**Supporting Achievement in the Sixth Form**

**Guidance for all staff and students**

Please see the following guidance regarding the ‘Stages System’ in place for Sixth Form students at St. Brigid’s. This system is meant to be a supportive and not punitive measure, which will guide both students and teachers in how to best make progress academically. Target grades are based on ALPS targets, which are formulated using GCSE prior attainment. These targets are aspirational, as we want our students to aim to work hard in order to realise their potential.

We strongly believe that early and focused intervention from subject teachers and mentors will enable students to adapt their approach to learning and/or behaviour, so as to move forwards successfully with their courses. Using this close monitoring and targeted intervention process has, alongside our tradition of excellent teaching, enabled our school to be in the top 15% of schools nationally in terms of value-added attainment, for the past three years.

**STAGE 1:**

Issues-

* student has consistently poor attendance (e.g. -90%)
* Student is failing to meet deadlines
* **Standard of work is below target grade expectation**
* An incident of very poor behaviour

Action –

* Subject teacher to discuss with student, offer support, identify reasons.
* Brief report of targets set – to be kept in department and logged on BehaviourWatch system.
* Give **3 week period** to rectify concern – this may involve re-submission of work, re-sitting of test and/or improvement in next assessment.

Inform – student mentor of discussion and actions agreed; refer to Learning Coach if appropriate.

* If targets are met, no further action and student is removed from Stage 1.

**STAGE 2:**

Issues-

* Stage 1 intervention has not improved situation.

Action –

* Student concern referred to HoL/ Curriculum Leader if appropriate – with record of actions/targets logged on BehaviourWatch system.
* HoL to discuss with student, offer support, identify reasons.
* Give 3 week period to address concern – this may involve re-submission of work, re-sitting of test and/or improvement in next assessment.
* HoL to inform parents that student is at Stage 2 and being monitored.
* If targets are met, no further action, but student remains on Stage 2 and is closely monitored by HoL for remainder of year.

**Stage 3:**

Issues-

* Stages 1 and 2 have not improved situation.

Action –

* Student referred to Deputy Head or Head Teacher.
* Final warning to improve.
* Student either down to Stage 2 for additional 3 week improvement period, or may result in measures taken for dismissal from sixth form.

**Student on Stage 1 – Teacher Guidance**

If a student has not met the required standard of work as indicated by his or her target grade – and you are sufficiently concerned that this is not improving adequately, you place them on Stage 1. You will need to talk with the student, making them aware of your concerns.

You then need to set the student targets related to the areas in which they have failed. They have three weeks in which to complete this.

In order to maintain evidence and communication you will need to fill in a ‘Stage 1 Report Form’ to note the targets and ensure the student is aware of what needs to be done to improve.

This form can be found on the Y Drive and is entitled ‘Sixth Form Stage 1 Report’. You are welcome to complete this report electronically.

There is no need at this stage to send this to the Curriculum Leader or Head of Learning, as Stage 1 is an internal department stage. A copy of the report will be required if it is felt the student needs to progress to Stage 2.

**VERY IMPORTANT!**

The student is not expected to be working at their target grade, especially early on in the course. They must, however, be deemed by their teacher to be working towards their target grade (use professional judgement here).

Subject specialists should be reviewing progress and discussing concerns with students, prior to data collection (and/or traffic light assessments) on SiMS. This will, ideally, allow students to rectify the situation.