

Tapton SCHOOL

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Tapton School

Year 14

April 2024

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COMMITTEE: Personal Development, Behaviour and Inclusion

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LEVEL OF CHANGE: New Policy

NEXT REVIEW: March 2025

Tapton School Year 14 Policy (2024)

Where possible the school aims to support students who request to continue their studies with us in Year 14. However, this option is **only** available to current Tapton students.

Students in Year 14 fall into three main categories:

1. Students completing a subject(s) started in Year 13.
2. Students repeating the final year of one or more of their subjects in Year 14 with timetabled lessons.
3. Students re-taking their A level exams in the summer after the end of their Y13 studies as private candidates using the school as an exam centre, without attending timetabled lessons during the year.

Students completing a subject(s) started in Year 13

Here students have started a new subject(s) in Year 13 with the intention of completing the subject(s) in Year 14.

In this instance, students are automatically entitled to timetabled lessons and will follow the school assessment calendar. Students will also be required to attend Directed Study. Depending on how their timetable falls and how many subjects they are studying, students will be required to attend a minimum of two form times per week to meet school safeguarding requirements and to enable form tutors to support post-18 destinations. Students will also be eligible for support from the UCAS Administrator.

Students will continue to be subject to the school attendance and behaviour policy. Exam fees for timetabled subjects only will be paid for by the school unless student attendance falls below 75%.

Students repeating the final year of one or more of their subjects in Year 14 with timetabled lessons.

To repeat Year 13 in one or more subjects, students **must** meet the requirements of **Section 89** of the document **ESFA: Funding guidance for young people 2023 to 2024**.

‘Where there are exceptional circumstances outside the control of the student or institution, such as a period of long-term sickness or good educational reasons then the retake delivery hours for individual students may be included in the funded study programme hours. These students must only make up a small percentage of the total 16 to 19 student cohort.’

Please note, students who are persistently absent during Year 13 (<90% attendance) will not be considered for Year 14 unless they provide evidence of their exceptional circumstances to meet the requirements of Section 89.

In addition, **the option of Year 14 will only be possible where there is space in Year 13 classes**, with practical subjects, including Biology, Chemistry and Physics, limited

to 18 students in total in each class and non-practical subjects limited to 24 students in total in each class.

Furthermore, on enrolment students will be required to sign a Learning Agreement confirming that they will lose their place in Year 14 if they are persistently absent (<90% attendance).

In this instance, students will also follow the school assessment calendar and be required to attend Directed Study. Depending on how their timetable falls and how many subjects they are studying, students will be required to attend a minimum of two form times per week to meet school safeguarding requirements and to enable form tutors to support post-18 destinations. Students will also be eligible for support from the UCAS Administrator.

Students will continue to be subject to the school attendance and behaviour policy. Exam fees for timetabled subjects only will be paid for by the school unless student attendance falls below 75%.

Students resitting one or more of their subjects without timetabled lessons.

Where it is not possible to support students with timetabled lessons, students **may** be able to register as a private candidate and use the school as an exam centre. In this instance, they will be able to receive support from the UCAS Administrator, but they will not be able to follow the school assessment calendar.

Whilst the school wishes to support the progression of former students, several factors must be considered, including the availability of invigilators and suitable rooms. Resources are limited and priority must be given to students who are enrolled at Tapton: if there is no spare capacity, requests will be declined.

Some qualifications include components which require the involvement of teaching staff, such as non-exam assessments and speaking tests, which the school is unable to accommodate. Furthermore, some qualifications are not available to private candidates.

Private candidates do not have access to teaching staff: entries are administered and managed by the Exams Office who are not subject specialists and as such are unable to provide guidance or comment on subject content. The qualifications specification and any other subject information can be accessed via the relevant awarding body website.

Where requests can be accommodated, students will be required to pay an administration fee (charged per paper) which covers operational expenses and a contribution towards the cost of invigilation, together with the entry fee set by the exam board. Students will also need to sign a Private Candidate Agreement, which outlines the terms and conditions of acceptance.

Available places will be allocated on a first come first served basis and it is the student's responsibility to contact the Exams Office (examsoffice@taptonschool.co.uk) between 26th November and 15th December; places cannot be reserved in advance as capacity is determined by the number of students enrolled for each qualification during the academic year in question.

Should the school be unable to accommodate a private candidate request, students are responsible for finding an alternative exam centre. Private candidates should be prepared to

travel outside the local area and registration fees charged by other centres may be considerable. A list of centres accepting private candidates can be found here: [Private Candidates - JCQ Joint Council for Qualifications](#).

Please note: Students may fall into more than one of the categories outlined above. Where this is the case the policy will be applied on a subject-by-subject basis.