

Recoursing Policy – Updated December 2024

There is greater demand than ever for places in our school courses, and as such some subjects are over-subscribed. This situation can continue into August when young people reprioritise their courses on receipt of their exam results. Recoursing such young people has proven challenging in previous years and it has therefore been necessary to offer guidelines to all young people, parents and carers on recoursing procedures. Can Peebles High School please 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. Young people 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 young people's choices really are the best choices.
2. Please choose Reserve subjects carefully – these are considered a valid choice and young people may be expected to sit this subject.
3. In June, young peoples 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.
4. Places in June are provisional and will be dependent on SQA exam results obtained by young people and any recommendations made by staff for S5 & S6.
5. Young people 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. Young people who do meet the recommended entry requirements will be given priority and this includes priority over young people who have not met the entry requirements but already have a provisional place on the course.
6. In August, new S6 young people who wish to repeat a subject following exam results 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 young people who elected to do a course over two years or young people 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.

7. 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.
8. If no space is available, re-sit young people will have to either stay in their original choice or be re-coursed into a subject where there is space.
9. 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.
10. Any young people 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.
11. 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.
12. Any student who withdraws from a course after the SQA presentation lists are submitted in March may be asked to pay the presentation fee
13. If it is necessary for young people to be recoursed, young people should email pastoral and wait for an appointment. Young peoples, 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, young peoples must attend their timetabled classes as appears on SEEMiS as a safeguarding requirement.
14. There is capacity for some course changes for 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.