TMC Student at Risk Policy

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Contents

Purpose

The Manchester College is committed to identifying individuals who are vulnerable and /or At Risk both academically and pastorally. The aim of this Policy is to ensure a consistent approach is adopted to students who become 'At Risk' primarily linked to progress, retention, achievement, and progression.

Holistic, student-centred support underpins intervention and is based on early help and pro-active support at the time when risk indicators are first known. Intervention includes a triangulated approach with curriculum teachers/lecturers (subject specialists), Achievement Tutors and Pastoral Support Officers. An important element of student-centred support includes regular, structured one-to-one reviews. The focus of formal one-to-one meetings is on progress and achievement of all components of the programme of study – the one-to-one is a supportive and developmental review that provides students with a clearly understood and defined improvement/action and support plan, recorded on Promonitor, and is shared with parents/carers (where appropriate).

The College is committed to supporting students to achieve their full potential and succeed on their programme of study; whilst developing and improving their personal and professional development skills, behaviours, attitudes, and welfare.

Scope

The policy outlines the guidelines for supporting, monitoring, and tracking of all students using prepopulated reporting systems utilising information from enrolment and in-year student progress and support.

This procedure shall be applied by all teaching and student support employees of The College.

Key Staff in implementation of the policy will be:

- Heads of Department and Directors (Curriculum and Support)
- Subject Teachers
- Achieve Tutors
- Curriculum Tutors and Department Team Leaders
- Assistant Principals
- Student Support Teams
- APM – Attendance and Progress Monitors

This policy should be considered alongside the Student Disciplinary Policy and Procedure where relevant to ensure that the correct procedures are being followed.

Please note: a student can be working towards a positive engagement intervention and any stage of the Disciplinary procedure.

Aims of the Policy

The aims of this policy are to support students in achieving their full potential by:

- Recognising underperformance and students at risk of failing
- Providing clear guidance and interventions for students 'at risk'
- Providing a clear framework for managing the academic and pastoral student support process
- Providing a clear standard and expectations for managing students and accountability arrangements
- Promoting a respectful environment where students feel safe, supported, and able to raise concerns.

Risk Indicators

Academic Progress Achievement & Attendance

AT RISK Cohort

Pastoral Support

Safeguarding
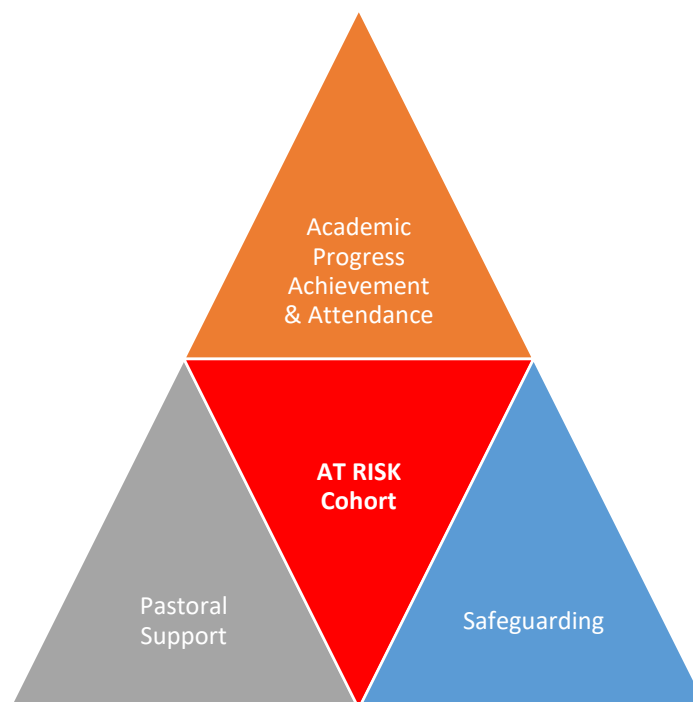
At risk categories are used to track underlying risk factors and monitor outcomes. The information and student profile are also used to inform support allocation and staff training priorities.

Appendix 1

Please note:
This Policy and Procedure does not cover Safeguarding or Prevent matters – please refer to the College Safeguarding Policy.

'At Risk' Student Profile

Curriculum teams should use the tracking and monitoring of student progress, achievements and outcomes to determine students 'at risk'; utilising the following guidelines and cohort review meetings with the Head of Curriculum and Assistant Principal.

Student Risk Profile	Indicator
Green*	Student on target
Amber	Student behind target
Red	Student At Risk of failing

How risk will be determined

Initial risk will be determined at the start of the student journey. The College will work in partnership with the Local Authority, schools and other agencies to ensure the transition to college provides early identification of vulnerability and historic (known) concerns.

The student profile (halo) will be completed by the Achievement Tutor, reviewed and updated on ProMonitor at each Progress Monitoring Point throughout the academic year.

The risk status of a student is likely to change as the student progresses through their programme. Students not previously at risk may become so due to engagement issues such as poor attendance, punctuality, behaviour, or incomplete work. Subject Teachers and Achievement Tutors are responsible for monitoring engagement, assessments, and achievements.

Recording 'At Risk' Status

Course level (tutors/teachers):

- All subject tutors are responsible for updating the At-Risk indicators (under General Reports on ProMonitor) for every student on their programme of study in accordance with this policy. This will be in-line with academic/vocational progress and set assessment monitoring points.

- Progress monitoring grades/risk status will be uploaded to student's pro-monitor pages.

Achievement Tutors:

- The Achievement Tutor will update the overall At-Risk rating (student status) for the student by reviewing the individual course progress and other risk factors in accordance with the policy and prepare

cohort review information in preparation for determining at risk meeting cases. This will be in-line with academic and vocation progress for all aspects of the programme of study, submissions, and progress monitoring points (academic vulnerability and risk). This can be found under each individual student on the support requirements drop down and by clicking the risk rating tab.

- ProMonitor badges will be updated automatically and will show against the student's profile picture.

APM – Attendance and Progress Monitor Process

- APM to run AT40 daily attendance report by 9.30am for morning sessions and by 1.30pm for afternoon sessions.
- Face to face visits to classes at 9:30am and 1:30pm wherever possible.

APM Priority Rating	
1st	English & Maths & EHC / LAC Learners
2nd	0-50% Overall Attendance
3rd	51-60% Overall Attendance
4th	61-70% Overall Attendance
5th	71-80% Overall Attendance
6th	81-90% Overall Attendance
7th	90+% Attendance

- Make Red students a priority, followed by Amber students and then green students (if time permits).
- APMs to identify all absent students (0 on registers) using the AT40 report.
- Phone calls made to students to confirm the reason for absence and record on ProMonitor.
- All students unable to be contacted, the APM will follow up with NOK.
- 1-1 Restorative/interventions, including emails to be recorded on Promonitor

Interventions:

Amber – Achievement and Subject Tutor/Teacher	Red: (Guidance for ATs / Pastoral Team)
▪ Early intervention and support ▪ Academic recovery planning ▪ Parental contact and engagement ▪ Prevent escalation to Red ▪ Clear and effective improvement plans ▪ Accountability – Cohort review ▪ KPI reporting and monitoring.	▪ Referred to 'At Risk Meeting (ARM)' Intervention Meeting ▪ Targeted Actions recorded at ARM ▪ Timescales for improvement agreed at ARM ▪ Clear action plan Interventions ▪ Impact and next steps ▪ De-escalation and improvement.

At Risk Reporting

- The 'At Risk' report is available under Curriculum Reports, Learner Support 'LS01'.
- Summary 'At Risk' profiles by individual student are available under Curriculum.
- Reports, Learner Support 'LS02'.
- Class Profile report CL09.
- The Progress and Forecasting Report 'LS10'.
- Data is collated from initial enrolment.
- The report also tracks the number of students who are risk rated as Blue, Green, Amber, Red. Clicking the top of each data column will provide a list of students within each data category.
- Progress monitoring reports.

Related Policies and Procedures

- Safeguarding Policy
- Single Equality Scheme
- Disciplinary Policy
- Attendance and Punctuality Policy

Location and Access to this Policy

- Staff HUB
- Student HUB

Appendix 1 - At Risk Indicators:

Risk Indicator	Responsibility	High Risk		No Concern
Academic Achievement/Progress	**Curriculum:** ▪ Head of Curriculum ▪ Subject Teacher ▪ Achievement Tutor	Below target – Red		On target/Above – Green
Attendance	**Curriculum:** ▪ Head of Curriculum ▪ Subject Teacher ▪ Achievement Tutor	Below 85%	90-85%	90%+
Pastoral Needs	**Student Support Team:** ▪ Head – SS ▪ Pastoral Mentor	Two or more complex pastoral support need(s) / D3,D4	Pastoral support need / D2 – Amber	No Pastoral support need
Statutory Safeguarding	**Student Support Team:** ▪ DSL ▪ Team Leader ▪ Safeguarding Practitioner	Level 2 'Active intervention' (High Risk)	Level 2 'Active intervention' (Medium Risk)	Level 1 'Early Help' (Low Risk)

Pastoral Themes:

Lifestyle choices and routines	Travel	Finances
Relationships	Anxiety/Stress/Depression (well-being)	Study Programme Support
Housing Needs	Sexual Health	Independence