This is a guide to our academic support policies and procedures and therefore what is listed **is indicative rather than exhaustive**. Students may be placed on high level stages directly if appropriate

Academic Support Plan

Academic concern (e.g. incomplete work)

Informal conversation where staff explains concern and academic expectations are made clear.

Stage 1 - Less progress than expected and / or than other

students (e.g. Performing two grades or more below their MEG. Incomplete work and /or missing assessment.)

Teacher to create academic support contract on Dashboard with clear, specific targets and review date.

Subject intervention/ support.

Stage 2 - Discernibly behind. Risk of underachievement (e.g. Lack of effort / failure to complete all work. Failing key assessment in one subject. Not meeting Stage 1 targets).

HOD/HoY to create academic support contract on Dashboard with clear, specific targets and review date. Contact with home to be made.

Four compulsory periods of directed study. Continued subject intervention/ support (which may include booster sessions etc).

Discretionary HOD report/ referral to SPM.

Stage 3 - Underachievement likely. Progression jeopardised (e.g. Failed to meet Stage 2 targets. Poor ATL/CW in two or more subject in reports. Failing key assessment in two or more subjects. There is limited discernible benefit to the student staying.)

HOY to create support contract with teacher input – Meeting held with student and family.

Four periods of compulsory directed study. SPM referral or referral Barnet Mentoring Service. Continued subject intervention/ support. Discretionary HOY report.

Stage 3 review with HOY, HSPT, student and family, with additional interventions available at this stage, including possible amendment to programme of study if appropriate.

If not making progress, formal Stage 3 review and extension with HSPT:

Meeting and formal email/letter sent home outlining consequence of failing to meet Stage 3 targets – withdrawal from some or all courses

If still failing to meet target, temporary suspension followed by meeting with Principal:

Permanent exclusion possible at this stage if failure to meet target due to lack of effort and/or engagement with support.

Stage 2

stage 3