



# Range High School

## Sixth Form Management System

Person responsible: Assistant Headteacher (14-19 Education)  
Date of last review: July 2024  
Date of next review: July 2025 – Annual Review (in place for September)

**RESPONSIBILITY FOR THIS DOCUMENT REMAINS WITH THE HEADTEACHER**

## **POLICIES AND PROCEDURES**

### **Sixth Form Management System**

The procedure outlined below is helping to ensure improved communication between the Sixth Form Team, students, their families and staff, from the outset of the process and is helping to provide a number of opportunities to get students back on track and alter behaviours. The procedure outlined is intended to allow for involvement of subject staff as well as further opportunities for the students to engage in one-to-one discussions with subject teachers, tutors and the sixth form team regarding their learning.

#### **STAGE 1**

Issues regarding homework, coursework, attitude, approach to lessons, lateness and unauthorised absence should be dealt with by the class teacher(s) / tutor / member of the sixth form team, as appropriate, in the first instance.

The class teacher(s) / tutor / member of the sixth form team should speak to the student on a one-to-one basis regarding their concerns and inform the student they are being put onto Stage 1, explaining to the student the reasons why. It is important that students know why they have been moved to Stage 1. Where classes are shared between teachers, the member of staff reporting the concern should ensure other colleagues are aware.

A Stage 1 will not result in direct contact (email/phone call) with home. Due to the age of the students and in order to promote independence, Stage 1 will give the students the opportunity to get themselves back on track without parental involvement. Students can receive a Stage 1 in each of their subjects, from their tutor and from a member of the sixth form team without being moved to Stage 2.

#### **STAGE 2**

If following an initial conversation with the class teacher(s)/ tutor / member of sixth form team, concerns remain, regarding homework, coursework, attitude, approach to lessons, lateness, unauthorised absence or if a student has already been issued with a Stage 1 a student should be moved to Stage 2. Before a student is moved to Stage 2 a one-to-one meeting should be arranged between the student and the relevant teacher. During the course of the meeting reference should be made to the Stage 1 issued previously by the class teacher / tutor / member of sixth form team. This meeting will give students the opportunity to express any concerns they may have.

The sixth form admin officer will ensure that formal contact has been made with home (email/letter) to ensure that both the student and family are fully aware of Stage 2.

If concerns remain the Sixth Form team will be informed by the relevant member of staff that the student needs to be moved to Stage 3.

#### **STAGE 3**

If, following the meeting with the relevant member of staff, concerns still remain regarding homework, coursework, attitude, approach to lessons, lateness and unauthorised absence or if a student has already been issued with a Stage 2 a student should be moved to Stage 3. This will involve the student being placed on report and a one-to-one meeting should be arranged between the student, family and a member of the sixth form team.

After the meeting an action plan will be generated, signed by the student and a member of the sixth form team. During the course of this meeting a member of the sixth form team will inform the student that they will be placed on report for two weeks in the first instance. As part of the conditions of this arrangement

the student must agree to show their report to a member of the sixth form team each day at an agreed point in time.

During the course of the meeting, reference should be made to previous warning(s) and meeting(s) between the student and subject staff / tutor / member of the sixth form team as documented via ClassCharts relating to Stage 1 and 2.

A signed copy of the action plan must be given to the student. The sixth form admin officer will ensure that a letter/email is sent to the student and their family outlining that the student has been moved to Stage 3.

A member of the sixth form team will follow up the action points agreed on the date set and record this via the sixth form monitoring system. This allows a member of the sixth form team the opportunity to outline whether or not the student should receive a one-day internal exclusion and be placed on report for a further period of time. If this is the decision further contact will be made between a member of the sixth form team and parents/carers to ensure they are fully informed.

After the agreed monitoring period if there is still a lack of improvement this will result in a student being moved to Stage 4.

#### **STAGE 4**

If a student is moved to Stage 4, a meeting will be arranged between students, parents/carers and the Sixth Form Student Manager and/or Deputy Headteacher (14-19 Education). During the course of that meeting, students could be informed that they will be excluded from school for an appropriate period of time and asked to consider their future. During the course of that conversation additions to the student's contract will be negotiated.

The contents of the meeting will be documented, a letter/email sent home to parents/carers/students including a copy of the revised contract. The revised contract will need to be returned signed by the student, their parent/carer and the Deputy Headteacher (14-19 education) before the student can be readmitted into school.

On return to school students will be placed back on report and monitored for an agreed period of time, reporting daily to the sixth form office with their report. Following this period of time appropriate communication will take place (phone call or further meetings). A student will remain on the revised contract for the remainder of the year.

A lack of improvement will result in students being moved to Stage 5. Parents/carers/students will be invited into school for a meeting with the Deputy Headteacher (14-19 Education) and the Headteacher. Students/parents/carers will be informed during that course of that meeting that the offer of a place at Range High School will be withdrawn.

---

**Please note that if students show improvement following the agreed amount of time on a given stage and then later demonstrate poor behaviour where staging a student would be appropriate, they should recommence the process on the stage below. For example, if a student reaches Stage 3 and shows improvement whilst on report and then demonstrates poor behaviour six weeks later, they should start at Stage 2. In the case of students reaching stage 4 although this still applies, it should be noted that they will remain on the revised contract for the remainder of their time at Range.**

**Please note that if a student is moved up the staging system by a member of teaching staff/ tutor/ member of the sixth form team after an agreed time period this will be reviewed and the decision may be that the student remains on this stage, with a further review period, rather than being moved to the next stage.**