



KS5 STUDENT RETENTION POLICY

College Governance Status

This policy was first issued in 2013 and will be reviewed every three years by Governors or sooner should any new guidance or relevant legislation is issued.

Review Dates	By Whom	Approval Date
October 2013	Staff and Governors	1 October 2013
January 2016	Staff and Governors	26 January 2016
October 2020	Staff and Governors	19 November 2020
October 2023	Staff and Governors	21 November 2023

Signed by the Chair:

A handwritten signature in black ink, appearing to read 'G. Crosby', with a horizontal line underneath.

Action	Sixth Form Team
Learners at risk of poor outcomes and/or disengagement	<ul style="list-style-type: none"> ● Head of KS5 leads on ensuring that the Sixth Form identifies 'at risk' learners at Post 16 level and communicates this to subject staff. ● Vulnerable students placed on Enjoy and Achieve programme.
Recruitment and induction (up to first half term)	<ul style="list-style-type: none"> ● Transition and taster opportunities are offered to support learner choice. September is used as a 'trial' period. ● One to one post-16 interviews for each Year 11 student with a member of the post-16 team. ● Impartial guidance and advice is available on results day. ● Course entry criteria agreed by Head of KS5 and ST ● There are early progress checks that review attendance, punctuality, attainment, effort, integration and appropriateness of course choice. ● Concerns and issues are picked up via monitoring and telephone calls home. ● Students have a 'transfer window' when they can change course before too late (September).
Teaching and Learning and Curriculum	<ul style="list-style-type: none"> ● Account is taken of levels of prior attainment with differentiation of approach within lessons and a variety of learning styles. ● There is a sufficiently wide range of options available to suit all. ● Staff offer a wide range of enrichment and extracurricular activities covering all curriculum domains. ● Late starts are managed effectively and sensitively. ● There is a programme of community and voluntary activities, cultural visits, opportunities for developing enterprise, confidence building and resilience. ● There is a programme of enrichment activities.
Learner Support and Guidance	<ul style="list-style-type: none"> ● Subject teachers have a major role in, and responsibility for, learner support as they have most contact with students. Any concerns or issues should be remediated or passed on as soon as possible. ● The Sixth Form Team are responsible for co-ordinating liaison with any relevant outside agencies, e.g. social care, welfare, CAMHS, etc. ● All students have the opportunity for work experience/work-related learning built into their study programme. ● There is a planned programme of CEIAG over the 2/3 year period covering all post 16 progression routes. ● Specific staff are employed and trained to support individual learners, e.g. learning mentors, coaches, pastoral manager.
Target Setting, Progression and Data	<ul style="list-style-type: none"> ● All students know their 'academic' targets and these are regularly discussed. ● A wide range of academic and 'pastoral' data is used so every student is well known from the outset. ● All subject teachers regularly contribute to recording other data such as punctuality and attendance, behaviour, student self-referrals, effort and attitude on Progresso. ● A monitoring system is in place to identify students who are not meeting progress targets and for agreeing the learning support package.
Parents, carers and student voice	<ul style="list-style-type: none"> ● Parents are informed of reporting and contact arrangements with Sixth Form and encouraged to be proactive in these, including any student agreements or contracts through the course. ● KS5 students have representation on the student leadership team and form the senior leaders group.

	<ul style="list-style-type: none">• All mid-course and one year leavers have an exit interview.
Policy	<ul style="list-style-type: none">• Head of KS5 reviews the policy for adoption by governors.• Head of KS5 produces a short annual report for ST and governors highlighting data (retention and destinations) and initiatives for the previous year.