

Recurring Policy – Updated January 2024

Financial constraints have had an effect on the options and choices available to our students. There is now greater demand for places on every course and as such, some subjects are over-subscribed. This situation is made even more difficult when students begin courses in June, then reprioritise when they receive their results in August. Re-coursing such students has proven difficult in previous years and it has therefore been necessary to offer guidelines to all students, parents and carers on re-coursing procedures. Further, can Peebles High School emphasise the importance of the support of all Parents & Carers in this policy.

1. Peebles High School is dedicated to pursuing excellence for its learners and as such we do not support the dropping of subjects. Students will be supported to complete each course that they begin, **and is the agreement entered into upon returning for S5 & S6 at PHS.** Extensive support is offered in January and February including careers interviews and pastoral course choice conversations to ensure a pupil's choices really are the best choices.
2. In June, pupils will be allocated to levels/classes based on BGE Levels and SQA estimates and teachers' recommendations. Such recommendations will take any additional needs into account.
3. Please choose Reserve subjects carefully – these are considered a valid choice and young people may be expected to sit this subject.
4. Places in June are provisional and will be dependent on SQA exam results obtained by students and any recommendations made by staff for S5 & S6.
5. Students who do not meet the recommended entry requirements but who still wish to study a particular course have the right to do so provided there is a space in such a course. Students who do meet the recommended entry requirements will be given priority and this includes priority over students who have not met the entry requirements but already have a provisional place on the course.
6. If it is necessary for young people to be recoursed, young people should email pastoral and wait for an appointment. Pupils, parents and carers should not consider any such requests to have been granted until specific email confirmation has been received. Until such confirmation is received, pupils must attend their timetabled classes as appears on SEEMiS as a safeguarding requirement.
7. In August, new S6 students who wish to repeat a subject should firstly discuss this with the Principal Teacher (Curriculum) before making an appointment to see their Pastoral teacher. If they still wish to study the subject, they will continue to follow their June timetable and will be placed on a waiting list for their re-sit course. This does not apply to those students who elected to do a course over two years or students opting for the same course but at a different level of qualification. Waiting lists will not be in rank order and will be held with Mrs George in the school office.
8. Waiting lists will be held for one school week. If places are still available after this then the Principal Teacher (Curriculum) will liaise with the Depute Head who has responsibility for that particular curriculum area, in order to make decisions on the offer of places in the subject. This will be based on evidence of previous performance.
9. If no space is available, re-sit students will have to either stay in their original choice or be re-coursed into a subject where there is space.

10. There is capacity for some course change New S2s and New S4s before Summer holidays following course choice input. However, there will be no changes after this time unless in exceptional circumstances.
11. In exceptional circumstances, some young people return to school beyond the school leaving age. In such cases, these young people will also be placed on waiting lists and the above bullet point applies.
12. Any students who enrol in PHS in August will also be placed on waiting lists if they do not meet the entry requirements for their chosen subjects.
13. If it is necessary to change a student's presentation level at any time, this will be communicated to parents in writing by the Principal Teacher Curriculum, with a copy of any correspondence passed to Pastoral staff.
14. Any student who withdraws from a course after the SQA presentation lists are submitted in March may be asked to pay the presentation fee