Progression Policy

Berkhamsted Prep and Pre-Prep

Berkhamsted Senior Schools & Sixth

Heatherton

Revision and Terminology: Please refer to the School's Policies Policy.

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1 Scope of this Policy

1.1 This policy outlines the criteria for remaining a member of the School and for progressing through the School:

1.1.1 From Stepping Stones to Reception, and/or Reception to Y1, at Berkhamsted Pre-Prep;

1.1.2 From Nursery to Reception, at Heatherton;

1.1.3 From Key Stage One (Y2) to Key Stage Two (Y3);

1.1.4 From the Senior Schools (Y11) into Berkhamsted Sixth (Y12);

1.1.5 From the Y12 into Y13.

1.1.6 In a pupil's first year in the School, if the data used in the entry assessment is significantly different from the pupil's performance in the School, including (where appropriate) a repeat of the assessment concerned, and where lack of progress or ability to manage the curriculum is having a significant effect on the pupil's wellbeing.

1.2 For the sake of clarity, the move from Y6 to Y7 is covered by the Admissions Policy because the Senior School has a different school number registered with the DfE and therefore parents undertake a new contract on entry, whether they enter from a Berkhamsted Schools Group school or are an external applicant.

2 Principles

2.1 Four principles inform the policy:

2.1.1 The schools in the Berkhamsted Schools Group are academically selective.

2.1.2 Where possible and desirable, a pupil who enters the School shall progress through each stage of the School.

2.1.3 That pupils demonstrate that they have sufficient ability to cope with the demands of the curriculum at the next stage; this is a pastoral issue – a pupil who cannot manage the demands of the curriculum is not well served pastorally by the School.

2.1.4 That pupils make the most of the opportunities that the School affords them.

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3 Looked After Children (CLA) and Previously Looked After Children (PLA)

3.1 This policy has regard to the Government guidance "The designated teacher for looked-after and previously looked-after children: Statutory guidance on their roles and responsibilities" (DfE, February 2018): the circumstances and particular needs of Looked After Children (CLA) and Previously Looked After Children (PLA) will be considered and provided for in the application and review of this policy. For further details, please refer to the Children Looked After Policy.

4 Extent of this Policy and Definition of Schools

4.1 **Prep Schools:** For the terms of this policy, Berkhamsted Pre-Prep and Berkhamsted Prep are considered one school; in addition, Heatherton Pre-Prep and Heatherton Prep are considered one school.

4.1.1 This policy covers the progression from Berkhamsted Pre-Prep to Berkhamsted Prep, and from Heatherton Pre-Prep to Heatherton Prep;

4.1.2 For the avoidance of doubt, parents of a child at Berkhamsted Pre-Prep do not need to apply for a place at Berkhamsted Prep.

4.1.3 For the avoidance of doubt, parents of a child at Berkhamsted Pre-Prep need to give formal notice at least one term in advance if they do not intend for the child to progress to Berkhamsted Prep.

4.2 **Senior Schools:** For the terms of this policy, Berkhamsted Boys, Berkhamsted Girls and Berkhamsted Sixth are considered one school.

4.2.1 Admission to Berkhamsted Boys and Berkhamsted Girls entails admission to Berkhamsted Sixth so long as the criteria for progression are met.

4.2.2 For the avoidance of doubt, parents of a child at Berkhamsted Boys and Berkhamsted Girls do not need to apply for a place at Berkhamsted Sixth.

4.2.3 For the avoidance of doubt, parents of a child at Berkhamsted Boys and Berkhamsted Girls DO need to give formal notice at least one term in advance if they do not intend for the child to progress to Berkhamsted Sixth.

5 Criteria for Progression

5.1 There are five criteria for progression through the School:

5.1.1 A good attendance record.

5.1.2 A strong work ethic.

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5.1.3 A positive contribution to the wider life of the School.

5.1.4 A good disciplinary record.

5.1.5 An ability to make the most of the opportunities available at the next stage.

5.2 For the avoidance of doubt, all five criteria must normally be met to satisfy the progression requirements.

5.3 Progression within the Pre-Prep and from the Pre-Prep to the Prep

5.3.1 Progression within Early Years Foundation Stage and to Key Stage One (Y1) will be on the basis of teacher assessment and a satisfactory Early Years Foundation Stage Profile (the specific criteria for which are available from the relevant Headteacher on request).

5.3.2 Progression from Nursery to Reception at Heatherton will be on the basis of teacher assessment and a satisfactory Early Years Foundation Stage Profile (the specific criteria for which are available from the relevant Headteacher on request).

5.3.3 Progression from Berkhamsted Pre-Prep (Y2) to Berkhamsted Prep (Y3), and from Heatherton Pre-Prep to Heatherton Prep will be on the basis of a satisfactory performance in standardised tests and teacher-based assessments (the specific criteria for which are available from the relevant Headteacher on request).

5.4 Entrance to the Senior Schools

5.4.1 For details of entrance criteria, please see the ***Admissions Policy***.

5.4.2 Note that the Progression Policy does not apply to transition from Y6 to Y7, however, for ease of reference this paragraph, a footnote to paragraph 12.1.1 in the Admissions Policy, relates to guidance to Prep and Heatherton parents on admission to the Girls and Boys Schools:

5.4.2.1 The academic standard of admission is a pastoral issue: pupils will not be admitted to the Senior School from Heatherton or Berkhamsted Prep where the receiving Headteacher has cause to believe that doing so may be harmful to the wellbeing of the child, specifically if they may be at risk of being left behind by the curriculum of the School or where there are strong pastoral reasons not to recommend the Senior School for the child.

5.5 Progression from the Senior Schools to the Sixth Form:

5.5.1 Sixth Form courses represent a significant step-up from GCSE courses. The School recognises that not all GCSE candidates will be well-suited

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to A level courses. Pupils will therefore not be admitted to the Sixth where the Headteacher has cause to believe that doing so may be harmful to the wellbeing of the child, specifically if they may be at risk of being left behind by the curriculum of the School or where there are strong pastoral reasons not to recommend Berkhamsted Sixth for the pupil.

5.5.2 Therefore progression from the Senior Schools into the Sixth Form and progression from Y12 to Y13 is dependent on satisfactory academic performance at GCSE, where applicable, and internal examinations and assessments.

5.5.3 The specific examination performance criteria at GCSE and internal examinations will be published by the School from time to time and are available from the Vice Principal on request.

5.6 Commentary on the Criteria for Progression:

5.6.1 A pupil who falls *just* short of the normal academic criterion for entry to the Sixth Form may be allowed to progress (See Admissions Policy) if their school record measured against all the criteria listed in 5.1 demonstrates they should be an exception. Such an exception is at the sole discretion of the Principal, who will take advice from the Headteacher of the Boys or Girls School (as appropriate) and the Headteacher of Sixth.

5.6.2 Whereas a pupil who is expected to achieve the academic criterion, but who has shown a poor work ethic and/or has a poor disciplinary record may not be allowed to progress. In such cases the School will normally give at least one term's notice of this decision.

6 Communication

6.1 The School will endeavour to provide warnings to parents in School reports and in other communication where a pupil is falling short of the required standard of behaviour, work ethic and/or commitment to the wider life of the School, and where the pupil is in danger of not achieving the requisite academic performance to progress.

7 Decision and Review Process

7.1 Decision

7.1.1 The decision whether or not to allow a pupil to progress rests with the Headteacher concerned (in the year a pupil is entering), who will

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consider each case on its merits, taking advice from those responsible for the pupil's current provision, and from the Principal, where appropriate.

7.2 Removal

7.2.1 For avoidance of doubt any pupil who is asked to leave the School under the terms of the Progression policy shall be deemed to have been "removed" from the School.

7.3 Review

7.3.1 Parents/Guardians who wish to challenge a progression decision should refer to the procedures set out in the School'sComplaints Policy which is published on the School website.

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