

14-16 Year Old Policy 2025-26

1 Overview Information

Lead Responsible:	Head of Curriculum Pathways
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Introduction and Aims of Policy

Capel Manor College recognises it has a responsibility to encourage excellence in attendance, punctuality, safety and behaviour for all students but in particular in relation to 14-16-year-old students. This policy seeks to outline how the college aims to do that. Our key focus is to raise students' aspirations by working in partnership with students, their families, schools to increase the potential for every student to achieve whilst ensuring that students are safe when at college. Capel Manor College has experience of supporting students aged 14-16 and continues to work closely with Schools, Local Authorities and parents to ensure that young students with an interest in land based studies have an opportunity to succeed where traditional schooling has not been appropriate for them.

In order to enable effective teaching and learning to take place, safe practices and behaviour in all aspects of College life is necessary. The College seeks to create a caring, supportive learning and safe environment by:

- Encouraging and acknowledging good behaviour
- Promoting self-esteem by encouraging students to value and respect themselves and others.
- Providing a safe environment free from disruption, violence, bullying and any form of harassment or threat, including on line safety
- Promoting early intervention and support
- Encouraging a positive relationship with parents and carers to develop a shared approach to the implementation of the College's 14-16 policy.
- Making clear which behaviours and conduct are unacceptable.

The College has a range of policies in place to ensure the safety of all students, in order to meet the additional requirement of students aged 14 – 16 and to ensure their safety in a post 16 environment the college will:

- Liaise with schools, Local authorities and parents and carers, to ensure that the college can meet the needs of all 14-16 students before they join
- Work with schools to complete the necessary risk assessments and ensure that attendance records are sent in a timely manner
- All 14-16 year olds are assigned a course manager/tutor who is responsible for monitoring attendance, and progress and that the wellbeing and pastoral needs of the students are met
- 14-16-year-old students will wear a different coloured lanyard to ensure they are easily identifiable
- Registers will be taken at every morning and afternoon and all necessary people internally and external to Capel Manor College will be informed by 10:00 if there has been an unauthorised absence recorded
- 14-16-year-old students will be supervised by their own support staff supplied by the school, during breaks and lunch

This policy should be read in conjunction with: Safeguarding and Protecting Vulnerable Adults policy, Equality and Diversity Policy, Anti bullying policy, Student Code of Conduct and Prevent Strategy.

Student Code of Conduct

As a student, at Capel College, all 14-16-year-old students will be expected to behave in a way that creates an environment where teaching staff can deliver fun and unmissable lessons, and all students can learn, and make progress, to achieve to their maximum potential by ensuring they:

- Arrive at College on time and be punctual for all lessons.
- Bring the equipment needed and be prepared for learning.
- Enter the classroom calmly, following instructions given by the teacher.
- Put away mobile phone and any other items which may cause a distraction in lesson, unless instructed otherwise by the teacher
- Actively engage in all lessons.
- Show respect for your own learning and that of others.
- Complete all work to the best of your ability
- Listen to members of staff and following instructions politely and calmly.
- Treat the College's property with respect and not deface buildings or drop litter.
- Treat all College staff and fellow students with respect

Key Responsibilities

The Deputy Principal will ensure:

- Appropriate policies and procedures to safeguard and promote students' welfare are followed.
- That there are procedures in place to deal with allegations of bullying.
- The conduct of students towards each other is covered in the College's Student Behaviour Management Policy, and any behaviour or disciplinary issues are dealt with accordingly.

The DSL/DDSL will:

- Monitor and report any safeguarding referrals and/or incidents, ensuring all incidents are recorded by staff on My Concern. Liaise with the appropriate external agencies and where appropriate refer incidents to Social Care and/or the Police
- The DSL will liaise closely with the DSL from the school to agree actions following any safeguarding incident/concern and act in a timely manner to ensure the safety of all students whilst on a college site

The Curriculum Area Manager/vocational teacher will:

- Support 14-16 students to integrate in the College environment
- Monitor attendance and academic progress
- When appropriate, notify parents/carers and lead a meeting to discuss progress
- Invoke the College's Behaviour Management Policy when necessary
- Provide regular updates to the placing school as agreed on a case by case basis

All staff will ensure:

- Safeguarding processes are followed around all 14-16 students
- Recognise the lanyard worn by the 14-16 students and act in accordance with the necessary policies

Admissions Process

Application for places at the College for 14-16 students are made directly to the Head of Pathways in conjunction with other College staff members, including Learning support managers, carefully considers and assesses the needs of each individual student, against the College environment and the skills and expertise of the staff team.

Interested young people and their parents/carers are invited to visit the College and are interviewed to discuss individual needs and the offer. Once an application is received and an Interview has taken place, consideration is given to an offer of a place.

When a place is offered, the College liaises closely with referring schools, parents/carers and other outside agencies as appropriate. Additional needs are identified before a student starts College. The College does not accommodate students for whom physical intervention to control behaviour is a planned part of their personal development strategy, or where their learning levels have been assessed to be below Entry level 2.

The College supports applications from students on roll at other schools or institutions, where it is deemed a College course would be a more suitable alternative for a young person and that young person has an interest in land based studies.

Reasons why a student may not be offered a place on their preferred programme of study

The College aims to provide all applicants with a programme of study which suits their individual needs. A student will not be admitted to a programme if:

- They are unable to demonstrate that they hold the minimum entry requirements;
- They are seeking to undertake a programme which is not in their best educational interest;
- They are considered unfit to study (see Fitness to Study Policy);
- They have a criminal conviction which presents a risk to other students or that bars them from certain areas of work and they wish to follow a programme which would normally lead to that type of work;
- They have behaved inappropriately whilst on College premises or a reference indicates they have displayed poor behaviour or attitude in a previous education provider;
- There are other circumstances which question their suitability for a course;
- References from other education providers indicate they are unsuitable for a course;
- The College deems the adjustments needed to the estate or study programme as unreasonable as per the Equality Act 2010.

Appeals to Admissions

Whilst the college aims to be fully inclusive and offers a range of programmes to suit individuals' aspirations, ambitions, needs and previous experiences there may be occasions where an admission application is declined.

- Where applicants are refused a place at the College, they have the right to appeal against the decision.
- On receipt of the refusal an applicant has 5 working day in which to appeal the decision.
- Appeals must be made in writing to the Deputy Principal Curriculum,
- The letter of appeal must set out reasons for appeal.
- On receipt of the letter of appeal from the applicant the Deputy Principal, or their nominee, will respond within 5 working days to invite the applicant to an appeals panel.
- The Deputy Principal will make a final decision within 5 working days and respond in writing with the decision.
- The Deputy Principal's decision is final, and no further right of appeal is available.

Safeguarding

Capel Manor College fully recognises its' responsibilities for safeguarding students and that students with additional learning needs and disabilities are particularly vulnerable and at greater risk from all forms of abuse.

Where 14-16 students are accessing the College, any safeguarding concerns will be reported to the Designated Safeguarding Lead (DSL) or deputy DSL as per the Safeguarding and Child Protection Policy. The DSL will liaise closely with the DSL from the young person's school. If any emerging safeguarding concerns are raised, the DSL at the student's school will take the lead liaising with external agencies and continue to work closely with the DSL at Capel Manor College.

Attendance

- Students are expected to attend all lessons on time and wear their College lanyard at all times.
- Students or their parent/carers are expected to inform the College if they are not going to be attending College due to illness etc.as soon as is practicably possible.
- Students attendance is closely monitored by their allocated Course Leader who is notified if there is any unauthorised absence.

Exclusion

A range of penalties, outlined in the College policy may be awarded following a disciplinary hearing. Please see the Student Code of Conduct and Disciplinary Policy for further information.