



## Brentwood School

### Progression Policy

<b>Policy Owner:</b>	Deputy Head (Academic) Senior School, Deputy Head (Academic) Prep School		
<b>Relevant to:</b>	Whole School (3-18)		
<b>Relevant Legislation/Guidance:</b>	<a href="#">Independent School Standards Regulations (2014)</a> <a href="#">The Equality Act 2010</a>		
<b>Last reviewed by:</b>	SLT 15th February 2024		
<b>Last approved by and date:</b>	Education Committee 8th March 2024		
<b>Last Updated:</b>	March 2024		
<b>Next review due:</b>	May 2026		
<b>Current version published:</b>	11th March 2024		
<b>Circulation:</b>	All staff	Governors	Website
<b>Related &amp; supporting documents:</b>	Admissions Policy	Behaviour Policy	Equal Opportunities Policy
	Sixth Form Pathway and Subject Minimum Requirements for Entry	GCSE Entries Protocol	

## **PROGRESSION POLICY**

Brentwood School is academically selective. We provide for the needs of the academically most able while, at the same time, recognising that one of our greatest strengths is our focus on the individual pupil, which enables those in our community to achieve their academic potential.

The educational opportunities provided by the School are accompanied by responsibilities on the part of the pupils to make the most of those opportunities, as well as their abiding by the School Rules.

### **Aims**

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

- From each Year into the next Year, from Foundation through to Year 6 in the Preparatory School.
- From each Year into the next Year, from Year 7 to Upper Sixth in the Senior School.

For clarity, Progression from Year 6 into Year 7. is not automatic and pupils at the Prep School will be required to show an ability to cope with the academic and pastoral demands of the Senior School by passing the Senior School Entrance Examination and satisfying the Admissions criteria for the Senior School, as outlined in the Admissions Policy.

This Policy should be read in conjunction with the Admissions Policy, the Equal Opportunities Policy and the School Rules (in the Behaviour Management Policy).

### **Principles**

This Policy is informed by the following principles:

- Brentwood School is academically selective.
- Where possible and desirable, a pupil who enters the School shall progress through each Year of the School.
- Pupils need to demonstrate that they have sufficient ability to cope with the demands of the curriculum at the next stage; this is a wellbeing issue – a pupil who cannot manage the demands of the curriculum is not well-served pastorally by the School.
- Every pupil should make the most of the opportunities that the School affords them.

### **Criteria for Progression 3-18**

There are five criteria for progression through the School, these are applied as appropriate to the Key Stage of the pupil:

1. A good attendance record
2. A strong work ethic
3. A positive contribution to the wider life of the School
4. A good disciplinary record and adherence to the School Rules
5. An ability to make the most of the educational opportunities available at the next stage

Specific Progression Criteria relevant to the particular key stage of the pupil are detailed in the following sections:

#### **Preparatory School, Foundation to Year 6**

It is the intention that children transition smoothly from one year group to the next and one key stage to the next, as long as they continue to meet academic and behavioural expectations. For the avoidance of doubt, parents of a child at Brentwood Preparatory School, whether in EYFS, Key Stage 1 or Key Stage 2, do not need to apply for a place in the next year of the Preparatory School. **Parents of a child in any Year at the Preparatory School need to give formal notice at least one term in advance if they do not intend for the child to progress to the next Year.**

#### **Transition from Preparatory School to Senior School**

Progression, or transition, from Year 6 to Year 7 is the intended outcome. However, there is no automatic transfer from the Preparatory School to the Senior School. In order to ensure that children continue to flourish at Brentwood School, a pupil who is moving from the Preparatory School to the Senior School will be required to show an ability to do so by passing the Senior School Entrance Examination and satisfying the Admissions criteria, as outlined in the Admissions Policy.

#### **Senior School, Year 7 to Sixth Form**

Admission to Brentwood Senior School (Year 7 to Year 11) assumes subsequent progression to the Sixth Form, as long as the criteria for progression, outlined below, are met. For the avoidance of doubt, parents of a child at the Senior School do not need to apply for a place in the Sixth Form. **Parents of a child at the Senior School in Year 11 need to give formal notice at least one term in advance if they do not intend for the child to progress to the Sixth Form.**

Teachers, Form Tutors and Heads of Year assess whether these criteria are met, based on their judgement and written evidence, such as gradesheets, reports, tests, written work, disciplinary logs.

### **Progression from Year 11 to Lower Sixth and from Lower Sixth to Upper Sixth**

Sixth Form courses (whether IB Diploma, A Level or BTEC Extended Diploma) are significantly more demanding than GCSE/IGCSE courses. The School recognises that not all GCSE candidates will be well served by the Sixth Form pathways we offer. Therefore progression from Year 11 into the Lower Sixth is dependent on satisfactory academic performance at GCSE/IGCSE. Please see our "Sixth Form Pathway and Subject Minimum Requirements for Entry".

Progression from Lower Sixth to Upper Sixth courses is dependent on satisfactory performance in internal examinations and assessments (usually, CCC for A Level students, 25/42 for IB students, Merit for BTEC students, in the Lower Sixth Trinity Term internal examinations). In all cases, the Headmaster takes into account the context, but the intention is to minimise the risk of students ending up with low grades that cannot help them with their future plans.

A pupil who falls just short of the normal academic criterion for progression from Year 11 to Lower Sixth or from Lower Sixth to Upper Sixth may be allowed to progress if their School record measured against all the Criteria for Progression (listed above) demonstrates they should be an exception. Such an exception is at the sole discretion of the Headmaster.

Conversely, 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.

### **Communication, Decision and Review**

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.

The decision whether or not to allow a pupil to progress rests with the Headmasters of the Senior School and Preparatory School, who will consider each case on its merits, taking advice from those responsible for the pupil's current provision.

Parents or guardians who wish a progression decision to be reviewed should refer to the Complaints Procedure.