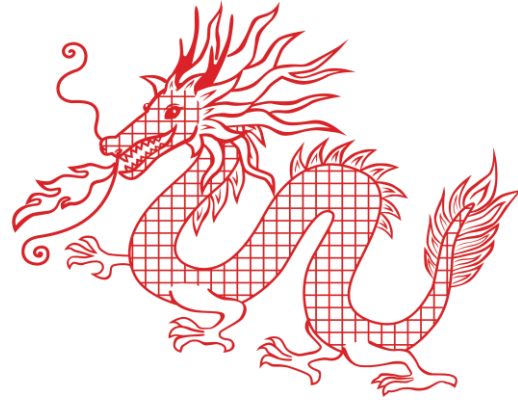


**KELLETT SCHOOL HONG KONG**

## **PROGRESSION POLICY**

LAST REVIEWED DATE	June 2023
Owner	Principal
Working Date:	28/06/2023
Legal Sign-off by:	N/A
Legal Sign-off date:	N/A
Type of Policy:	Board/ Exec Operational Amendments
Authorised by Exec:	
Authorised by Board:	
Effective date of Policy:	From 2023-24
Circulation:	Staff Intranet, Parent Portal, Board/ SMT



**KELLETT SCHOOL HONG KONG**  
**PROGRESSION POLICY**

**CONTENTS**

1	DEFINITION AND SCOPE.....	3
2	PROGRESSION POLICY GENERAL PRINCIPLES.....	3
3	PROGRESSION POLICY (YEAR 6 TO YEAR 7) .....	3
4	SIXTH FORM PROGRESSION POLICY (YEAR 11 TO YEAR 13) .....	4
5	SIXTH FORM PROGRESSION REQUIREMENTS FROM Y11 TO Y12 .....	5
6	SIXTH FORM PROGRESSION REQUIREMENTS FROM Y12 TO Y13 .....	6
7	OFFER AND ACCEPTANCE OF PROGRESSION PLACES INTO KELLETT SIXTH FORM	6
8	COMMUNICATION .....	7
9	DECISION AND REVIEW PROCESS.....	7
10	APPENDIX ONE: A-LEVEL SUBJECT ENTRY REQUIREMENTS: .....	8

## **1 DEFINITION AND SCOPE**

- 1.1 'Progression' relates to the process by which places in the next phase of the School are allocated to applicants who are already in one of the Kellett schools. For external applications to Kellett see the School Admissions Policy.
- 1.2 This policy covers:
  - 1.2.1 Progression from Pok Fu Lam Prep and Kowloon Bay Prep to Kellett Secondary at Y7;
  - 1.2.2 Progression from Kellett Secondary Y11 to Kellett Sixth Form.

## **2 PROGRESSION POLICY GENERAL PRINCIPLES**

- 2.1 Kellett is a community through-school which endeavours to provide effective and meaningful academic pathways from Reception to Year 13 for all of its students.
- 2.2 There are five criteria for progression through the School:
  - 1. a good attendance record;
  - 2. a strong work ethic;
  - 3. a positive contribution to the wider life of the School;
  - 4. a good disciplinary record;
  - 5. an ability to make the most of the opportunities available at the next stage.

## **3 PROGRESSION POLICY (YEAR 6 TO YEAR 7)**

- 3.1 Preamble and Rationale
  - 3.1.1 The School hopes that every pupil in its two Primary Schools will progress through to Kellett Secondary.
  - 3.1.2 Every pupil at Pok Fu Lam Prep and Kowloon Bay Prep will be offered a priority place at Kellett Secondary without having to sit an entrance examination.
  - 3.1.3 The only exception to this is if a Year 6 student presents academic, pastoral or behavioural issues that the Secondary school would not be able to support. The School is committed to having early conversations (from the end of Year 4) to help signpost suitable pathways for the child in these cases.

### 3.2 Offer and Acceptance of progression places into Kellett Secondary

3.2.1 Parents must accept the offer of a priority place by 30<sup>th</sup> November.

3.2.2 Parents are required to complete the Acceptance Form signing to say that they accept the offer of a secondary place and the School's Terms and Conditions;

3.2.3 Parents must pay a non-refundable renewal/ acceptance deposit of **\$HK20,000** to secure the place.

(a) This deposit will be off-set against the first term's fees;

(b) For the avoidance of doubt, there is no refund in the cases of taking up a place at another school in Hong Kong or at a boarding school overseas.

## 4 **SIXTH FORM PROGRESSION POLICY (YEAR 11 TO YEAR 13)**

### 4.1 Preamble and Rationale

4.1.1 The School hopes that every pupil in its Secondary School will progress through to Kellett Sixth Form.

4.1.2 The School offers different pathways through the Sixth Form to enable students to thrive.

4.1.3 Sixth Form progression is determined by the individual student demonstrating five criteria for progression (see 2.2 above) and their ability to engage with and contribute to the Sixth Form curriculum, including minimum academic attainment / results.

4.1.4 The only exception to this is if a Year 11 student presents academic, pastoral or behavioural issues that the Sixth Form would not be able to support.

4.1.5 Commentary on the Criteria for Sixth Form Progression:

a) A student who just falls short of the academic criteria but has demonstrated a good work ethic and makes a positive contribution to the wider life of the School, may be allowed to progress;

b) whereas a student who has achieved the academic criteria, but who has shown a poor work ethic and/or has a poor disciplinary record may not.

## 5 SIXTH FORM PROGRESSION REQUIREMENTS FROM Y11 TO Y12

The minimum entry requirement for sixth form progression are as follows:

YEAR GROUP	PROGRESSION REQUIREMENTS AND SIXTH FORM PATHWAYS:
Year 11 to 12	<ul style="list-style-type: none"> <li>● Minimum performance at GCSE for progression into the Sixth Form:               <ul style="list-style-type: none"> <li>○ Students must achieve at least FIVE passes (A*-B = Grade 6+) at GCSE including in Mathematics and English.                   <ul style="list-style-type: none"> <li>▪ Students who do not achieve a Grade 5 in Mathematics and/or English GCSE may be admitted to the sixth form on condition that they study for retakes in these subjects.</li> </ul> </li> <li>○ Students must achieve at least B grades (Grade 6) in the subjects chosen for A level that are required for most subjects; but at least A grades (Grade 7+) are required for some subjects. Appendix One outlines details.</li> </ul> </li> <li>● Pathways:               <ul style="list-style-type: none"> <li>○ It is expected that all students will study the following in the Lower Sixth:                   <ul style="list-style-type: none"> <li>▪ 3 A levels (or four with Further Mathematics)</li> <li>▪ At least one elective from the following the Extended Project Qualification, Mini-MBA, Public Speaking or SAT/ACT Prep.</li> <li>▪ Positively Kellett, Games and Critical Perspectives</li> </ul> </li> <li>○ Any alternative from this core pathway of three A levels (or four with Further Mathematics) must be discussed and agreed with the Head of Sixth Form and the Deputy Head Academic.</li> <li>○ For students who are unsure of their choices, they have until December of Y12 to select their three A levels. Some students who fail to meet the standard at the end of Year 11, but who have a good work ethic may be offered the opportunity to repeat Year 11.</li> </ul> </li> </ul>

## 6 SIXTH FORM PROGRESSION REQUIREMENTS FROM Y12 TO Y13

- 6.1.1 Progression onto the second year of the A-level programme is dependent on satisfactory academic performance throughout the first year of the course, in AS-level examinations (where relevant) and in the end of year examinations.

The minimum entry requirement for sixth form progression are as follows:

YEAR GROUP	PROGRESSION REQUIREMENTS AND SIXTH FORM PATHWAYS:
Year 12 to 13	<ul style="list-style-type: none"><li>• Students are expected to gain at least a <b>Grade D</b> in each of Y12 End of Year Assessment to be allowed to progress on to the course in Year 13. The norm will be that students continue with three A-levels apart from students continuing with Further Maths. The School (the Deputy Head Academic and the Head of Sixth Form) will decide, in exceptional circumstances, whether a student is to pursue four A-levels based on academic performance over the year.</li><li>• Some students who fail to meet the standard at the end of Year 12, but who have a good work ethic may be offered the opportunity to repeat Year 12.</li></ul>

## 7 OFFER AND ACCEPTANCE OF PROGRESSION PLACES INTO KELLETT SIXTH FORM

- 7.1 Pupils in Kellett School's Year 11 are automatically offered priority places at Kellett Sixth Form.
- 7.2 Parents must accept the offer of a priority place by 31<sup>st</sup> January.
- 7.3 Parents are required to complete the Acceptance Form signing to say that they accept the offer of a secondary place and the School's Terms and Conditions.

## 8 COMMUNICATION

- 8.1 The School will provide warnings to parents in School reports and in other communication where a pupil is falling short of the required standard of behaviour, work ethic and/or commitment to the wider life of the School, and where the pupil is in danger of not achieving the requisite academic performance to progress.

## 9 REVIEW AND DECISION PROCESS

- 9.1 **Review:** Parents may request that the Principal review the decisions made about progression and subject offering.
- 9.2 **Decision:** The final decision whether or not to allow a pupil to progress rests solely with the Principal, who will consider each case on its merits.
- 9.3 **Required Removal:** For avoidance of doubt any pupil who is asked to leave the School under the terms of the Progression policy shall be deemed to have been “removed” from the School (i.e. the pupil has been required to leave, but without the stigma of expulsion).

## 10 APPENDIX ONE: A-LEVEL SUBJECT ENTRY REQUIREMENTS:

Schedule of Subject Requirements at GCSE for admission to an A-level course:

	GCSE Grade $\geq$	Requirements for students who followed a UK curriculum but did not take the relevant GCSE: $\geq$
Art	6	Relevant Portfolio
Biology	7 + 7 in Maths	Not Permitted
Business Studies	B = 6	B = 6 in Maths AND B = 6 in English
Chemistry	7 + 7 in Maths	Not Permitted
Chinese	A = 7	Native Speaker; Ab Initio not permitted
Computer Science	B = 6	A = 7 in Mathematics
Drama	B = 6	A = 7 in English Literature + Audition
Design Technology	6	B = 6 in Maths + Relevant Portfolio
Economics	B = 6	B = 6 in Maths AND A = 7 in English Language
English Literature	6	A = 7 in English Language
French	7	Native Speaker; Ab Initio not permitted
Geography	B = 6	A = 7 in English Language
History	B = 6	A = 7 in English Language
Mathematics	7	Not Permitted
Further Mathematics	8+	Not Permitted
Media Studies	6	B = 6 in English
Music	6	A Grade 5 in an instrument + Grade 5 theory + Audition
Physical Education	B = 6	B = 6 in Biology + Relevant Experience + Interview with supporting documentation.
Physics	7 + 7 in Maths	Not Permitted
Spanish	7	Native Speaker; Ab Initio not permitted
Psychology	n/a	6 in Maths AND 7 in English Language AND 6 in a Science (preferably Biology)
EPQ – Written	n/a	A = 7 in the relevant subject area.
EPQ - Artefact, Performance and Investigation	n/a	