Unsatisfactory Learner Progress

Unsatisfactory progress or engagement is usually identified when a learner has not submitted homework or engaged in scheduled School activities.

The School will monitor attendance in line with current Home Office guidance to identify learners who are failing to attend or adequately engage with their studies. Attendance will be monitored using the School registers. A learner who is failing to adequately engage with their studies, or who has a pattern of consecutive absences, will receive warning(s) and then a final warning. It is expected that concerns about progress or engagement, including absences, will be addressed promptly, and in the case of 10 points of consecutive absence (where fitness to study issues are not involved) learners should be referred to this Code of Good Practice and referred to the Principal.

Warning
It is important that concerns about progress or engagement are made as early as possible and appropriate members of staff in School should warn learners informally, initially, about any concerns with their progress or engagement.

Final warning
If concerns about unsatisfactory progress or engagement are not satisfactorily addressed following an initial warning, or if further concerns about the learner arise within 12 months of receipt of the initial warning, the learner should be issued with a final warning. Final warnings may be issued by the Principal.

The final warning letter must include details of the unsatisfactory progress or engagement as well as the School's expectations for improvement - providing clear timeframes within which improvement should be demonstrated. The School will further set out the potential consequences if there is no adequate improvement in performance and/or attendance, including reporting to UK Visas and Immigration where appropriate.

Reporting to the UKVI
The progress of the student will be reported to the UKVI if the student is identified to be failing for any reason.

Unsatisfactory Academic Progress Procedure – Summary Flowchart

yes!
Yorkshire English School
32 John William Street,
Huddersfield, HD1 1BG

Administrator/Teacher identify student progress is unsatisfactory

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Administrator informs student in writing of concerns

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Student's progress remains unsatisfactory. It is best practice to also inform the Principal

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Student's progress improves to a satisfactory level

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No further action – student is monitored as per usual school regulations

Administrator involves Principal/Director of Studies

→ An immediate recommendation is made, to Director of Studies, that the student be required to withdraw due to unsatisfactory academic progress without the process being invoked (applicable only in the most exceptional of cases).

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If the student has been absent for 2 months or more the Attendance Monitoring Procedure should be followed

Student invited, by formal letter, to a meeting with the Teacher and Principal – inform student the unsatisfactory progress procedure invoked

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Meeting occurs and student attends– student informed of timescales and targets to be achieved

→ Student does not attend, and does not provide a satisfactory explanation. Meeting still occurs. Student informed of outcome in writing, including timescales and targets.

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Supervisory meetings to continue as normal

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Final meeting occurs to review student against targets.

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Student has made required progress against the targets set

Student not quite met objectives but referred for a defined period of time

Student has not made required progress against the targets set

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Student is removed from procedure and monitored for the remainder of the programme as per the school regulations

Meeting held to review progress after referral period

School send request to Principal to recommend withdrawal of the student