



iGCSE and A level Study Conduct Policy

iGCSE course at NIA

Year 10 and 11 students follow the iGCSE study programme at NIA Secondary. Besides Mathematics and English which are compulsory subjects they iGCSE students must select from 7 options from the current option blocks.

English	5 lessons
Mathematics	5 lessons
Option 1	3 lessons
Option 2	3 lessons
Option 3	3 lessons
Option 4	3 lessons
Option 5	3 lessons
Option 6	3 lessons
Option 7	3 lesson
PE	1 lessons
Islamic Studies/Careers	2 lessons
Tutor Period	1 lesson

If year 10 and 11 students are struggling with the volume of work however, there is an option for them to drop some of their subjects (not more than 3). This process can take place at any point of the academic year; student must obtain a parental written permission and an SMT approval. Where possible students will 'double up' on a subject which they already study in another option block. If this is not available then student is still required to attend all classes and be registered, however student then works independently in the back of the class, not participating in the subject they dropped.

In Year 10, summative assessment takes place at the end of each term and students' progress is reported on three times a year. In Year 11, summative assessment takes place at the end of October, November, December and the start of January and in March via Mock examinations which are compulsory for all students. The results are reported on to parents after each Mock.

Some of Year 10 students may sit their iGCSE exams in Year 10 at NIA Secondary. This is called a Fast track programme and only students with an A*- B (9-6) grade in the subject who achieve a minimum of 60% in December/January Mock exams can apply. Students who opt for fast track in Year 10 and wish to sit 3-4 iGCSE exams at the end of Year 10 may have a reduced timetable to only 5 subjects in year 10 and then 4 subjects in total of which 3-4 are different subjects in year 11.

Year 11, 12 and 13 students may register for iGCSE exams in October, January and May/June also for fast track or resit purposes.

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At NIA we wish to motivate students to maintain highest possible standards at all times, however as the final year of the iGCSE course is very crucial, Year 11 and 12 students are placed on a contract where they are made aware of their duties and responsibilities and the consequence should they not observe these:

- **Attend all lessons**: if your attendance in a **subject** falls below **80%**, including **unauthorised absences**, as a consequence of lateness in each Term, you will not being registered for iGCSE or AS/A2 examinations at NIA Secondary in accordance with the MOE guidelines, or you will be unregistered if the registration already has taken place, without any reimbursement of the registration fees (attendance will be recorded up to the first examination in the May/June series when students will start their study leave. Students may miss 1 day prior to their exam). Attendance will be recorded in each subject separately.
- **Arrive to all lessons punctually** (3 lates will count as 1 unauthorised absence).
- **Attend designated Year 11 and 12 Mock examinations on Saturdays and during the school week**, extra tutoring sessions, assemblies, and seminars. **Students absent for October and November Mock** examinations (except for serious medical or other reasons) will be **graded a U** in each exam they miss. **Students absent for December/January Mock** examination will **not be issued with predicted grades**.
- **Complete all tasks** and adhere to the published dates on the Academic Calendar for the **completion of coursework**. Collect stamps each day.
- **Maintain high study conduct** – students will only be registered for AS exams at NIA in subjects which they pass in Mock 3 exam (achieve A*-E grade, 9-3 grade as applicable), not the subjects they fail (receive F-U grade or 2-1 as applicable). **This does not include the core subjects Maths and English**.
- Abide by the School Dress Code.
- Have a positive work ethic and arrive at each lesson fully prepared with the correct equipment.
- Respect others' right to learn in lessons and when using other school facilities (e.g. Library, Study Room) and never adversely affect the learning of others.
- Understand that study periods are built into the timetable to assist with the demands of the courses and should be used for coursework, presentations or preparation for assessments and examinations.
- Abide by the guidelines given by the school Code of Conduct and the Student Handbook.

If the points above are not observed, it may lead towards further disciplinary procedures and sanctions such as no registration for/deregistration from iGCSE or AS/A2 examinations at NIA (all subject with the exception of Maths and English) and result in proceedings towards permanent exclusion or not being re-enrolled into the next academic year.

After a conclusion has been made about student not being registered for an exam(s) at NIA Secondary, the student in question may appeal via YEAR 11 and 12 CONTRACT EXEMPTION REQUEST form to the SMT where a collective decision is made on case by case basis, where the student's effort, behaviour, attitude towards learning, attendance and Mock 1 and 3 results will be taken into consideration together with January modules grades. SMT will consult the student's subject teacher and Head of Department before



they make the final decision. After a successful appeal takes place, students may be registered at NIA for double/triple fees as applicable based on the date.

In order to progress from Year 11 into Year 12 students must obtain a minimum 5 iGCSE subjects A*-C or 9-4. In some cases students with 5 iGCSEs A*-D and 9-3 may be conditionally accepted into Year 12 at NIA, however these students must sign an additional contract which stipulates further responsibilities which include to successfully resit their iGCSE examinations. The target as per the MOE is for Year 11 students to achieve a minimum of 7 iGCSEs A*-D or 9-3 so they can then progress onto 3 AS courses (or 1 A level and 1 AS); however it is also possible for students with 5 iGCSEs A*-D or 9-3 to progress into year 12, however they must then study 4 AS courses or 1A level and 2 other AS subjects.

Students who do not achieve 5 iGCSE A*-D or 9-3 cannot be promoted into Year 12 at NIA and should they wish to stay they must repeat Year 11.

A level course at NIA

Our Sixth Form Programme is based around the first and second year of A-levels which we believe promote the best basis for higher education. Courses for Year 12 are known as AS (Advanced Subsidiary) or IAS (International Advanced Subsidiary) and Year 13 as A2.

In Year 12 students are expected:

- to study **FOUR** subjects at AS Level. These will be completed in the Summer of Year 12. Each AS will count as being equivalent to half of a full A Level.

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Option 1	7 periods
Option 2	7 periods
Option 3	7 periods
Option 4	7 periods
Self study/IELTS	4 periods
Islamic/Study skills	2 periods
Tutor period	1 period

- to undertake a Professional Development Programme which will include Careers Guidance and a range of topics designed to broaden your education to increase your awareness and maturity. This will include the opportunity to develop personal responsibility and leadership.
- work independently at home and in school during self-study.

Some students may leave directly after Year 12 with their AS qualifications whilst others will continue.



In Year 13 students are expected:

- to study THREE subjects at A2 Level (you may only select a subject which you studied and passed at AS Level. A2 Level will count as the other half of a full A level.

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Option 1	8 periods
Option 2	8 periods
Option 3	8 periods
Self study	8 periods
Islamic/Study skills	2 periods
Tutor period	1 period

- to undertake a Professional Development Programme which will include Careers Guidance and a range of topics designed to broaden your education to increase your awareness and maturity. This will include the opportunity to develop personal responsibility and leadership.
- work independently at home and in school during Self study.

All Year 12 and 13 students are placed on a contract with outline duties and responsibilities above.

There is an option for all Year 12 and 13 students to follow **individual study plans** where they can combine iGCSE resits, IAS and IAL courses in one year including self-study of a maximum of two subjects as per their needs. Parental permission and SMT consultation is necessary for this process (please note that year 11 students are not allowed to fast track AS courses in year 11 as students are not allowed to jump from one Key stage to another. Fast track is only possible within KS4 and within KS5).

Appendix - Year 11, 12 and 13 Student Contracts

Year 12 and 13 Contract - General

As a member of Year 12 or 13 group, you are working intensively towards your a-level examinations. Work in Year 12 and 13 is demanding and students must take increased responsibility for their own learning. This document sets out what you have the right to expect from Newton International Academy and also what we expect from you, in order to provide you with the opportunity to succeed.

We will undertake to:

- Provide the teaching and assessment necessary for you to complete all courses.
- Monitor progress carefully and give pastoral care. Students are offered help and support when needed.
- Set work regularly, mark and return it within an agreed time.
- Ensure that you and your parents or guardians know the progress you are making.
- Organise four Mock examinations over the course of the year.
- Devise strategies to support you if you are not making satisfactory progress.
- Provide help and appropriate guidance regarding careers and higher education.
- Monitor your attendance and inform your parents after the 4th and 8th unauthorised absences and if you reach 80%.
- Offer extra IELTS tuition and supervised self-study.

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- Recognise and reward good effort and progress.

You are expected to:

- **Attend all lessons:** if your attendance in a **subject** falls below **80%**, including both **authorised and unauthorised absences and unauthorised absences as a consequence of lateness** in each Term, you will not being registered for AS examinations at NIA Secondary in accordance with the MOE guidelines, or you will be unregistered if the registration already has taken place, without any reimbursement of the registration fees (attendance will be recorded up to the first examination in the May/June series when students will start their study leave. Students may miss 1 day prior to their exam). Attendance will be recorded in each subject separately.
- **Arrive to all lessons punctually** (3 lates will count as 1 unauthorised absence).
- **Attend designated Year 12 and 13 examinations on Saturdays and during the school week**, extra ECA academic support sessions, assemblies, and seminars. **Students absent for October/November Mock examinations** (except for serious medical or other reasons) will be **graded a U** in each exam they miss. **Students absent for December/January Mock examination will not be issued with predicted grades.**
- **Complete all tasks** and adhere to the published dates on the Academic Calendar for the **completion of coursework**. Collect stamps each day.
- **Maintain high study conduct** – students will only be registered for AS exams at NIA in subjects which they pass in Mock 3 exam (achieve A-E grade), not the subjects they fail (receive U grade).
- Abide by the School Dress Code.
- Have a positive work ethic and arrive at each lesson fully prepared with the correct equipment.
- Respect others' right to learn in lessons and when using other school facilities (e.g. Library, Study Room) and never adversely affect the learning of others.
- Understand that study periods are built into the timetable to assist with the demands of the courses and should be used for coursework, presentations or preparation for assessments and examinations.
- Abide by the guidelines given by the school Code of Conduct and the Student Handbook.

I fully understand that should the points above are not observed, it may lead towards further disciplinary procedures and sanctions such as no registration for AS examinations at NIA and result in proceedings towards permanent exclusion.

Student name: _____ Class: _____

------(Parent) Date-----

------(Pupil) Date-----

------(Head of Year 12&13) Date-----

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Year 12/AS subject – Conditional entry contract

Student Name: _____

Tutor Group:	Date of birth:	Age:	Nationality:
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1] Background

Your son/daughter **did not pass the entrance criteria** for Year 12 at NIA (A* - C in 7 iGCSE exams) or into a specific subject (Mathematics: A*-B (9-6); English: A*-B; all other AS subjects A*-C, (9-4) and has been **conditionally accepted** into Year 12/ _____ (subject) in the academic year ... subject to meet the conditions listed below.

2] Start Date in Year 12:

3] The following will be closely monitored and reviewed by Dr. Tereza Woolgar, Head of Secondary, at the end of January

- **Attend all lessons:** if your attendance in a **subject** falls below **80%**, including **unauthorised absences**, as a consequence of lateness in each Term, you will **not be registered** for AS examinations at NIA Secondary in accordance with the MOE guidelines, or you will be **unregistered** if the registration already has taken place, without any reimbursement of the registration fees (attendance will be recorded up to the first examination in the May/June series when students will start their study leave. Students may miss 1 day prior to their exam). Attendance will be recorded in each subject separately.
 - **Arrive to all lessons punctually** (3 lates will count as 1 unauthorised absence).
 - **Effort in lessons and behaviour**
 - **Completion of homework**
 - **Academic progress** – your son/daughter will not be registered for AS exams in the subjects he/she studies at NIA unless he/she **passes at least 2 Mock exams, one of which must be Mock 3 exam** (obtains an A-E grade in Mock 1, or 2 and 3; October, November and December/January). For example, the minimum grades necessary for registration are: U, E, E in Mock 1, 2 and 3 in Mathematics.
 - **Pass iGCSE resits** during this academic year (please note that NIA Secondary will only be able to support your son/daughter via ECAs after school).

4) If above mentioned points are not achieved by the end of January and then on an ongoing basis throughout Term 2 and 3, your son/daughter will not be allowed to sit AS exams at NIA Secondary in Term 3 (or will be unregistered if the registration already had taken place). Final Review will take place as outlined above with the classroom teacher, SMT and Parents will be advised about the outcome in Term 2 or 3.

Date:	Signature of Parents:
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SMT Signature: _____ Student signature: _____



Year 11 Contract - General

As a member of Year 11 group, you are working intensively towards your iGCSE examinations. Work in Year 11 is demanding and students must take increased responsibility for their own learning. This document sets out what you have the right to expect from Newton International Academy and also what we expect from you, in order to provide you with the opportunity to succeed.

We will undertake to:

- Provide the teaching and assessment necessary for you to complete all courses.
- Monitor progress carefully and give pastoral care. Students are offered help and support when needed.
- Set work regularly, mark and return it within an agreed time.
- Ensure that you and your parents or guardians know the progress you are making.
- Organise four Mock examinations over the course of the year.
- Devise strategies to support you if you are not making satisfactory progress.
- Provide help and appropriate guidance regarding careers and higher education.
- Monitor your attendance and inform your parents after the 4th and 8th unauthorised absences and if you reach 80%.
- Recognise and reward good effort and progress.

You are expected to:

- **Attend all lessons:** if your attendance in a **subject** falls below **80%**, including **unauthorised absences**, as a consequence of lateness in each Term, you will not being registered for iGCSE examinations at NIA Secondary in accordance with the MOE guidelines, or you will be unregistered if the registration already has taken place, without any reimbursement of the registration fees (attendance will be recorded up to the first examination in the May/June series when students will start their study leave. Students may miss 1 day prior to their exam). Attendance will be recorded in each subject separately.
- **Arrive to all lessons punctually** (3 lates will count as 1 unauthorised absence).
- **Attend designated Year 11 Mock examinations on Saturdays and during the school week**, extra tutoring sessions, assemblies, and seminars. **Students absent for October and November Mock** examinations (except for serious medical or other reasons) will be **graded a U** in each exam they miss. **Students absent for December/January Mock** examination will **not be issued with predicted grades**.
- **Complete all tasks** and adhere to the published dates on the Academic Calendar for the **completion of coursework**. Collect stamps each day.
- **Maintain high study conduct** – students will only be registered for iGCSE exams at NIA in subjects which they pass in Mock 3 exam (achieve A-E grade), not the subjects they fail (receive F-U grade).
- **Final decision about the Core/Extended/1st or 2nd language English exams entries will be made by the HOD English after Mock 2 and Mock 3.**
- Abide by the School Dress Code.
- Have a positive work ethic and arrive at each lesson fully prepared with the correct equipment.
- Respect others' right to learn in lessons and when using other school facilities (e.g. Library) and never adversely affect the learning of others.
- Abide by the guidelines given by the school Code of Conduct and the Student Handbook.

I fully understand that should the points above are not observed, it may lead towards further disciplinary procedures and sanctions such as no registration for IGCSE examinations at NIA and result in proceedings towards permanent exclusion.

Student name: _____ Class: _____

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------(Parent)

Date-----

------(Pupil)

Date-----

------(Head of Year 11)

Date-----