

Mercia School

Key Stage 5

Progression Support Policy



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<i>This policy has been approved by the Local Governing Body and has been signed by the Chair of Governors</i>	
<i>Approval date</i>	<i>September 2024</i>
<i>Date of Review</i>	<i>October 2025</i>

Mercia Collegiate Sixth Form Progression Support Policy

1. Y12 Assessments and Internal Examinations

- i. Internal assessments are carried out throughout the year and are used to provide data to inform teaching, the allocation of support, and to identify scholars who are underperforming so that they and their families are also aware of likely underperformance. Internal assessments take place in November, January, and May.
- ii. Internal assessment results are shared with parents after every examination. These reports provide parents with information of their child's current and historic progress in a subject as well as indicating their behaviour for learning habits.
- iii. In the absence of extenuating circumstances, if a scholar routinely achieves D-U grades in examinations they are at very high risk of not securing strong UCAS predicted grades and progressing to their chosen University.
- iv. Internal Y12 examinations will be set and marked by MCSF in May of Y12. These examinations will be taken in a formal examination setting with invigilation replicating an external examination experience. All subjects will be setting Advanced Level equivalent papers for the proportion of the A level course content that has been covered by the examination date.
- v. Where the above is not possible, MCSF will make such changes to its assessment methods that it deems both necessary and appropriate in light of the circumstances. Doing so will not preclude MCSF from using the test results achieved by the scholars to determine who continues onto an A level course in Y13 in accordance with the progression criteria stated below.

2. A Level Progression

- i. Scholars will automatically progress through their A Levels providing they meet the following criteria:
 - they have demonstrated attendance, punctuality, effort and behaviour in line with sixth form expectations (95%+) including completing set tasks and assessments in each subject to a high standard; and
 - they gained a minimum of an A*-C grade in their end of Y12 internal examinations or the re-sit examination; and
 - they have the support of the relevant subject department.
- ii. Where a scholar does not meet the above progression criteria in respect of one or more of their A Level courses then MCSF will consider carefully,

together with the scholar and their parents, whether it is in that scholar's best interests, given their predicted grade and university ambitions to continue with that A Level course into Y13.

- iii. Where the Assistant Headteacher with responsibility for MCSF, taking account of all the circumstances of the case, consider it is not, then the scholar will be offered the option of enrolling on a different one. Unless there are extenuating circumstances scholars will not normally be permitted to retake the same course studied in Y12.
- iv. In exceptional circumstances, individuals may be allowed to continue a particular A level subject without having obtained a C grade in the internal examination, for example, where significant illness has led to a poor mark (or to examination units not being taken) but where the subject department supports continuation due to a strong set of in-year recorded assessments or other significant evidence base.
- v. In some circumstances, it may also be possible, where available, for a scholar to complete a one year fast-track A Level course to complete their Study Programme if they have otherwise successfully met the progression criteria as set out but not achieved a C grade in one of their subjects. Such decisions will be at the absolute discretion of the Assistant Headteacher with responsibility for MCSF after consideration of each individual case. Likewise, the Assistant Headteacher with responsibility for MCSF may authorise a scholar to follow a Study Programme below the normal minimum requirement if there are extenuating circumstances.
- vi. Scholars who are advised not to continue with either one or more A Level courses and have rejected the offer of (a) new course/s may ask the Executive Director of Secondary Standards to intervene. A letter explaining their position, ambitions and any mitigating circumstances must be sent to the Executive Director of Secondary Standards and Assistant Headteacher with responsibility for MCSF at the start of term and no later than 21 days from the start of term.
- vii. The Executive Director of Secondary Standards will review the scholar's individual circumstances and respond to the scholar within 20 Sixth Form days from the date the letter is received setting out whether or not they support the Assistant Headteacher with responsibility for MCSF's decision. The letter will be deemed to have been received no earlier than the published start of term date on the Sixth Form's website. Where a letter is received during a Sixth Form holiday, the letter will be deemed to have been received on the first day of the start of the new term.

3. UCAS Predicted Grades

- i. MCSF's UCAS predicted grades are not the same as scholars' Y12 mock exam results. They are aspirational predictions and provide scholars with the opportunity to apply to the most competitive universities.
 - The highest grade a scholar will be predicted after passing a resit exam will be a B-grade unless there are evidenced extenuating circumstances.
 - A* predicted grades will be awarded to scholars who achieve strong A-grades in their Y12 mock exams. We define this as the top achieving proportion of scholars in each subject, in line with the upper limits of those scholars who went onto achieve an A* - or close to an A* - in previous years. This is then adjusted in line with the current cohort's previous achievement in KS4.
 - In the exceptional circumstances that a scholar continues into year 13 without meeting the progression criteria, they will only be awarded a predicted grade of one grade higher than their Y12 mock exam result.
 - Changes to predicted grades will only be made in evidenced extenuating circumstances and must be agreed by the Assistant Headteacher with responsibility for MCSF.

* Extenuating circumstances

MCSF appreciates there are times when a scholar may not achieve a Y12 mock exam grade that is truly reflective of their potential due to circumstances beyond their control. The below procedure aims to allow for this situation, while ensuring that the process remains fair to all scholars. With that in mind, the JCQ's 'Special Consideration' process is taken as the starting point, where:

'Centres must only submit applications for special consideration where an adverse issue or event has had or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment. For example, a candidate who has temporarily experienced illness, injury or some other event outside of their control at the time of the assessment.' (JCQ A guide to the special consideration process; General and Vocational qualifications; Effective from 1 September 2024). [JCQ - A Guide to the Special Considerations Process](#)

- Scholars, or their parents/carers must raise potential reasons for extenuating circumstances within 5 working days of the exam and must be raised via email to the Assistant Headteacher with responsibility for MCSF. This timeframe will be

communicated to scholars and parents/carers prior to the y12 mock exams taking place.

- Evidence must be provided from a medical or relevant other professional, pertaining to the specific circumstances at the time of the exam and must be submitted within 5 working days of the exam.
- All concerns will be considered by a panel of 3 members of staff, at least 2 of whom will be members of SLT, guided by the JCQ Special Consideration process.
- If a concern is decided to meet the threshold for extenuating circumstances, then the scholar's Y12 mock exam score will be uplifted by a maximum of 5% points, in line with the JCQ Special Consideration process, and adjustments made to predicted grades based on the uplifted exam score and grade. If the extenuating circumstance is raised during a resit exam in which the grade is capped, then the maximum prediction of a B-grade will still apply.
- If a scholar is unable to take the exam due to serious illness then their UCAS prediction will be based on the resit exam and will be uncapped.

4. Alumni retake predicted grades

- i. If MCSF alumni retake exams that they took as MCSF scholars and apply for university through UCAS then we will provide a reference and predicted grades for subjects that they took an exam for while studying at MCSF. The predicted grade will be one grade higher than they achieved when they took the exam in the summer of Y13 as an MCSF scholar.