



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 the possible consequences of not participating fully in the learning programs offered at Minaret College.

2 GENERAL CONDITIONS FOR AUTOMATIC 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 to be automatically promoted at Minaret College:

- **Attendance** – Students are required to attend school regularly, unless a legitimate reason is provided by parents/students. 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.
- **Academic results** – Students are required to satisfactorily complete the courses/subjects at the current year level.
 - In Primary School, students must achieve satisfactory results (40% or higher) in both English and Maths.
 - In Secondary School:
 - students in Year 7 to Year 9 must:
 - Achieve a minimum result of 40% for English and;
 - Pass at least half of their subjects (result of 50% or higher average across semester one and two results))
 - students in Year 10 must:
 - Pass English and three other subjects (result of 50% or higher average across semester one and two results)
 - students in Year 11 must:
 - Pass each Unit 1 and 2 subject (result of 50% or higher average across semester *exam* results) and;
 - Achieve a satisfactory grade (S) for the unit

Students at the end of Year 11 who achieve a satisfactory grade (S) for their units but achieve less than an average of 50% across semester exam results may be promoted to Year 12 by agreeing to complete unscored VCE.

3 ALTERNATE PATHWAYS

Minaret College is committed to supporting students who wish to pursue alternate pathways during their final two years of school. The VCE Vocational Major is a two-year applied learning program that is part of the VCE and allows students to finish VCE while pursuing an apprenticeship or traineeship or wish to have an employability edge after finishing Year 12.

Any Year 10 student may choose to complete VCE through the Vocational Major pathway however it is particularly relevant when:

- A student prefers to learn in a real-world environment or;
- An ATAR is not required for future tertiary study or;
- A student does not qualify for promotion from Year 10 to Year 11 due to not meeting the required academic results

Further information regarding the VCE Vocational Major program is available on the [VCE VM page](#).

4 IMPLEMENTATION OVERVIEW

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

Parents/guardians are informed through school reports, or earlier if required via school notices, phone calls, emails or meetings. In Primary School there is one portfolio (issued in Terms 1) and two comprehensive reports (Terms 2 and 4), while Secondary School issues reports at the end of each Semester. For both schools, parent-teacher interviews are held at the end of Term 1 and start of Term 3.

If a student is identified to be “at risk” of not meeting the expectations pertinent to their level (academic performance, attendance or behaviour), the school will request 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 is responsible for ensuring each ‘at risk’ student has an action plan in place to assist them meet 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 and alternative pathways for Senior School students.

4.1 AT THE CONCLUSION OF EACH TERM:

Where the student's performance, attendance and code of conduct indicate that he/she is **at risk of not meeting** the minimum requirements for automatic promotion at the end of the year, students will be referred to the Performance Review Panel.

The Performance Review Panel members are:

- Head of School/Deputy Head of School
- Curriculum Specialist and Coaches
- Wellbeing Specialist and Coaches

The Performance Review Panel will consult with the student's teachers and, if applicable, members of the Student Support Services team such as 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
- Out-of-school support/family partnership

The Panel will determine the most appropriate response:

Level 1 – Head of School's Promotion Review

Parents/guardians of students deemed **most at risk** of not achieving the minimum standard at the end of the year will be required to attend a meeting. The meeting will be chaired by the Head of School with the relevant coach/specialists in attendance. The matters of concern will be discussed and alternatives for support or alternate pathways explored.

Level 2 – Year Level Promotion Review

Parents/guardians of students deemed at **moderate risk** of not achieving the minimum standard at the end of the year will be required to attend a meeting. The meeting will be chaired by the Wellbeing/Curriculum Specialist with the relevant coach in attendance. The matters of concern will be discussed and alternatives for support or alternate pathways explored.

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/Wellbeing Specialists and/or relevant coaches. A summary of review outcomes will be provided to the Head of Campus and Executive Principal
- Document the outcomes of the Performance Review Meeting on the student's file within the Wellbeing module in Sentral

4.2 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 automatic 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 Specialist and Coaches
- Wellbeing Specialist and Coaches

The Performance Review Panel will consult with the student's teachers and, if applicable, members of the Student Support Services team such as 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
- Out-of-school support/family partnership
- Extenuating circumstances

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

Parents/guardians of students deemed to have not achieved the minimum standard by a **significant extent** will be required to attend a meeting. The meeting will be chaired by the Head of School with the relevant coach/specialists in attendance. The matters of concern will be discussed and alternatives for support or alternate pathways explored.

Level 2 – Year Level Promotion Review

Parents/guardians of students deemed to have not achieved the minimum standard to **some extent** will be required to attend a meeting. The meeting will be chaired by the Wellbeing/Curriculum Specialist with the relevant coach in attendance. The

matters of concern will be discussed and alternatives for support or alternate pathways explored.

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 (including repeating the current year)
- 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:

- Specify the outcomes of the Promotion Review Meeting to the student, their parents, teachers, Curriculum/Wellbeing Specialists and/or relevant coaches.
- 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 within the Wellbeing module in Sentral

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 seek final approval from the Executive Principal in writing.

5 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)

6 SPECIAL CONSIDERATION

If a student does not meet the criteria for promotion, the Executive Principal may grant 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 School in writing and provide the details relating to such a case.

If the application for Special Consideration is successful, the Head of School, 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.

7 SPECIAL NEEDS

Any decision regarding the retention of students with special needs must involve the relevant members of the Student Support Services team.

8 ADDITIONAL REQUIREMENTS FOR SENIOR SCHOOL AND VCE SUBJECTS

Promotion from one year level to the next is governed by this policy. Once promoted to Senior School, students become eligible to study specific VCE units based on a number of criteria including subject/timetable availability, student demand, proceeding grades for related subjects and year level.

Further information on subject selection is available in the VCE Handbook for the relevant academic year.

9 RELATED POLICIES

- Assessment and Reporting Policy
- Attendance Policy
- Student Discipline Policy

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