

Student Review Boards Strategy (SRBs) Information for Parents

b1.1 Purpose

The purpose of the student review board is to identify all who may be deemed as being "at risk". This may be for reasons of poor attendance, bad behaviour, lack of commitment to their studies, finding the subject difficult, health needs, or in the case of a new student, owing to issues raised in the reference from their previous school. Those students identified will be placed on a Student Review Board (SRB). Student Review Boards will be held three times throughout the academic year, alongside the Quality Monitoring Meetings. They take place in October (SRB#1)/ January (SRB#2) and June (SRB#3). The aim of the SRB is to introduce early intervention such as, for example, attendance monitoring, academic support, or counselling, to ensure that all students stay on track and achieve successful outcomes. In cases where students make insufficient improvements, despite full support and after assessing any mitigating circumstances, college inclusion meetings will be held to decide if the student may continue with their studies, or they may be advised by their Head of Student Experience to voluntarily withdraw without appeal so that they do not have an inclusion on their record.

Each calendared SRB will focus on all Curriculum areas independently, and the Heads of Department (HoD), Head of Student Experience (HoS), Assistant Principal Students and Progression (APS&P), Assistant Principal Teaching Learning and Assessment (APTLA) will be required to attend. Before each SRB, at risk students will be identified during regular communications/meetings between HoDs/HoS, these at risk student names should feed into the SRB pro-forma to save future admin time. A reminder will be sent to the HoS and HoDs in advance of the SRB to complete the SRB pro-forma in time for scheduled meetings. It is essential that HoDs complete the pro-forma one week in advance of the SRB so that the HoS will have time to cross reference with their own lists. The Student Experience team will, in most cases, act as the student champion and will require that certain procedural steps have been followed. Where there is serious cause for concern regarding behaviours, an SLT intervention meeting might take place and for those students that are struggling scholastically, and academic support in the form of additional workshops and 1-1 sessions will be implemented alongside Intervention Action Plans.

Information should only be supplied on the relevant Proforma. It is important for the paperwork to be completed correctly with the level identified and HoD, to ensure that we can filter this accordingly in the SRB meetings. Each SRB will have a different focus according to the time of year they are held, and identification of students of concern will need to follow specific criteria. The Head of Student Support will ensure students of SEND have reasonable adjustments throughout the process and will be highlighted on the paperwork alongside students with safeguarding and other barriers to learning.

b2. SRB #1

1. The focus for this SRB will be to assess any early cause for concern and at risk students prior to day 42, and decide a suitable course of action to either support or sanction depending on the nature of the concern.
2. Prior to the review board, it is essential that Departments and the Student Experience teams assess and consider those students that are at risk because of attendance, performance, and behaviour.
3. A letter will be sent home prior to the SRB informing parents of a students' inclusion at SRB due to concerns that have been raised.
4. All students that are assessed at the review board will have been identified as at risk either during enrolment, or prior to SRB.
5. Students should not be identified at SRB, only prior to.

6. The purpose of the SRB is to ensure those students identified as cause for concern have been monitored and appropriate sanctions or support put in place.
7. If students have been unable to meet expectations a decision will be made as to their continuation at the college, or whether further adjustments/ sanctions need to be made.
8. The SRB is not an opportunity to withdraw students subjectively. There should be a clear case put forward as to why the student has failed to meet expectations, and the Student Experience team will need to have had opportunity to have put support/ sanctions in place.

b3. SRB #2

1. The focus for this SRB will be on intervention.
2. As per previous (SRB #1), HoDs will need to send names and concerns on the SRB Proforma to the HoS who will collate a spreadsheet and cross reference the list with any concerns they have already identified.
3. Full lists should be returned well in advance of the review board date.
4. Any students who are considered high risk will be referred to an SLT intervention meeting/ parent meeting following the SRB.
5. All students identified, should be made aware that they have been identified and that they will receive a letter/Teams message outlining the time and date of the meeting.

b4. SRB #3

1. The final SRB of the year will take place during the final weeks of term. This SRB will focus on those students that continue to cause concern for the following reasons:
 - Behaviour
 - Attendance
 - Ability to achieve
2. The first two criteria may result in clear SRB outcomes with the student requiring alternative progression options to Gateway College. In these cases the student would have a clear history and recorded evidence to support this outcome.
3. A student should not be identified as requiring alternative progression without evidence.
4. If the concern raised is regarding the students' progress and attainment, which is unrelated to attendance, behaviour or health, the conversation will focus around what support actions can be put in place.