



LEARNING PATHWAYS POLICY – 11-18

REVIEWED: Nick John

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RATIONALE

The options and guidance process aims to ensure that all students follow an appropriate learning pathway linked to their ability and aspirations, whilst ensuring that there is an appropriate level of flexibility.

PURPOSES

1. To enable students to pursue courses linked to ability and career aspirations.
2. To provide clear advice and guidance to allow students and parents to make informed decisions.
3. To ensure that appropriate time is available to allow students to succeed in their selected option subjects.

GUIDELINES

For progression to Key Stage 4:

1. Each student will be issued with an Individual Learning Pathway Plan to complete which will support them through the option process at the start of Year 9.
2. An option information evening for parents/carers will be held in the autumn term of Year 9 which will provide information on the curriculum arrangements at key stage 4 and the options and guidance process.
3. Students and parents/carers will have the opportunity to attend an open evening to find out more about the subjects on offer at key stage 4 during the spring term.
4. Presentations will be given by each department on option subjects available at key stage 4.
5. Each student will make free choice decisions on which three option subjects they wish to follow at key stage 4 during the spring term of Year 9.
6. Construction of the option grid will be informed by these free choice decisions.
7. Each student will receive an individual option guidance interview in the spring term of Year 9.
8. Option choice forms will be submitted by students and signed by parents during the spring term of Year 9.
9. Option choices will be analysed and balanced before students are allocated to classes.
10. Class lists will be sent to departmental leaders to assist with transition arrangements early in the summer term of Year 9.
11. A letter will be sent to parents/carers in the summer term to confirm the option choices made. Parents/Carers will be asked to sign and confirm choices by the deadline set.
12. Any student who wishes to change their option choices during the summer term of Year 9 will need to submit a parental letter as confirmation. If there is space in the subject/class which a student wants to move to then the change can go ahead after the incoming

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Department Leader has been consulted. The student will receive confirmation if the change can go ahead.

13. Students will receive timetables on the first day back in September of Year 10 which will outline class allocations.

14. Students will be permitted to change their option choices up until the last week of September in Year 10 if the following guidelines are met:

- There is space in the incoming class.
- A parental/carer letter is received to confirm the request for the change.
- The change would not hinder progress.

15. The period for option changes will be extended up until the spring half term in Year 10 for students who wish to move to GCSE equivalent vocational provision. This will need to be discussed with the appropriate learning leader, incoming subject Department Leader and Assistant Headteacher 14-16. The change will then be permitted if the following guidelines are met:

- There is space in the incoming class.
- A parental/carer letter is received to confirm the request for the change.
- The change supports the Individual Learning Pathway.
- Opportunities are available to catch up on core components of the course already completed.

16. The period for option changes will also be extended up until the spring half term in Year 10 for those students who are identified as being on an inappropriate learning pathway based on ability and career aspirations. The change will then be permitted if the following guidelines are met:

- There is space in the incoming class.
- Tracking demonstrates that the move is to more suitable provision.
- The move is to GCSE equivalent vocational provision.
- The change supports the student's Individual Learning Pathway.
- Opportunities are available to catch up on core components of the course already completed.
- The subject teacher and Departmental Leader of the incoming and outgoing subject have been consulted and agree that the move would be beneficial.
- The appropriate Learning Leader and Assistant Headteacher 14-16 have been consulted and agree that the move would be beneficial.
- The parent/carer and student have been consulted and agree that the move would be beneficial.

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17. Following this extended period, students will only be allowed to be extracted from courses followed if tracking identifies that they require further support to maintain progression along their learning pathway. This refers to short term and long term extraction strategies. In this instance extraction will only be permitted if the following guidelines are met:
- The subject teacher and Department Leader of the subject from which extraction will occur are consulted and agree that the strategy will be beneficial to the student.
 - The appropriate Learning Leader and Assistant Headteacher 14-19 have been consulted and agree that the strategy will be beneficial to the student.
 - The parent/carer and student have been consulted and agree that the strategy will be beneficial.
18. In cases where parents/carers consider there to be extenuating circumstances they should forward a letter to the deputy headteacher curriculum providing details. This will then be passed onto the curriculum sub-committee of the school governing body for consideration.

For progression to Key Stage 5:

19. Each student will follow an Individual Learning Pathway Process which will support them through the option programme at Whitchurch and future external choices this will build on the ILPP completed in year 9.
20. Presentations will be given by each department on option subjects available at key stage 5.
21. Parents/carers and students will have the opportunity to attend an 6th form open evening in the spring term of year 11. Those students who do not intend returning to the 6th form will have support available to assist with college/apprenticeship/employment applications.
22. Each student will make free choice decisions on which option subjects they wish to follow at key stage 5 at the start of the spring term of Year 11.
23. Construction of the option grid will be informed by these free choice decisions.
24. All students will receive an individual pathway guidance interview in the spring term of Year 11 and have the option of an interview with a careers advisor. Those students who do not intend returning to the 6th form will receive specific guidance from careers advisors about the options open to them.
25. 6th form application forms will be submitted by students and signed by parents during the spring term of Year 11.
26. The entry requirements for the 6th form at Whitchurch High School are as follows:

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27. Entry Requirements

Entry to Year 12

Entry to Year 13

Essential Requirement No. 1	Essential Requirement No. 1
<p>You will need:</p> <ul style="list-style-type: none"> A minimum of 6 full course GCSEs at grade C or above*. This must include the skills challenge certificate (Welsh Baccalaureate) in schools which deliver it. <p>*Grade C is the minimum requirement. Most subjects require a minimum of Grade B at GCSE to continue your studies at AS/A2-level. You can find the minimum requirement for each subject area in Table A on pages 3 & 4. Specific details about individual courses and entry requirements are available on our website at:</p> <p>http://www.whitchurchhs.com/SixthForm/WhatsOnOffer/Level3/ALevels/Level3Courses.htm</p> <p>Please note that where the minimum requirement for a course is grade B some students with grade C may be accepted onto the course. We will make decisions on suitability based on prior performance, aptitude and work ethic.</p>	<p>You will need:</p> <ul style="list-style-type: none"> Two AS passes at E grade or above and completion of all three Advanced Skills Challenge Certificate (Welsh Baccalaureate) challenges.
Essential Requirement No. 2	Essential Requirement No. 2
<p>Entry to sixth form is not automatic. We will also take account of whether you have:</p> <ul style="list-style-type: none"> demonstrated the potential to succeed at level 3 the aptitude for independent study beyond school leaving age a proven track record by way of attendance and behaviour. 	<p>Entry to sixth form is not automatic. We will also take account of whether you have:</p> <ul style="list-style-type: none"> demonstrated the potential to succeed at level 3 the aptitude for independent study beyond school leaving age a proven track record by way of attendance and behaviour.
Essential Requirement No. 3	Essential Requirement No. 3
<p>You will be required to read, sign and adhere to the Whitchurch High School Sixth Form Student Contract.</p>	<p>You will be required to read, sign and adhere to the Whitchurch High School Sixth Form Student Contract</p>

28. Subject specific entry requirements can be found on the 6th form application form, copies of which can be found on the school website.

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29. Option choices will be analysed and balanced before students are allocated to classes. There is no guarantee that all courses on the option grid will run and some may run in partnership with other schools.
30. Class lists will be sent to departmental leaders to assist with transition arrangements early in the summer term of Year 11.
31. Any student who wishes to change their option choices during the summer term of Year 11 will need confirm their change with the 6th form secretary. The change will need to be made on the original application form with a student signature.
32. Places will be allocated on courses as follows:

Allocation of Course Places

Where the minimum entry requirement for a course is listed as a B grade:

Places will be allocated as follows:

- 1st allocation: Those who have met the entry requirement and applied to study the course by the initial deadline for application forms to be submitted.
- 2nd allocation: Those who have met the entry requirement.
- 3rd allocation: Those who achieved a C grade and have been deemed suitable by departmental staff based on prior attainment, aptitude and work ethic and applied to study the course by the application deadline.
- 4th allocation: Those who achieved a C grade and have been deemed suitable by departmental staff based on prior attainment, aptitude and work ethic.

Where the minimum entry requirement is a C grade:

Places will be allocated as follows:

- 1st allocation: Those who have met the entry requirement and applied to study the course by the initial deadline for application forms to be submitted.
- 2nd allocation: Those who have met the entry requirement.

In cases where courses are oversubscribed even when the above priorities are taken into account decisions will be made by taking prior performance, aptitude and work ethic into account.

33. The following will apply to external applicants:

- The admission requirements as above apply to all students.
- Successful applicants will be called to school for a 20-minute discussion and the opportunity to visit the sixth form site.
- The interviewer will assess each applicant and make a decision as to whether or not an offer can be made. All applicants will then be informed by letter of the decision.

34. Students will meet with senior members of staff to sign on to the 6th form on the first day of the new school term. During this meeting grades will be checked to ensure that students have met the entry requirements to study within the 6th form. If any student has not met the entry requirement they will be directed to a careers advisor and given advise on alternative options.

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35. Students will sign on for each subject they wish to follow with places allocated as per point 31 above. If Department leaders recommend that a student does not follow their subject based on prior attainment, alternative choices will be discussed. If all courses available are not suitable they will be directed to a careers advisor and given advice on alternative options.
36. Students will receive timetables on the first teaching day in September of Year 12 which will outline class allocations. Year 13 timetables will also be issued on the 1st teaching day in September. Some classes may be collapsed from 2 into 1 if class numbers have dropped, option column swaps may also be made by the curriculum manager as long as the same subject choices can still be followed.
37. There will be a parent/carer information evening to provide further support and guidance at the start of the autumn term in Year 12.
38. Students will be permitted to change their option choices if the following criteria are met:

Subject Changes

- The request has been made before the end of September, (no changes are permitted after this point).
 - A parental letter has been received requesting the change.
 - There is space in the incoming class.
 - The Department leader of the incoming subject is confident that the student can catch up on missed work when prior performance, aptitude, work ethic and attendance are taken into account.
39. In cases where parents/carers consider there to be extenuating circumstances they should forward a letter to the deputy headteacher curriculum providing details. This will then be passed onto the curriculum sub-committee of the school governing body for consideration.

CONCLUSION

The pathway that students follow will be linked to ability and aspirations. Regular monitoring and tracking of student progress will help all involved to make informed decisions on appropriate provision. The learning pathway policy and guidelines will allow enough flexibility for effective intervention without creating undue pressure, leading to positive outcomes.