

## **Protocol for students joining late and leaving early**

### **Joining Late**

1. Interview with Director or Assistant Director
  - a. normal student registration issues discussed (review qualifications, suitability of course choice)
2. Consultation with potential subject teachers, subject leaders and learning mentors (the latter if necessary to arrange student learning needs), allowing time for teachers to review prior performance to acquire their recommendation on suitability
  - a. If subject teachers confirm suitability then they must provide the relevant member of the sixth form team with detail of work that must be completed by the student to address course time they have missed and a realistic time scale for this to be completed, in writing.
3. Director to review applicant details, subject teacher recommendations and 'catch-up' work requirements and determine if formal offer will be made or the application declined.
  - a. If the application is declined, Director to contact applicant to communicate the decision.
4. If a formal offer is made, there must be a meeting with the applicant and parent(s) to share the details of 'catch-up' work, including time scales, before applicant may accept the offer. This meeting can be led by either the Director or an Assistant Director
  - a. If applicant accepts the offer, agree formal start date and a further date to meet the Director or an Assistant Director to review their experience of the sixth form and current progress in catch up work.
  - b. Director arranges for an email or letter to be sent to applicant and parent(s) detailing offer, 'catch-up' work, start date and review date. A copy of this letter must be added to ARBOR pastoral documents as soon as possible.
5. If the applicant accepts the offer an email must be sent to all the following to inform them of the relevant applicant details, qualification choices, start date and review date *and* to request that sixth form roll is updated, ARBOR and Go4S profiles created, timetables are created, appropriate examination entries created and relevant IT log-in details are created:-
  - a. Sixth form team
  - b. Tutor
  - c. Relevant subject teachers, subject leaders and faculty leaders
  - d. Examinations officer
  - e. IT manager
  - f. Learning mentors and student support if a specific support programme requires their support or intervention

This email must be saved on ARBOR on the profile when the ARBOR profile for the new student is available
6. Director or Assistant Director leads review meeting and relays any concerns to relevant internal parties, always including parents.
  - a. A summary of this review meeting will be added to ARBOR.

## **Leaving Early**

If a student leaves the sixth form before completing their course for any reason then an email must be sent to the following to inform them of the reason for leaving (in summary and only if appropriate), the leaving date, expectations of the student up until the leaving date in terms of attendance and any ongoing work and to request that sixth form roll is updated, ARBOR and Go4S profiles updated/removed, appropriate examination entries updated and relevant IT log-in details are updated/removed:-

- A. Sixth form team
- B. Tutor
- C. Relevant subject teachers, subject leaders and faculty leaders
- D. Examinations officer
- E. IT manager
- F. Learning mentors and student support if a specific support programme was employed
  - a. This email must be saved on ARBOR on the profile when the ARBOR profile for the new student is available

**Reviewed & Updated September 2023**

**Next review date September 2024**