

# INTERNAL PROGRESSION TO SIXTH FORM POLICY

## Prior Park College

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| <p><b>Policy Owner</b></p> <p>Deputy Head, Academic</p>   | <p><b>Applies to</b></p> <p>Prior Park College (PPC)</p>  | <p><b>Superseded documents</b></p> <p>Internal Progression to Sixth Form Policy v1</p> |
| <p><b>Associated documents</b></p> <p>Admissions Policy<br/>Behaviour Policy<br/>Registration and Attendance Policy</p> | <p><b>Review frequency</b></p> <p>As required (including when any applicable legislation/ regulations are updated)</p> <p><b>Implementation date</b></p> <p>4 February 2026</p> | <p><b>Legal Framework</b></p> <p>NA</p>  |

**This policy is reviewed as required, prior to approval by Trustees (if applicable)**

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| <b>Last reviewed by:</b>       | Deputy Head, Academic (Mr C Gamble)    |
| <b>Date last reviewed:</b>     | January 2026                           |
| <b>Approved by Trustees:</b>   | NA Approved by Headmaster (Mr B Horan) |
| <b>Date last approved:</b>     | 4 February 2026                        |
| <b>Date for next approval:</b> | February 2027                          |

## 1. Introduction

Prior Park Schools (PPS) comprises three schools. Two of those schools, Prior Park College and The Paragon School are incorporated in England as Prior Park Educational Trust Ltd. The third school, Prior Park School Gibraltar, is incorporated in Gibraltar as Prior Park School Ltd. Both are companies limited by guarantee and registered charities.

The Prior Park Schools mission, underpinned by shared values, is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Prior Park Schools Values

Curiosity- Generosity- Courage

## 2. Policy Aims

While most U5 students happily and automatically transition into the Sixth Form at Prior Park College, for some provision elsewhere is more suitable. This policy sets out the process via which decisions are made and communicated around this.

## 3. Transition to the Sixth Form at Prior Park College

It is testament to the outstanding educational provision and loving community at PPC that, following their GCSEs, the large majority of Upper 5 (U5) students choose to remain with us for post-16 study in the Sixth Form. So many so, in fact, that this is the default assumption:

- We assume that every U5 student would like to transition into the Sixth Form unless we hear otherwise from parents.
- Parents can assume their young person has a place and we are happy that this is the right option for them, unless *they* hear otherwise from *us*.

Thus, most U5 students will automatically and happily transition into the Sixth Form to continue their career at PPC.

### 3.1 Academic Programme

The School offers a range of subject options for study in the Sixth Form which are detailed in the Sixth Form Options booklet and relevant parts of the School's website. The School conducts options processes, detailed in the Curriculum Policy, to guide students through choosing the disciplines they would like to study at Post-16. After collecting students' preferences for subject options, the School will attempt to construct a curriculum and timetable to enable the greatest proportion of students' choices possible within its operational constraints. This 'success rate' is typically above 99%.

While the School endeavours to offer a truly individualised education and will make every effort to support students in studying subjects they choose, the School does still reserve the right to alter any students' academic programmes at any time for operations reasons. Such alternations are at the entire discretion of the Headmaster, with the advice and guidance of the Deputy Head (Academic), are extremely rare.

#### **4. Non-transition**

Although the Sixth Form at Prior is a brilliant fit for the majority of our U5 students, it might not be the case for some who would be better served by different provision in other settings. Because of this, the school reserves the right to recommend a move *away* from PPC after U5 and, in exceptional cases, the right to not offer a Sixth Form place to an existing Upper 5 student.

The possible reasons for this are many, but most can be broken down into two broad categories, addressed below. In such cases, early identification and communication are key and we will always work with students, parents and other institutions, according to the timeline in Section 5, to help make any transition away from PPC as smooth as possible.

##### **4.1 Academic**

Although deliberately broad, featuring both A-Level and BTEC qualifications across some 28 disciplines, PPC's Post-16 provision is predominantly pitched toward traditionally academic post-18 routes. For some students, it will become clear that they will excel further and make more of themselves in other provision configurations, including majority-vocational centres delivering primarily NVQ content, FE college environments and other more directly work-related training and education settings.

##### **4.2 Pastoral**

There will be occasions when the Sixth Form at Prior Park College is not the best post-16 option for a student. The reasons for this will often be due to;

- a student's unwillingness to follow school rules (such as uniform and punctuality),
- poor behaviour in lessons or around the College site,
- poor behaviour towards their peers,
- a lack of involvement in pastoral education or
- an unwillingness to be involved in the co-curriculum.

Prior Park College might also judge that the expectations on Sixth Form students outside of the classroom might not be in an individual student's best interests. Indeed, we are clear that Sixth Form students should continue to take a full part in College life and they will be at school from 8.30am – 4.30pm Monday – Friday.

We will also expect Sixth Form students to select at least one after-school activity and to participate in Saturday fixtures if they are selected.

#### **5. Timeline and Communications**

##### **5.1 Routine**

There are three principle routine points during the Lower and Upper 5 years at which the school will assess a student's suitability for Sixth Form study at PPC. These, with their associated processes, are set out below:

### **5.1.1. Lower 5 School Exams – Lower 5 Summer HT1**

During the Lower 5 School Exams in Summer HT1, teachers will formally assess both attainment and effort in every subject. The results are shared with parents before the Half-term break and are reviewed by tutors, Housemaster/mistress (HsMs), and a SLT panel including the Assistant Head (Progress and Tracking) (AHPT), and the Deputy Heads (Academic & Pastoral) (DHA / DHP).

In extreme cases, a possible outcome of this review process is an early concern about progression into the Sixth Form. When such an early concern arises:

- The concern is raised to (or by) the AHPT, who collates the concerns
- The AHPT, HsM, DHP and DHA discuss the concern and agree any follow-up intervention warranted
- The HsM (or AHPT directly) contacts parents to inform them of the concern and discuss any follow-up
- All such early-concerns are discussed in the ‘student update’ standing item in the following full-SLT meeting

### **5.1.2. Initial Sixth Form Options -First Progression Review Meeting –Upper 5 Michaelmas HT2**

Following the mid-course cohort tests (MM HT1) and the conclusion of the initial round of the Sixth Form options process (MM HT2) where U5 students have made their *initial* selection of potential Sixth Form subject choices, the First Progression Review Meeting will be held. At this meeting, the AHPT, Assistant Head (Director of Studies) (AHDOS), Deputy Head (Pastoral), Deputy Head (Academic) and Headmaster discuss all current U5 students from the standpoint of progression to the Sixth Form. The meeting will consider academic attainment, effort, pastoral matters and each student’s general relationship with the school thus far. The meeting will also take a first pass over students’ initial subject choices.

Most students will be on a clear path to progression into the Sixth Form at this point, but a possible outcome of this meeting is a concern about progression into the Sixth Form. In such a case:

- The DHP contacts the HsM to flag the concern with them and gather any additional relevant information, mitigating or otherwise.
- For academic concerns, the DHA may contact Heads of Department (HoDs) to further assess the student’s suitability for progression.
- If required, the concern is discussed again by the AHPT, DHA, DHP and Headmaster.
- The DHA, DHP or Headmaster then contact parents to flag the concern and ask them to ensure they have explored a range of alternative Post-16 options.
  - If the school and parents agree at this stage that alternate post-16 provision is best for the student, the student’s name will be added to the leavers list and the school will work with the student, parents and other providers to make the transition as smooth as possible.
  - If it remains in question for the school whether the student should progress into the Sixth Form, the concern may be held and re-examined in the Second Progression Review Meeting, where a final decision will be made
  - If the school decides that the student should not progress into the Sixth Form and the parents do *not* agree, the Headmaster retains the right to explicitly *not* offer a Sixth Form place at this stage. Again, in this rare case the school will do its utmost to help minimise any impact on the young person and make the transition as smooth as possible.
  - In any of these cases, the DHA, DHP or AHPT will make sure that the students’ tutor and HsM are aware of the situation.

### **5.1.3. Mock exams - Second Progression Review Meeting – Upper 5 Lent HT2**

Following the Mock Exams, and final feedback on subject choices from Heads of Department, the AHPT, AHDOS, DHA, DHP and Headmaster will hold a Second Progression Review Meeting. Any concerns about progression held previously will be re-examined in the light of the Mock Exams results, and the students' attitude and attainment over the last term. The meeting will also consider students' now-finalised subject choices against their academic attainment, mock results, and feedback from HoDs. This meeting may generate several outcomes:

- For most students, there will be a clear path to progression into the Sixth Form.
- For previously held concerns about progression, the school will decide at this stage whether it will offer a place in the Sixth Form to the student. In case not, steps will be taken as in Section 3.1.2 above.
- Concerns about subject choices (but not general progression) might arise. These will be flagged for follow-up by the AHPT and DHA.
- A new concern about progression into the Sixth Form might arise. In this case:
  - The DHP contacts the HsM to flag the concern with them and gather any additional relevant information, mitigating or otherwise.
  - For academic concerns, the DHA may contact Heads of Department (HoDs) to further assess the student's suitability for progression.
  - If required, the concern is discussed again by the AHPT, DHA, DHP and Headmaster.
  - The DHA, DHP or Headmaster contact parents. If the school and parents agree that alternate post-16 provision is best for the student, the student's name will be added to the leavers' list, and the school will work with the student, parents and other providers to make the transition as smooth as possible.
  - If the school decides that the student should not progress into the Sixth Form and the parents do *not* agree, the Headmaster retains the right to explicitly *not* offer a Sixth Form place. Again, in this rare case the school will do its utmost to help minimise any impact on the young person and make the transition as smooth as possible.
  - In any of these cases, the DHA, DHP or AHPT will make sure that the students' tutor and HsM are aware of the situation.

## **5.2. Emergent**

In extremely unlikely and occasional cases, a student's progression into the Sixth Form may be called into question outside of the above process, due to emergent extreme concern about their academic progress, behaviour or both. In this case, such concerns are escalated to the DHA or DHP who may immediately trigger a Progression Review Meeting and its associated process in Section 5.1.3.

### **5.2.1. Following GCSE results**

The school will not withdraw the offer of a place following GCSE results but may occasionally ask or require students to alter their subject options in view of their GCSE performance.