

## Academic Support Protocol and Procedures 2023/24

This is a guide to our academic support policy and therefore what is listed is indicative rather than exhaustive.

Stage	Reason	Action
1	<p>Less progress than expected or than other students</p> <p>Incomplete work, assessments or home learning</p> <p>Poor A2L grades</p>	<p>Form tutor OR subject teacher to have a learning conversation, agree contract and set SMART targets with the student. All information shared with:</p> <ul style="list-style-type: none"> <li>● Parents</li> <li>● Subject teacher/form teacher</li> <li>● Sixth form team including Study Support Officer</li> </ul> <p>Subject intervention/support eg 1-1s, attendance of intervention support</p>
2	<p>Discernibly behind. At risk of under-achievement in 1 or more subjects.</p> <p>Lack of effort and poor A2L in more than one subject</p> <p>A high level of incomplete work and incomplete home learning</p>	<p>Sixth form study support officer to have a learning conversation, agree contract and set SMART targets with the student. All information shared with:</p> <ul style="list-style-type: none"> <li>● Parents</li> <li>● Subject teacher</li> <li>● Sixth form leadership team</li> </ul> <p>2 periods of compulsory supervised study sessions per subject, with information shared with parents</p> <p>Half termly attendance of study skills workshop</p> <p>Continued subject intervention/support eg 1-1s, attendance of intervention support</p>

3	<p>Serious underachievement likely.</p> <p>Prediction of U and E grades in subjects</p>	<p>Sixth form leadership team to have a learning conversation, agree contract and set SMART targets with student, Parents MUST be present at the meeting. All information shared with:</p> <ul style="list-style-type: none"> <li>• Subject teacher</li> <li>• Head teacher</li> </ul> <p>Alternative pathways considered.</p> <p><b>At least</b> 2 periods of compulsory supervised study per subject. All study periods are likely to be supervised.</p> <p>Regular attendance of supervised study skills workshops.</p>
4	<p>Progression jeopardised</p> <p>If not making progress at Stage 3, there will be a formal Stage 3 review</p>	<p>Meeting with the Head of Sixth Form, Deputy or Headteacher, parents and student to review Stage 3 interventions and discuss next steps, including alternative pathways.</p> <p>Formal email/letter outlining consequences of failing to meet stage 3 targets.</p> <p>Setting of clear, specific targets, reviewed after 3 weeks.</p> <p>All study periods to be supervised with daily contact with parents.</p> <p>At 3 week review: all targets to be scrutinised. Next steps, including alternative pathways, to be reviewed.</p>