

Further Education English and Maths Policy 2021-22

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Quality Manager, FE	FE Central
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Date Equality Impact Assessed	Has Prevent been considered (see Policies Guidance if unsure)
	Yes
Reviewed and Approved by (see Policies Guidance for approval process)	Date
FEQMG	20/04/2021
Access (tick as appropriate)	
Public access (website) <input checked="" type="checkbox"/> And/Or Internal access (MyWi) <input checked="" type="checkbox"/>	Staff and Student access <input checked="" type="checkbox"/> Or Staff access only <input type="checkbox"/>

Policy Overview and Scope

Purpose

The English and mathematics requirement of Education and Skills Funding Agency (ESFA) study programmes¹ means that students who have not achieved an A* to C/9 to 4 GCSE, L2 Functional Skill (FS) or equivalent in one or both of these subjects by age 16 will continue to study towards achieving them as a part of their 16 to 19 Study Programmes. This requirement will be enforced by making the study of English and mathematics a condition of the student place being funded.

The aim of this policy is to ensure that learners who meet these criteria understand the requirement to continue to study English and / or maths as part of their study programme at Writtle University College.

Scope

This policy relates to all ESFA funded learners on 16-19 Study Programmes studying at Writtle University College.

Students over the age of 19 studying full time courses and who do not have GCSE grade A* to C/9 to 4 or L2 FS in English² and / or maths, will be encouraged to take appropriate Functional Skills or GCSEs.

Where a 16-18 year old student, 16-25 for those with and EHCP, does not have a GCSE A*-C/9 to 4, L2 FS or equivalent, they must be enrolled on a GCSE or approved stepping stone qualification.

A student who has grade D/3 (or equivalent, see <https://www.gov.uk/guidance/16-to-19-funding-maths-and-english-condition-of-funding>) in both maths and in English will need to be enrolled on GCSE in both subjects in each academic year and is required to continue to study until they achieve at least a grade 4 in the GCSE, or until they are no longer 16-19 Study Programme funded.

In exceptional circumstances students with an EHCP, who have not achieved a GCSE A*-C/9 to 4, L2 FS or equivalent in English and maths can be exempted from the requirement to study towards a recognised English and/or math's qualifications. All exemptions must be supported by appropriate evidence within the student's EHCP and additional assessments to confirm that they are not able to study either GCSE or an approved stepping stone qualification. All exemptions must be approved by MC/LR/FB and recorded on the Individual Learner Record (ILR). Exemptions for continuing/progressing students will be reviewed at the start each academic year and continued where it is identified that students have not progressed sufficiently to be able to study towards a CoF compliant qualification.

NOTE: Apprentices are required to study the level above that which they are assessed at. If a student starts a framework without a level 1³ qualification in maths and / or English and subsequently achieves at level 1, they must continue to study at level 2 until they either achieve the level 2 or complete the Apprenticeship framework. If a student starts a framework with level 1 in maths and / or English, they must study at level 2 until they either achieve the level 2 or complete the Apprenticeship framework.

¹ <https://www.gov.uk/guidance/16-to-19-funding-maths-and-english-condition-of-funding>

² Includes GCSE English, GCSE English Language, GCSE English Language & Literature, GCSE English Literature, iGCSE English

³ For Apprenticeships, Level 1 is either a level 1 in functional skills or grade D to E at GCSE taken in or after summer 2012

Policy and Procedure

Basic Principles

The English and Maths studied by ESFA funded students on any course will be guided by each individual student's qualifications and initial assessment on entry. However where appropriate and in discussion with the student alternative pathways may be followed to best suit the student's need and/or career aspirations, this include students enrolled on part time, 16 – 18, study programmes.

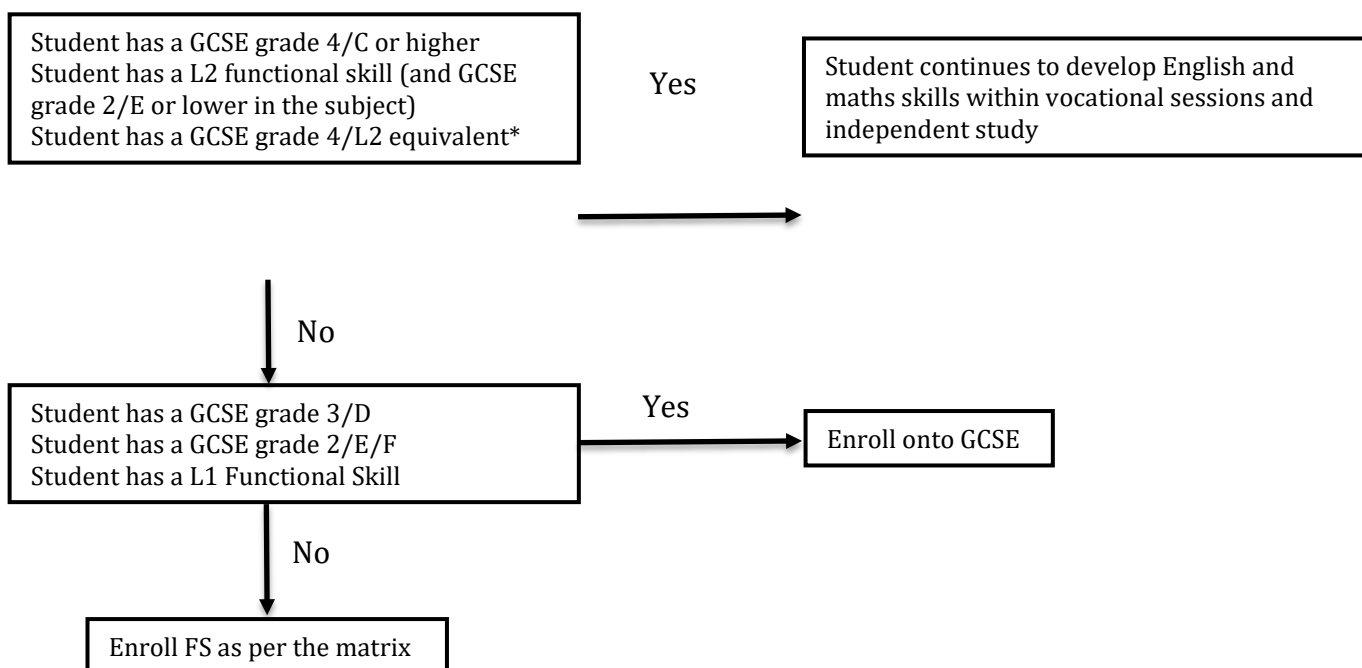
English and Maths provision	<ul style="list-style-type: none">• Students aged 16-18, at enrolment, who do not yet have Grade A* to C / 9 to 4 or L2 in GCSE English and/or maths must take either GCSE or Functional Skills as a stepping stone to achieving GCSE grade A* to C / 9 to 4• Students aged 16 – 24 with an EHCP who have yet to achieve grade A* to C / 9 to 4 or L2 in GCSE English and Maths will continue to study towards achieving them by taking a GCSE or appropriate stepping stone qualification• Exemptions from studying towards recognised English and maths qualifications will be applied where supportive evidence is available within an EHCP and from the college's specialist assessor
General Principle and Levels of Study	<ul style="list-style-type: none">• The level of English and maths studied will be based on previous qualifications and initial assessment. Generally:<ul style="list-style-type: none">○ English / Maths GCSE Grade F / 1 or below = Entry Level/Level 1 Functional Skills (level determined by initial assessment results)○ English / Maths GCSE Grade E / 2 = GCSE (full-time students), FS (Part-time students)○ English / Maths GCSE Grade D / 3, Functional Skills Level 1 = GCSE (full-time students), FS (Part-time students)○ English/Maths GCSE Grade A* to C / 9 to 4 or L2 Functional Skill = Continued development of English and maths skills in vocational sessions and independent study
Delivery model	<ul style="list-style-type: none">• Functional skills – Each functional skill will be timetabled for 1½ hrs per week (1 x 1½hr sessions)• GCSE – Each GCSE will be timetabled for 3hrs per week (2 x 1½hr sessions)• Vocational sessions - Promotion of English and maths skills development in all other sessions and via assessment feedback• Homework and independent study - Students will be expected to do work outside of the classroom to continue to develop their English and maths skills

The Procedure

Enrolment Process: New Students

When students enrol at the GCSE confirmation events (August 2021), the English and maths qualifications and grades the student enters during the online enrolment process will be verified by the Admissions team as an ongoing process. Following the final confirmation event the MIS team will then enrol students in UNIT-e onto the appropriate English and Maths qualification and level using the following rules:

English and maths enrolment decision tree (full time 16 – 18 study programme and students with an EHCP)



Entry qualification	Qualification level**
GCSE grade 1 or FS E3	FS Level 1
GCSE grade F	FS Level 1
GCSE grade U	FS Entry Level 3
No qualification	GCSE

* Overseas qualifications must be checked on UK NARIC and equivalency recorded by MIS

**Level of qualification can be amended based upon results of assessments and testing

Exemptions from studying towards a recognised English and maths qualification should be submitted to MIS by 1st November

Enrolment Process: Continuing students

Following Awards Boards in June 2021, 'Progression Board' forms will be completed for all courses and these will include indicative English and / or maths qualifications and levels to be studied in 2021/22 following the rules above; these enrolments will be confirmed following the publication of GCSE / functional skills results during the summer period and UNIT-e updated. MIS will put the learners into their relevant groups as indicated on the 2021/2022 timetables. This information will be circulated to curriculum teams and the English and maths team during core week to verify that learners are in the correct group.

Groups:

On the 1st of September 2021 MIS will produce and distribute to CAMs and CTLs, where appropriate, a spreadsheet of GCSE/FS English and Maths enrolments and allocated groups. Staff will then be able to check, amend and add learners to their appropriate English and Maths group. An information document will be provided that will indicate the eligible groups that learners can be placed. For example Equine students who just need to do a Maths GCSE will only be able to be allocated to group 'x' (if there are circumstances that this cannot happen then the English and maths CTL needs to be informed). Students need to be enrolled correctly and in their correct groups by the 11th September 2021.

Timetabling:

All GCSE students will be enrolled on 2 x 1½ hour sessions per subject, these will be paired sessions and each subject session will be on a different day.

All Functional Skills students will be enrolled on 1 x 1½ hour session per subject.

Timetables, for full-time and part-time 16-18 study programmes, will be designed to enable students to attend both subjects, where required, without impacting upon the delivery of other elements of the study programme.

Assessments:

Functional skills

Students enrolled on functional skills will be entered for each element of the qualification when they ready and have reached the level of which should enable them to pass. This may mean with FS English there is a period of several weeks/months between attempting each element.

GCSEs

All students will be entered for the Summer sitting of GCSE examinations. Entries into the November series, however, will be considered on an individual case-by-case basis. As a guideline a student within 5 marks of the grade 4 in the Summer exam sitting would be in scope for entry. However, students outside of this range may be entered if there were extenuating circumstances impacting upon their performance. For November 2021, the college will follow Department for Education and Ofqual guidance on GCSE English and maths entries. All students who sit the November exam series are expected to continue attending their scheduled English and/or maths sessions until the results are released in January. After this date students who achieve a grade 4 or higher will no longer be required to attend English and/or maths sessions. Those students who do not achieve a grade 4 or higher must continue to attend timetabled sessions in preparation for entry into the Summer GCSE exams.

This policy supersedes any other policy and procedural guidelines, which may be in other existing University College documents. Writtle University College may amend this policy from time to time and any such amendments will be notified via the website, through Writtle Weekly or by email.

If this information is difficult to access, read or understand it can be provided in another format, for example in Braille, in large print, on audiotape, in another language or by someone talking it through with you.

Version Control

Version Number	Purpose/Amendment	Date
2.1	Update for 2016/17	24/08/2016
2.2	Update for 2017/18	08/08/2017
2.3	Update for 2018/19	24/07/2018
2.4	Update for 2020/21	08/06/2020
2.5	Update for 2021/22	20/04/2021