



Cults Academy

Presentation Policy

Aug 2019

1.0 Introduction

The aim of this policy is to outline the procedures taken at Cults Academy to enable all learners to be presented, and achieve success, at the highest most appropriate level.

This policy relates to course choice, course level changes and examination presentations.

Broad General Education (BGE) finishes at the end of S3; this is the main transition point where young people select their subjects for their Senior Phase. Reliable tracking throughout the BGE, using a range of assessment tools, will provide learners, teachers and parents/guardians with intelligence to inform appropriate pathway planning for the senior phase and beyond.

Learners in S4 take six courses; in S5, five courses; and in S6, four courses or if appropriate three Advanced Higher level courses (SCQF level 7).

2.0 Course Choice

2.1 S3 to S4

In January/February of S3, young people engage with the course choice programme and choose subjects to take at an appropriate level alongside English/Literacy and Maths/Numeracy. Subjects are open to all learners regardless of ability and any personalisation which has taken place in the BGE will not reduce this choice.

Learners do not choose a level but choose a subject they enjoy and will do well in. The only curricular area where a discrete National 4 class operates is Maths; in all other subject areas a decision on the presentation level is made as late as possible.

Learners with specific learning needs may require a personalised curriculum and this will be designed around their needs and wishes. Pupil Support (curriculum) and Pupil Support (pastoral) along with parents/guardians will be involved in this planning/decision making process.

2.2 S4 to S5 and S5 to S6

The course choice process for S4 to S5 and S5 to S6 includes increased subject specific advice using definitive SQA attainment data.

Learners require a 'sign-off' by subject specialist if choosing a subject at Higher or Advanced Higher. This is intended to make sure that appropriate choices are made and to minimise the need for changes post SQA results. Whilst a parent/learner may insist that they are allowed to 'take' a subject, any selection which is not signed off will trigger a further dialogue with the learner and Principal Teacher Pupil Support and DHT (Timetable) and, where appropriate, parent(s)/guardian(s).

2.3 Support for Pupils

Throughout the course choice process learners are supported in school by:-

- PSE programme (starting in S1)
- Course choice assemblies
- Meetings with Principal Teacher Pupil Support
- Feedback form subject teachers
- Subject choice descriptors
- Input from Skills Development Scotland

Learners are encouraged to plan for the whole Senior Phase considering their appropriate exit points and their post school pathways.

The Junior Stage profile captures the latest and final level for all curricular areas at the end of S3. This document contains important information which is useful when looking to “pick-up” additional qualifications in S5 or S6.

3.0 Course level changes

Parents will receive notification that a learner is not on target and is in danger of not achieving an award prior to any discussion about level change. This notification will be via learning update emails and/or communication at parents’ evenings and will be based on robust tracking information. The learner, parent/guardian, PT Faculty, PT Pupil Support (Pastoral) and DHT link will be involved in any change of level process. Please see SQA procedures policy for details of the change of level process.

4.0 Examination presentation

An increasing number of our young people are studying courses that do not involve a formal external examination; however, at present, the majority sit SQA external examinations.

We have high expectations for all our young people and if a learner through their actions demonstrates that they have a realistic chance of achieving a pass they will be encouraged to sit the exam. Careful tracking and monitoring of progress will help to inform learners and their parents if appropriate standards are not being met.

Parents/guardians will be informed via our referral system of any learner who is underperforming or is in danger of failing to reach the necessary standard. The learner, parent/guardian, PT Faculty, PT Pupil Support Pastoral and DHT link will be involved in any subject withdrawal process. Please see SQA procedures policy for details of the subject withdrawal process..