



## STUDENT PROMOTION POLICY

### 1. RATIONALE

Minaret College implements a whole school approach to the curriculum delivery, assessment and reporting of students' achievements and considers students' wellbeing to assist students progress and move through the year levels.

We encourage our students to maximise their learning opportunities and, at the same time, remind them of possible consequences of not participating fully in the learning programs offered at Minaret College.

### 2. GENERAL CONDITIONS FOR PROMOTION

The progress of students from one-year level to the next is a desirable outcome, however, it is not automatic and some conditions must be fulfilled.

The following factors are considered for all students at Minaret College:

- **Academic results** – Students are required to satisfactorily complete the courses/subjects at the current year level. In Secondary School this includes the core subjects from the English, Mathematics, Humanities and Science groups of subjects which have scored assessment (eg. tests, assignments, presentations, orals, practical tasks, etc) and/or semester exams. In Primary School, students are required to achieve satisfactory results in the core areas of literacy and numeracy and integrated inquiry studies. For the purpose of this policy “satisfactory completion” is defined as per relevant ACARA and VCAA achievement standards.
- **Attendance** – Students are required to attend school regularly, unless a legitimate reason is provided by parents/students and accepted by the respective Head of School. To be considered for automatic promotion to the next year level, students must attain an attendance rate of 90% or above under normal circumstances.
- **Behaviour and Wellbeing** – Students should respect and abide by the Minaret College Student Code of Conduct and Discipline Policy.

### 3. IMPLEMENTATION OVERVIEW

The Classroom Teacher, Year Level Coach, Student Wellbeing Specialist, Curriculum Specialist, Deputy Head of School/Head of School regularly monitor the academic progress and wellbeing of the students.



Parents/guardians are informed through school reports, or earlier if required via school notices, phone calls, emails, student diaries, meetings, etc. In Primary School there are two portfolios (issued in Terms 1 and 3) and two comprehensive reports (Terms 2 and 4), while Secondary School issues interim reports in Term 1 and Term 3 and more comprehensive reports at the end of each semester, followed up by parent-teacher interviews.

If a student is identified to be “at risk” of not meeting the expectations pertinent to their level (academic performance, attendance or behaviour), then the school will organise a meeting with the student and the parent. A written “at risk” notification will be issued to parents.

At the end of each term the Head of School will be responsible for preparing and implementing an action plan to assist “at risk” students meet the expectations. Based on the individual circumstances, the school, in cooperation with the student and their parents, will consider a number of options, such as: additional support, individual learning plans, alternative pathways for Senior School students such as non-scored VCE or VCAL course.

### **3.2 At the conclusion of Semester 1:**

Where the student’s performance, attendance and code of conduct indicate that he/she is **at risk of not meeting** the minimum requirements for promotion at the end of the year, or where, in the case of VCE students, has achieved below the minimum standard in any Unit 1 or 3 studies, students will be referred to the Performance Review Panel.

**The Performance Review Panel** members are:

- Head of School/Deputy Head of School
- Curriculum Leaders (Specialist and Coaches)
- Wellbeing Specialist and Coaches

The Panel will consider any students who have not achieved the minimum standard and determine the most appropriate response:

#### **Level 1 – Head of School’s Performance Review**

- For students **most at risk** of not achieving the minimum standard at the end of the year, or who have received the N result for two or more Unit 1 or 3 VCE studies
- Meeting with the student and parents, Curriculum Specialist/Coach, Student Wellbeing Specialist, Year Level Wellbeing Coach, chaired by Head of School

#### **Level 2 – Year Level Performance Review**

- For students **at moderate risk** of not achieving the minimum standard at the end of the year
- Meeting with the students, parents and Subject Coaches/Teachers, Student Wellbeing Specialist, chaired by Year Level Wellbeing Coach



The Performance Review Panel will consult with the student's teachers and, if applicable, the Careers Coach, Counselling Services and Special/Gifted Education Coach.

The Performance Review Panel may take into consideration the following:

- Individual learning needs
- Individual circumstances
- Level of maturity and resilience

The Panel may implement the following strategies:

- Supported interventions such as the formulation of a study/attendance/behaviour plan
- Regular monitoring by the student's subject teachers and the Curriculum/Wellbeing Leaders
- Regular Performance Review Meetings, including meetings with the student's parents
- Adjustments to the student's academic program, including subject changes
- Work Completion Plans and Behaviour Management Plans
- Referral to Careers Coach

The Performance Review Panel will:

- Communicate the outcomes of the Performance Review Meeting to the student, parents, student's teachers, Curriculum and Wellbeing Specialists, Year Level Wellbeing Coaches, Head of School, Head of Campus and the Executive Principal with two weeks of the end of Semester 1.
- Document the outcomes of the Performance Review Meeting on the student's file

### **3.3 At the conclusion of Semester 2:**

Where the student's performance and school report indicate that he/she **has not met** the minimum standard for promotion, the student will be referred to the Promotion Review Panel. **The Promotion Review Panel** consists of:

- Head of School/Deputy Head of School
- Curriculum Leaders (Specialist and Coaches)
- Wellbeing Specialist and Coaches

The Promotion Review Panel will consider any students who have not achieved the minimum standard and determine the most appropriate response:

#### **Level 1 – Head of School's Promotion Review**

- For students who have not achieved the minimum standard to a **significant** extent
- Promotion Review Meeting with student and parents, Student Wellbeing Specialist, Curriculum Specialist, Year Level Wellbeing Coach, chaired by Head of School

### **Level 2 – Year Level Promotion Review**

- For students who have not achieved the minimum standard to **some** extent
- Promotion Review Meeting with the student and parents, Student Wellbeing Specialist and Curriculum Specialist, chaired by Year Level Wellbeing Coach

The Promotion Review Panel will consult with the student's teachers and, if applicable, the Careers Coach, Counselling Services and Special/Gifted Education Coach.

The Promotion Review Panel may take into consideration the following:

- Individual learning needs
- Individual circumstances
- Level of maturity and resilience

The Promotion Review Panel may implement the following outcomes:

- A review of the student's course selections for the following year
- Completion of remedial work over the school holidays, attendance to remedial classes and sitting for an assessment before the start of new school year
- Adjustments to the student's academic program, including the course of study or year level
- Regular monitoring by the student's subject teachers and the Curriculum Leaders during the subsequent academic year
- Regular performance review meetings, including meetings with the student's parents during the subsequent academic year
- Supported interventions such as the formulation of a study plan and attendance to study sessions during the subsequent academic year
- Work completion and/or behaviour management plans
- Referral to Careers Coach

The student, parents and Promotion Review Panel will complete a Promotion Agreement signed by all three parties.

The Promotion Review Panel will:

- Communicate the outcomes of the Promotion Review Meeting to the student, their parents, teachers, Curriculum Leaders, Wellbeing Specialist and Coaches, Head of School, Head of Campus and the Executive Principal.
- Communicate the Promotion Review Meeting requirements to the student's teachers at the commencement of the next academic year.
- Document the outcomes of the Performance Review Meeting on the student's file.

If the Promotion Review Panel determines a student be denied promotion, then the Panel must submit a report to the Head of Campus, who will then inform the Executive Principal in writing for final approval.

#### **4. MONITORING AND SUPPORTING CONDITIONALLY PROMOTED STUDENTS**

Students promoted after attending a Promotion Review Meeting and completing a Promotion Agreement will be monitored and supported in the following ways:

- The student's subject teachers will monitor student performance and notify the Curriculum Leaders, Student Wellbeing Specialist and Coach of any concerns regarding his/her level of achievement
- The student's subject teacher will support the student through assistance with organising and understanding assessment tasks, including homework, and ensuring the student is aware of the study requirements for tests and SACs
- The Curriculum Leaders will regularly monitor the student and consult with his/her teachers
- The student may be required to attend additional classes such as supervised study periods or catch up classes
- The Promotion Review Panel will have regular Promotion Review Meetings with the student and his/her family. Summaries of such meetings will be recorded on the student's file.

Where a conditionally promoted student does not achieve the minimum standards for promotion, the Promotion Panel will reconvene and the following may occur:

- Adjustments to the student's academic program, including the course of study, year level, certificate or length of program
- Referral to support services (Careers Coach, Counselling)

#### **5. SPECIAL CONSIDERATION**

If a student does not meet the criteria for promotion, the Head of Campus, following an approval by and the Executive Principal, may grant a Special Consideration and conditionally promote those students who experienced some hardship throughout the year, which affected their schoolwork.

The student and their parents/guardians are responsible to inform the Head of Campus in writing and provide the details relating to such a case.

If the application for Special Consideration is successful, the Head of Campus, in consultation with subject coaches and other relevant staff, will set certain requirements for the conditionally promoted student and ensure its full implementation.

Special Consideration will NOT be given if a student has been absent from the school for long periods (e.g. overseas trips, prolonged holidays) and therefore has not been able to satisfactorily complete the required work.

Any decision regarding the retention of students with special needs must involve the Special Education Staff.

## 6. ADDITIONAL REQUIREMENTS FOR SENIOR SCHOOL AND VCE SUBJECTS

In addition to General Conditions for Promotion, the following arrangements will apply to Senior School students.

### 6.2 Enrolment in Year 10

All students in Year 10 are required to take one VCE unit of Religion and Society and one VCE unit of Texts and Traditions (Unit 1 or Unit 2).

Normally, Year 10 students will be offered another VCE subject (Units 1 and 2) as an elective.

Students must achieve a satisfactory result in the relevant study in Year 9 if they wish to undertake a Year 11 subject while completing Year 10, and have a VCE plan endorsed by the VCE Coach.

For example, should students wish to study Business Management Units 1&2 they must pass Year 9 Commerce with an average score of 70% or higher, get the subject teacher's recommendation, as well as have a VCE plan endorsed by the VCE Coach.

The choice of VCE electives may change from time to time. Minaret College reserves the right to make changes to this rule based on class availability and timetabling constraints.

The next table includes the most common VCE subjects offered to Year 10s.

VCE Subject Unit 1&2	Year 9 Subject	Average required
Biology	Science	70% or higher
Health and Human Development	Science	70% or higher
Legal Studies	Humanities	70% or higher
Business Management	Commerce	70% or higher
General Mathematics	Mathematics	70% or higher
Specialist Mathematics	Mathematics	80% or higher
Arts (SA, PDT)	Arts	70% or higher

### 6.3 Enrolment in Year 11

Prior to enrolling in Year 11, all Year 10 students and their parents will be informed about VCE requirements and career options.

Those students who have fulfilled the general conditions for promotion (academic success, attendance and behaviour requirements) will be guided to select a valid VCE course. In normal circumstances, Year 11 students are required to take a minimum of 4 studies at Unit 1&2 levels, and one Year 12 subject (Unit 3&4).



A satisfactory completion of Units 1&2 is required before taking Units 3&4 in any study.

If the minimum requirements are met, students can choose a combination of VCE Unit 1&2, Unit 3&4 studies and a language at VSL (Victorian School of Languages) listed in the table below.

Combination	Number of subjects	Unit 1&2	Unit 3&4	Language at VSL
1	6	5	1	0
2	6	4	1	1
3	5	4	1	0
4	5	5	0	0
5	6	5	0	1
6*	6	4	2	0

\* Combination Number 6 is subject to the student's past performance, class availability and timetable constraints.

Minaret College reserves the right not to enrol a student in Year 11 when the student's examinations or assessment grades in Year 10 are considered unsatisfactory for the challenges of Year 11 study, or where grades are inferior, the effort and attitude of the student in Year 10 is considered unacceptable or the student's attendance and/or lateness record is unacceptable.

In such cases, alternative options will be explored and the consultation process will involve the student, their parents and school staff (eg. Careers Coach, VCE Coach, Year Level and Pastoral Care Coach, Head/Deputy Head of School).

#### **6.4 Enrolment in Year 12**

Students in Year 11 must satisfactorily complete a minimum of eight units (level 1&2) during the year and be able to create a valid course of study before they can proceed to Year 12. The successful completion of both Units 1&2 of English studies is required.

In order to study a subject at Unit 3&4 level, student must achieve a satisfactory grade (S) in the relevant Unit 1&2 subjects.

In rare cases, when students in Year 12 wish to select a Unit 3&4 subject without successfully completing Unit 1&2 of that subject, they must lodge an application to the VCE Coach for consideration.

The school reserves the right not to grant such a request based on the circumstances. Some students might be advised to take alternative pathways (eg. complete VCE over a longer period, do non-scored VCE or VCAL course).



**7. RELATED POLICIES**

- Assessment and Reporting Policy
- Attendance Policy
- Behaviour Management Policy

**Authorisation**

Policy approved by Minaret College Board	July 2019
Executive Principal	Mohammad Taksim
Executive Responsible	Sead Omerovic
Review Date	July 2022, or earlier if required