



# **The Thomas Adams School**

## **Policy Statement**

### **Curriculum Procedures for Disapplication of Students**

Updated September 2022

Reviewed by Governors

## **Thomas Adams School Curriculum Procedures for the disapplication of students**

The Governing Body of Thomas Adams 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 Education, 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) Due to the sensitive nature of certain topics in our "My Future" Drop-Down Days, students (via liaison with the pastoral team or direct contact from parents / carers) maybe disapplied from certain lessons.
- 5) Temporary disapplication / set changes 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.

- 6) 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. An example of this is extraction from MFL to allow targeted students additional support in numeracy and literacy. 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:**

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.

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 Year/SLT 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.
- 3) **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.