**Year 12 to Year 13 Re-enrolment Policy**

**In brief:**

All Year 12 students will receive a final End of Year 12 result, which will formally indicate the progress they have made on each of their courses this year.

The evidence used to establish a student’s progress on their courses by the end of Year 12 will differ according to the whether the course is an A Level or Vocational Course. Nevertheless, on both types of course, their final end of Year 12 result will prioritise evidence from Summer Term internal assessment fortnight (A Levels) and Summer Term external examinations (Vocational courses).

These outcomes will determine whether a student can automatically re-enol on these courses into Year 13 or whether it is appropriate to organise a compulsory meeting with a member of the College Leadership Team, where a range of different options to a student can be considered.

**This sole aim of each meeting is to support each student to make an informed and considered choice regarding the next steps on their academic or employment journey.**

1. **What are Target Grades and how are they calculated?**

Every student at Toot Hill College is assigned a ‘Toot Hill Target’ Grade (THT) for each of the courses they are currently studying. The THT takes into account a student’s GCSE results profile, and the national average of attainment in each particular course.

**Essentially, achieving the THT means that a student is achieving at least in line with the national average of progress for that particular course, given their GCSE Results profile.**

*At Toot Hill College, we expect all students to achieve their THT by the end of their two years of study with us, and to achieve the equivalent of three Level 3 qualifications by the end of their time with us.*

1. **What evidence is used to formally establish a student’s progress by the end of Year 12?**

Year 12 students currently sit one of two different types of Level 3 course:

* **A Level courses** (All courses except those below)
* **‘Vocational’ courses** (BTEC Applied Science, Cambridge Technical Business, BTEC ICT, BTEC Sport).

Due to the fact that A Level and Vocational courses are assessed in different ways at the end of Year 12, please see below for a summary of how their final progress grade will be determined this year.

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| **Course type** | **Type of end of Year 12 Assessment** | **When will it be sat?** | **When will we know their final Year 12 Result?** |
| **A Level Courses** | **Internally-marked formal End of Year 12 Assessment.** | **Formal Year 12 Internal Assessment fortnight:**  **Monday 18th June – Friday 29th June 2018** | **Year 12 Internal Results Day:**  **Friday 13th July 2018**  ***(Unless World Challenge – Thursday 12th July 2018 after school).*** |
| **Vocational**  **Courses** | **A mixture of internally-marked coursework assignments and formal external exam-units marked by the Exam Board.** | **Coursework assignments are sat continuously throughout the year. Vocational courses also have external exam units sat in Summer Term.** | **A Level Results Day:**  **Thursday 16th August 2018**  **(when students receive the result of their exam unit)** |

1. **When will students receive this final End of Year 12 Result?**

This is dependent on the type and mixture of courses your son/daughter is currently sitting.

Please see below for a timetable of events in the summer that will contribute to, or affect, when a student receives their final Year 12 Progress Report and next steps.

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| **Dates** | **Event** |
| 1st May – Monday 11th June 2018 | **Year 12 Vocational External Examinations.**  Year 12 students sitting vocational courses will have formal externally marked exams in this period; these exams will be marked and moderated by Exam Boards, with the results available on A Level Results Day (Thursday 16th August 2018). |
| Monday 18th June – Friday 29th June 2018 | **Year 12 A Level Internal Assessment Fortnight.**  Year 12 students sitting A Level courses will have a final formal internal assessment fortnight; these exams will be marked and moderated by course staff. |
| **Friday 13th July 2018** | **Year 12 Internal Results Day: Students who sat A Level assessments will receive the results of their Year 12 Formal Assessment Week.**  **9am – 12pm**: All students must arrive in College to receive their results.   1. **If students have met all the automatic re-enrolment requirements** for Year 13, they will automatically begin to be able to enrol online. 2. **If students have not met the automatic re-enrolment requirements** for Year 13, they will need to sign up to a meeting with a member of the College Leadership Team between Friday 13th July – Tuesday 24th July 2018. 3. **If students do not yet have the results for all three courses** (because they are sitting a vocational courses), they will need to wait until A Level Results Day. |
| Monday 16th July – Friday 20th July 2018 | **Year 12 Work Experience week:** All students on compulsory work experience.  8.30am – 3.30pm: Meetings available with College Leadership Team each day. |
| Monday 23rd July 2018 – Tuesday 24th July 2018 | **Last two days of summer term.**  8.30am – 3.30pm: Meetings available with College Leadership Team each day. |
| **Thursday 16th August 2018** | **A Level Results Day: Students who sat ‘Vocational’ courses will receive any final results on this day.**  **9am- 12pm**: Relevant students must arrive in school to receive their results.   1. **If students have met all the automatic re-enrolment requirements** for Year 13, they will automatically begin to be able to enrol online. 2. **If students have not met the automatic re-enrolment requirements** for Year 13, they will need to sign up to a meeting with a member of the College Leadership Team between Thursday 16th August – Thursday 30th August 2018 as per below. |
| Thursday 16th - Friday 17th August 2018 | 8.30am – 3.30pm: Meetings available with College Leadership Team each day. |
| **Monday 20th – Monday 27th August 2018** | **College closed for summer holidays: No meetings available on these days.** |
| Tuesday 28th – Wed 29th August 2018 | 8.30am – 3.30pm: Meetings available with College Leadership Team each day. |
| Thursday 30th August 2018 | Year 12 to Year 13 Re-enrolment deadline. |
| Monday 3rd September 2018 | First day of Autumn Term 2018 |

1. **What are the progress requirements for student re-enrolment to Year 13 for A-Level courses?**

*Underlying principles:*

We expect all students at Toot Hill College to attain their target grades by the end of Year 13, which means that they will have achieved at least in line with the national average of progress for that particular course.

We expect all students to be able to make one additional grade of progress from the end of Year 12 to the end of Year 13.

*Overview of progress re-entry requirements:*

1. **Above, on track, or one grade below THT:**

If a student achieves either their THT or one below their THT at the end of Year 12, they are already on track to achieve their THT by the end of Year 13 and can automatically re-enrol online into Year 13.

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| **Course 1** | **Course 2** | **Course 3** | **Outcome** |
| On THT | On THT | On THT | **Automatic re-enrolment to Year 13** |
| On THT | On THT | One below THT |
| On THT | One below THT | One below THT |
| One below THT | One below THT | One below THT |

1. **Two grades below THT:**

It is possible, though requires a serious consideration of possible intervention and evidence of full commitment from the student, for a student to make two grades of progress from the end of Year 12 to the end of Year 13. As such, if a student achieves two grades below their THT in a course, it will be possible for them to re-enrol into Year 13 but this will depend upon:

1. Additional evidence of full student commitment to making this progress in Year 13 (e.g. prior attendance, homework and effort scores).
2. Agreement by the student, parent and the College Team to a formal intervention plan which must be adhered to during Year 13.

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| Course 1 | Course 2 | Course 3 | Outcome |
| One below THT | One below THT | Two below THT | Re-enrolment to Year 13 possible but dependent on agreement of a formal intervention plan for each course two or more grades below THT. |
| One below THT | Two below THT | Two below THT |
| Two below THT | Two below THT | Two below THT |

1. **More than two grades below THT:**

If a student is more than two grades below their THT in a course, we cannot support their automatic re-enrolment into Year 13 on this(these) particular course(s) of study; students and parents will need to meet with a member of the College Leadership Team to explore the range of different options available to the student going forward.

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| Course 1 | Course 2 | Course 3 | Outcome |
| Two below THT | Two below THT | More than two below THT | Automatic re-enrolment not possible. Compulsory meeting with member of College Leadership Team to explore range of different options available going forward. |
| Two below THT | More than two below THT | More than two below THT |
| More than two below THT | More than two below THT | More than two below THT |

1. **What are the progress requirements for student re-enrolment to Year 13 for Vocational courses?**
2. **Pass in both coursework and exam units:**

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| **Vocational course modules:** | **Progress requirements for automatic re-enrolment:** | **Outcome:** |
| **Internally-marked coursework units** | A student must ‘Pass’ all coursework units.  *Nevertheless, given that the national average of attainment on vocational courses is a ‘Distinction’, it is strongly recommended that students aim for at least a Merit or above.* | Automatic re-enrolment to Year 13. |
| **Externally-marked examination units** | A student must ‘Pass’ all examination units. |

1. **Fail in coursework or exam units:**

If a student fails either a coursework or exam unit, we cannot support their automatic re-enrolment into Year 13 on this(these) particular course(s) of study; students and parents will need to meet with a member of the College Leadership Team to explore the range of different options available to the student going forward.

1. **What other requirements will be taken into consideration for student re-enrolment into Year 13?**

In addition, the End of Year 12 Progress Report will also include the following further information relevant to a discussion of a student’s re-enrolment to Year 13:

**Attendance:**

1. At Toot Hill College, we expect 100% Present and Authorised Absence attendance from all students. Any figure below this percentage will be taken into consideration at meetings considering re-enrolment to Year 13.

**Homework and Effort:**

1. At Toot Hill College, we expect all students to try their best. As such, homework and effort scores will also be taken into consideration at meetings considering re-enrolment to Year 13.

**What next?**

If you have any further questions or concerns regarding the Toot Hill College re-enrolment policy to Year 13, please do not hesitate to contact us on 01949 863072 or [college.admin@toothillschool.co.uk](mailto:college.admin@toothillschool.co.uk)