

The Priory School Trust



Priory School Curriculum Procedures for the disapplication of students.

Monitoring	Frame of engagement	Date
Member of Staff Responsible	Deputy Headteacher	June 2022
Governor Accountability	Link Governors	
Consultation Parameters	SLT	
Information	Teaching Staff Parents/ carers Students	
Date of latest version		June 2022
Uploaded to Website		June 2022

The Governing Body of The Priory School have agreed and confirmed the curriculum at Key Stage 3 and 4 which can be found on the school's website. Certain subjects such as Maths, English and Science are statutory, as is the provision of a broad and balanced curriculum which our range of subjects currently provides. This programme of study is made clear to students and parents on admission and there is a clear expectation that all students will follow it throughout their time with us. Any deviation from the curriculum is made by the Senior Leadership team alone, based on their professional judgement and for educational purposes. On occasion there may be a need to alter the timetable of an individual; the criteria for this and the process that will be followed is outlined below.

- 1) Parents may request disapplication from Religious Philosophy, but this must be based on conflict between their own religious beliefs and the taught curriculum. These reasons should be made clear to the Senior Leadership Team at the point of a student's admission. Any requests must be made in writing.
- 2) A student cannot, and will not, be disapplied on grounds of poor behaviour, lack of engagement, interest in the subject, their preference of teacher or indeed at an individual teacher's request.
- 3) Disapplication can take place for medical reasons, for example physical or mental health implications. However, these require confirmation from a GP, CAMHS practitioner, Consultant or specialist working within the NHS. There must be specific reference to the subject being disapplied and clear reasons why the curriculum content would aggravate an existing, diagnosed condition. The diagnosis of the condition must be clear.
- 4) Temporary disapplication can take place for academic intervention purposes but only where curriculum staffing allows for this. It cannot be offered in all subjects due to limitations of the curriculum offer. These interventions must be based on teaching staff assessment data indicating student underperformance it will not take place solely upon parental request, although parental and student consent will be requested by the school. Academic intervention may only be for a set period of time e.g. a 3 week period and does not automatically mean a student is removed from a curriculum area or examination. This will be made clear to both parents and students from the outset by the department delivering the intervention. This may be by letter or email.
- 5) Disapplication and modification of the timetable may take place if a student has an EHCP, statement, a diagnosed learning difficulty or have missed a significant period of school time. There must be clear assessment data to indicate underperformance in the subject as well as concerns highlighted and recommendations made by the school's SENCO, appropriate external agencies (if involved) as well as the relevant

teaching staff and Heads of Department concerned. The final arbitrator of this judgement are the Senior Leadership Team.

If a permanent disapplication from a subject is deemed necessary by the school the following process will be followed:

1. If the reasons above are relevant a planning meeting between parents, student and appropriate members of staff may be held to discuss the implications in detail. This is to ensure it is possible for the student to be supervised by another member of staff during the period of time during the week they would normally be in lesson; if this is not possible the safety of the student and academic progress cannot be guaranteed. In this case disapplication would not be approved.
2. If a change is possible, the Senior Leadership Team will discuss the case put forward. This will then result in a final decision, and parents will be informed. The relevant Head of House will compile a personalised plan documenting the student's new timetable and the reasons for disapplication.

Changing of Options choices once the process is complete

1. Once students are allocated to groups based upon their options choices – approximately Easter time within Year 9 - changes, will only be made up to the end of May. There must be clear, academic reasons for the change relating to progression routes and career choices. Changes will not allowed to be made based upon group dynamics, student friendships or teacher choice. A written, signed letter by the student's parents stating the reasons for the change must be given. Each case will be considered individually and decided upon before the summer half term
2. Any requests changes at this time must be made in full recognition that next year's academic timetable will be under construction and will limit the scope for certain combinations due to clashes of subjects being taught at the same time. Classes, especially practical ones, have additional restrictions due to Health and Safety and rooming implications and are often full once students are allocated to their initial choices.

No changes to options subject can be made once the course starts in Year 10, unless they are for reasons outlined in points 1-5 in the school's procedures for disapplication document. For this reason it is imperative that students give full and careful consideration to their option choices in March of Year 9 and apply themselves to the best of their ability throughout the two year course.

Appendix A

Procedure for when a request is made for a student to be disapplied. Disapplication is only considered in an exceptional circumstance

A request for a child to be disapplied from a GCSE has been made by a student, parent, external agency or senior member of staff

Parent or carer makes formal written request for child to be disapplied.

The request will only be considered if:

- There is medical evidence, made by a relevant external professional, that supports disapplication and/or
- The child has additional needs and the recommendation has been made and evidenced by the SENCO/ External Agency and/or
- The disapplication has been decided by the school as part of a post exclusion agreement and/or
- A student's EHCP recommends a reduced timetable or disapplication

The school will ensure that:

- The SENCO has carried out assessments to assess if there are wider needs
- The SENCO has assessed whether or not altered exam arrangements would remove the need for disapplication
- A suitable PLP is put together by the HOH
- The total number of GCSEs will not fall below 8 unless there are exceptional circumstances
- The student is in support of the decision made and/or understands why it has been made
- The Deputy Headteacher has been consulted
- The Deputy Headteacher has formally raised the request at an SLT meeting and a collective decision made that includes the Headteacher and Assistant Headteacher, Pastoral
- The reduction of the number of GCSEs is not deemed to have a detrimental effect on the life choices available to that child
- The Exams Officer has confirmed that the deadline dates for withdrawal has not passed (if this is the case then there may be a charge, this may be payable by the parent/carer)
- There is suitable provision for the child during the times when teaching of this subject takes place that keeps the child safe
- **There is alternative academic content that the student can engage with in place of the exam content withdrawn from**
- The necessary costings for this disapplication have been proposed to the School Business Manager
- The request has been raised as part of a (typically Stage 2 or 3) Planning Meeting and minuted accordingly
- The Exams Officer has been consulted
- The Exams officer has requested signature from Deputy Headteacher (JCQ Amendment form)
- The subject teacher has been contacted for their input and consultation
- Any relevant third parties (eg. social worker) have been consulted/ informed

The school wishes to work closely with students and parents to ensure that every student feels listened to, and the necessary adaptations are made to their provision if that is in the best interest of the child, however the above stipulations and process must be adhered to in order that the request progress to the next stage.

If this criteria has been met:

- Parents to provide formal, signed, written confirmation of their request for disapplication
- Exams officer to be informed and provided with a copy of the written parental consent/ request
- A reduced TT should be supplied to the student

Designated HOH, member of SLT, SENCO or LAC coordinator to have half termly review meetings with the student to monitor the reduced TT, student attendance and wellbeing and parents / carers contacted to update.