

# **COPPERFIELD COLLEGE STUDENT PROMOTION POLICY**

## **1.0 Rationale:**

Copperfield College has a formal approach to ensure that students possess the skills and knowledge necessary to progress to the following school year. Promotion from one year to the next is not guaranteed. The requirements for promotion from each year level will vary, taking into account the needs of individual students.

## **2.0 Guiding Principles:**

The policy aims to;

- Encourage and motivate students to maximise their work ethic and performance.
- Provide clear expectations to students, their parents/guardians and the teaching staff.
- Ensure students are given the best possible chance for success.

## **3.0 Requirements**

### **3.1.0 Attendance**

Students are required to attend 90% of timetabled classes over a semester, consistent with the college attendance policy (Refer to the Copperfield College Attendance Policy)

### **3.2.0 Exams**

From Year 9 onwards non-attendance at and/or poor performance on exams will be taken into consideration by Promotion Panels.

### **3.3.0 Additional requirements specific to each year level**

#### **3.3.1 Year 7 and 8**

The expectation will be that all Year 7 and 8 students will be promoted. In the exceptional circumstance where there has been no evidence of student progress, or students demonstrate severe literacy difficulties, cases may be referred to the Promotion Panel.

#### **3.3.3 Year 9 to Year 10**

To successfully complete Year 9, students must show progress in terms of standards, and are expected to satisfactorily complete set work. Students who do not meet these requirements will be referred to the Promotion Panel.

#### **3.3.4 Year 10 to Year 11**

In order to progress to Year 11, students must satisfactorily complete two semesters of English, plus eight additional semester subjects. Students must show progress in terms of standards, and are expected to satisfactorily complete set work.

Students who do not satisfactorily complete 2 or more subjects in semester one will be required to attend an interview with their parents and their Team Leader/Campus Leader.

The purpose of the interview is to;

- Gain parental support in assisting improved student learning outcomes.
- Implement strategies for improving student learning in Semester 2.
- Establish an agreed process for monitoring student learning.

Students who do not satisfactorily achieve the promotion requirements will be referred to the Promotion Panel.

### **3.3.5 Year 11 to Year 12**

In order to progress to year 12, students must satisfactorily complete 75% of subjects/units undertaken in year 11, including at least one unit of English. Therefore students in year 11 are required to successfully complete 9 out of 12 units.

Students who do not satisfactorily complete 2 or more units in semester one will be required to attend an interview with their parents and their Team Leader, Campus Leader and/or Campus Principal.

The purpose of the interview is to;

- Gain parental support in assisting improved student learning outcomes.
- Implement strategies for improving student learning in Semester 2.
- Establish an agreed process for monitoring student learning.

Students who will not satisfactorily achieve the promotion requirements will be referred to the Promotion Panel.

### **4.0 Special Consideration**

Pathways for students on modified curriculum programs, eg: SLD, DI or students with special needs will be taken into account when determining referrals to the Promotion panel.

Extenuating circumstances may be considered in determining a student's suitability for promotion.

### **5.0 Promotion Panel**

#### **5.1 Purpose of the Promotion Panel**

Students who have not met the promotion requirements as per this policy will be referred to the Promotion Panel, where the panel will review all information and make a decision.

Promotion Panel decisions may include;

- Promotion to the next year
- Repeating the year level and/or subjects
- Referrals to MIPS Programme and Welfare Personnel to discuss alternative program and/or pathways
- Further opportunity for redemption

#### **5.2 The Promotion Panel will consist of;**

- Principal Class and /or Nominee
- Team Leader
- Student Welfare/Pathways Coordinator

Consultation will take place between Campus Principals, Campus Leaders, Team Leaders, the student's classroom teachers, the student and their parents in making a decision regarding their promotion.

### **6.0 Implementation/Guidelines**

College staff should refer to the Implementation Guidelines

### **7.0 Support**

The college provides programs that endeavour to maximise the success of each individual student, eg Mentor /Directions, Challenge Days and Literacy Program.

### **8.0 Evaluation**

This policy will be reviewed annually in relation to its impact on improving student learning.

**This policy was ratified by School Council in (Month/Year)**

### **Implementation/Guidelines**

## **Teachers**

Teachers need to provide the students with clear expectations and guidelines as to what is required for them to be successful in their subject. The student must be given the opportunity to redeem unsatisfactory work within a reasonable timeline.

Where teachers have concerns about a student not meeting the requirements for their subject, they must promptly inform a Team Leader.

## **Team Leaders**

The Team Leader will;

- Inform students and parents of the attendance and promotion requirements.
- Liaise with Welfare/Transition Coordinators and the previous years Team Leader to ensure that students at risk have been identified.
- Ensure ongoing review and evaluation of student's progress and performance.
- Consult with the student and their parents and keep appropriate records. The consultations should include making all parties aware of the promotion requirements.
- Work with the subject teacher and the student to explore all avenues for the student to be successful.
- Refer the case to the Promotion Panel once all avenues have been investigated, and the student still doesn't meet the requirements for promotion.
- Ensure written notification has been sent to the parents detailing the referral and requesting any additional information parents would like the Promotion Panel to consider.
- Inform the student and their parents of the outcome once the panel has made its decision.

## **Promotion Panel**

A Promotion Panel will be established on each campus in February and remain in tenure for one year.

Where students have not met the promotion requirements their case will be referred to the Promotion Panel.

The Panel may consult with Campus Principals, Campus Leaders, Team Leaders, the student's classroom teachers, the student and their parents to determine a recommendation regarding their promotion.

The panel will review all information and make a recommendation.

Promotion Panel decisions may include

- Promotion to the next year
- Repeating the year level and/or subjects
- Referrals to MIPS Programme and Welfare Personnel to discuss alternative program and/or pathways
- Further opportunity for redemption

The Team Leader will then be informed of the panel's decisions

NOTE: For VCE units the Promotion Panel cannot overturn an unsatisfactory grade for a particular subject.