

Date to be ratified at Full
Governors' Meeting
2nd July 2026
Approved by Governors
P&A committee
26th March 2026
Date of implementation
1st May 2026



Review
Pastoral & Admissions
Committee

Progression policy (Year 12 to Year 13)

NOTRE DAME HIGH SCHOOL

Part of St John the Baptist Catholic Multi Academy Trust
Company No: 7913261
Registered Office: Surrey Street, Norwich NR1 3PB

THE SCHOOL MISSION STATEMENT

I have come so that they may have life and have it to the full
(John 10:10)

We are a joyous and inclusive Catholic school, inspired by the love of God and the teachings of Jesus, specifically faith, hope, forgiveness and peace.

Our community is committed to a rounded education that develops knowledgeable, morally informed and compassionate young leaders.



If you need this document in large print, audio, Braille, alternative format or in a different language please contact the Company Secretary on 01603 611431 and we will do our best to help.

1. Principles

The Sixth Form is a two-year Level 3 programme. Progression from Year 12 to Year 13 is based on whether there is an evidence-informed prospect of success (grades A* - D) in the second year of study.

The policy does not apply to students who have already re-started Year 12.

All progression decisions will:

- Be made in the school's view of the student's best educational interests
- Be based on clear academic, attendance and engagement evidence over time
- Be communicated in writing, follow discussion
- Comply fully with the Equality Act 2010, including the duty to make reasonable adjustments, as defined by EHCP/JCQ and to avoid placing SEND students at a substantial disadvantage
- Be independent of published performance measures

There are no automatic progression thresholds.

2. Attendance and Engagement

Regular attendance and engagement are essential for success in Level 3 study. Students are expected to maintain attendance of at least 90%.

Where attendance falls significantly below this level, an Attendance Review will take place. This will consider:

- Authorised and unauthorised absence
- Disability-related absence
- Medical evidence
- SEND or additional needs
- Exceptional personal circumstances
- Academic progress despite absence

Before any progression decision is made, the school will consider whether reasonable adjustments, additional support, or flexibility are required in line with its statutory duties under the Equality Act 2010.

3. Academic Progress

Students must demonstrate that they are working at a level that provides a realistic prospect of achieving grades A*-D.

Where a student is consistently working significantly below a standard a Formal Academic Review will be held following the Y12 mocks.

This review will consider:

- Prior attainment and starting points
- Independent study and coursework completion
- Personal, medical or SEND factors
- Whether reasonable adjustments, including intervention have been implemented appropriately

No decision will be based on a single data point.

The school will demonstrate that support and intervention has been offered and reviewed prior to any decision regarding non-progression.

4. SEND and Medical Needs

The school recognises its duties under the Equality Act 2010.

Where a student has a disability, long-term medical condition, or identified special educational need, the school will:

- Consider and implement reasonable adjustments where appropriate
- Review examination access arrangements in line with JCQ regulations
- Take account of medical or professional evidence

Failure to make reasonable adjustments may constitute unlawful discrimination; therefore, progression decisions will include documented consideration of equality duties.

5. Review Process

Where concerns arise regarding attendance, attainment or engagement:

- The student and parents/carers will be informed in writing that a review is taking place.
- A review meeting will be held.
- Evidence will be shared and discussed transparently.
- Equality Act duties and reasonable adjustments will be considered.
- The outcome and rationale will be confirmed in writing.

Possible outcomes include:

- Progression to Year 13
- Progression with a support agreement

- A requirement to repeat Year 12
- Recommendation of an alternative pathway

Any recommendation to repeat Year 12 or pursue an alternative pathway will be based on the student's educational best interests and realistic prospects of success.

6. Appeals

Parents/carers may submit a written appeal within 10 school days of a progression decision.

An appeal will be reviewed by Headteacher or governor not previously involved in the decision. The review will consider:

- Procedural fairness
- Evidence relied upon
- Compliance with the Equality Act 2010

The outcome will be confirmed in writing and will be final.