

Student Contracts Policy 2023/24



1. Purpose of Policy

1.1 This policy is intended to: ensure that students who are not meeting their contractual obligations in relation to their learning contract can be managed accordingly. The aim of the procedure is to ensure that all students are treated consistently and fairly.

2. Scope

2.1 This policy is applicable to all students within The Sixth Form College

3. Definitions

3.1 *College* – The Sixth Form, Bolton

4. Policy

The College implements two types of contract in order to bring about change in a student's attendance, effort, progress or general expected professional behaviours.

4.1 Conditional Contract – a conditional contract is issued at the start of a new academic term when there is some concern about the suitability of a student for the College as a whole or a specific course.

Typical but not exhaustive reasons might include:

- A student being marginally qualified for their course(s).
- A student might be progressing from another level and there remain concerns about their ability to cope or they have a poor attendance record.
- A student may have transferred from another institution and we lack a reference for them.
- A student has restarted the year
- Other appropriate concerns.

As part of this contract a student will be expected to have

- 100% attendance
- Good punctuality
- To complete assessments/assignments to their minimum performance grade (MPG)

4.2 Performance Contract – a performance contract is set for a student who is underperforming and/or has poor attendance, poor punctuality or is failing to make appropriate progress. All staff will monitor progress made, but the Progress Tutor will have an overview and manage any escalation of the contract. The contract will clearly stipulate the improvements required and the timeframe to achieve this by. There will be specific review periods set to review progress against the agreed targets.

Some students, during their contract review, may progress from a conditional contract to a performance contract in October. If they have not yet met the required standards of the conditional contract but they are making some progress. A Letter home to parents will confirm this.

4.4 Contracts Procedure

- A student is placed on a conditional contract during the enrolment process or within the induction period. The reasons for the contract will be made clear in the letter sent to parents and to the student via the Progress Tutor. This will be recorded on the student progress page.
- If a conditional contract is not met or only partially met at the review date, the student will be placed onto a Performance Contract which will be logged on DAVE (Student Portal) and a letter sent home to parents.
- A performance contract may be instigated at any point in an academic year. The purpose of a performance contract is to establish, with a student, the reasons for the contract to be invoked and to set clear targets to be met to resolve the reasons for the contract. Issues might be related to a specific problem or event but are usually in place to address underperformance, poor attendance and lateness.
- The contract will be reviewed by the progress tutor during 1:1 meetings, no less than every six weeks, but usually more frequently. If there remains insufficient evidence from a student that they have made the required improvement, the contract length may be extended.

5.1 Failure of a Contract

- Failure to make any progress, or if a student incurs further concerns outside of the terms of the contract, will result in parents being asked to attend a review meeting. A final warning may be issued if this is not yet in place. The terms of this final warning will be clear in terms of the improvements required to be made by the student. The review period for this final warning will be clearly set out at the meeting and in the confirmation letter.
- Further to a parental review meeting, if there remains no or insufficient change and contractual obligations are not being met, this will result in the student losing their place in College.
- There is no right to appeal when a contract is not met/broken.

Name of Policy	Student Contracts Policy 2023/24
Date Reviewed	Summer 2023
Next Review	Summer 2024
JCC Consultation / Approval	Not required
Governing Corporation Approval	Not Required

Cross Reference to other Policies / Source Documents	IT Acceptable Use Policy Code of Conduct Student Handbook Parents Handbook Student Behaviour/ Expectations Policy Safeguarding/child protection policy Education Act 2011 Skills and Post-16 Act 2022
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