied Science Certificate. For students moving from a Science subject. It is equivalent to half an A Level.
- OCR CAMTEC Certificate in ICT. Open to any student, equivalent to half an A Level, all examined.
- GCSE Maths or English or Double Science. Students could opt to improve their Maths or English result, giving better progression options. Students without a Grade 4 in either of these subjects will be automatically enrolled, and this may form part of their Full Time programme.
- Applied law is a coursework based subject that allows students to explore many aspects of the English Legal System. In year one the completion of the certificate allows study of 3 units, Dispute Solving in the Legal System, Understanding Law Making and Aspects of Legal Liability. Equivalent to half an A Level, Certificate only offered.