

# Promotions Policy

## **Rationale:**

Craigieburn Secondary 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. Work Ethic, Attendance and Academic Progress should be considered. The requirements for promotion from each year level will vary, taking into account the needs of individual students (refer to Implementation Guidelines for specific details).

## **Policy Statement:**

This policy will facilitate decisions regarding the promotion of each student to the next year level based on the best educational interests of each student.

## **Aim:**

This 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.
- Ensure students are promoted into the appropriate pathway for VCE/VCAL based upon their progress as outlined in the implementation guideline
- Support students who do not meet the outlined requirements for promotion

## **Requirements**

**Work Ethic** (Standard of work, organisational skills, completion of set work, cooperation/behaviour and effort)

Students must maintain a GPA average of 2 or more

### **Attendance**

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

### **Academic progress**

Students must show one year's progress in one year as outlined in the Craigieburn Secondary College Assessment Policy

## **Promotion of Years 7 to 9**

The expectation will be that all Year 7, 8 and 9 students will be promoted. Student promotion will be determined by the requirements specified for work ethic, attendance and academic progress. In the exceptional circumstance where there has been little or no evidence of student progress, or students demonstrate severe literacy difficulties, cases may be referred to the Promotion Panel (refer to 4.0).

## **Promotion from Year 10 to Year 11**

Student promotion will be determined by the requirements specified for work ethic, attendance and academic progress. For promotion to Year 11, students must demonstrate progress on the AusVELs continuum (*determined at Ed. Committee based on assessment policy*) through two semesters of English, plus eight additional semester subjects.

Students who do not demonstrate progress as determined by an 'N' result in 2 or more subjects in semester one will be required to attend an interview with their parents and sub-school staff.

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 achieve the promotion requirements will be referred to the Promotion Panel.

**CRAIGIEBURN  
Secondary College**



Government  
Of Victoria

Department of Education  
and Early Childhood  
Development

Victoria Government Schools

Provider Number 8705

102 Hothlyn Road

Craigieburn VIC 3084

P 03 9308 1144

F 03 9308 1279

[Craigieburn@edumail.vic.gov.au](mailto:Craigieburn@edumail.vic.gov.au)

[www.craigiebursc.vic.edu.au](http://www.craigiebursc.vic.edu.au)

## Promotion from Year 11 to Year 12

Student promotion will be determined by the requirements specified for work ethic, attendance and academic progress and outcomes.

In accordance with VCAA guidelines students must satisfactorily complete 16 Units across Yr11 and 12, including 3 Units of English and at least 3 Unit 3 and 4 sequences. For promotion to Year 12, students must achieve satisfactory results in at least 9 units by the end of Year 11. Students who do not satisfactorily complete 2 or more units in semester one will be required to attend an interview with their parents and the sub-school team.

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.
- Investigate options for successful completion of VCE

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

## 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.

## Promotion Panel

### 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 recommendation to the College Principal.

Promotion Panel recommendations 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 Promotion Panel will consist of;

- Principal Class and /or Nominee
- Sub-school representative
- Student Welfare/Pathways Coordinator

Consultation will take place between the Principal, Sub-school representative, the student's classroom teachers, the student and their parents in making a recommendation regarding their promotion.

## Implementation/Guidelines

College staff should refer to the Implementation Guidelines

## Support

The college provides programs that endeavour to maximise the success of each individual student, eg reading recovery, corrective reading, literacy and numeracy support programs, PLT and mentoring.

## Evaluation

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

## References:

- Reference: Student Assessment & Reporting Guidelines Advisory Guide Department of Education and Early Childhood Development  
<http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/assessment.aspx>

This policy was last ratified by School Council on : 20<sup>th</sup> May 2015

This policy will be reviewed: May 2015

## CRAIGIEBURN Secondary College



Government  
Of Victoria

Department of Education  
and Early Childhood  
Development

Victoria Government Schools

Provider Number 8705

102 Hothlynn Road

Craigieburn VIC 3064

P 03 9308 1144

F 03 9308 1279

[Craigieburn@edumail.vic.gov.au](mailto:Craigieburn@edumail.vic.gov.au)

[www.craigieburnsc.vic.edu.au](http://www.craigieburnsc.vic.edu.au)

## 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 the Student Manager of the relevant sub-school.

### The Sub-school will;

- Inform students and parents of the attendance and promotion requirements.
- Liaise with Welfare/Transition Coordinators and the previous years' Student Manager 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 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 the Principal, Sub-school leader, Year Level Co-ordinator, 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 Student Manager is informed of the panel's decisions and will inform the parents and student of the outcome. NOTE: For VCE units the Promotion Panel cannot overturn an unsatisfactory grade for a particular subject. Students promoted to years 8 to 11 will be placed on a contract and the relevant up-taking YLC and Sub-school Student Manager informed.

Action required to monitor progress	Staff involved	Completion date
<b>Work Ethic</b>  Enter GPA scores      GPA average of 2 or more	         Checked by Sub-school Student Manager	          4 weekly cycles: 2 cycles in term 1, 1 in term 2, 2 in term 3, 1 in term 4. (Semester reports will show work ethic at the end of term 2 and 4)  End of each cycle
<b>Attendance</b>  90% attendance rate across all subjects	         Sub-school Student Manager	         4 weekly cycles

## CRAIGIEBURN Secondary College



Government  
Of Victoria

Department of Education  
and Early Childhood  
Development

Victoria Government Schools

Provider Number 8705

102 Hothlyn Road

Craigieburn VIC 3084

P 03 9308 1144

F 03 9308 1279

[Craigieburn@edumall.vic.gov.au](mailto:Craigieburn@edumall.vic.gov.au)

[www.craigiebursc.vic.edu.au](http://www.craigiebursc.vic.edu.au)

<p><b>Academic Progress</b></p> <p>(AusVELS 0.5 per semester)</p> <p>Completion of assessment tasks (refer to Assessment Policy)</p> <p>Meet requirements of each subject</p>	<p>All subject teachers</p> <p>All subject teachers to set due dates and give students the opportunity to redeem any unsatisfactory work within a reasonable timeline</p> <p>Sub-school Student Manager to request progress of students (at risk) from subject teachers Term 1 and 3 and check progress from reports term 2</p>	<p>Semester Reports</p> <p>Ongoing</p> <p>Every term</p>
<p><b>Progress Reports</b></p>	<p>Sub-school Student Manager will identify students at risk and collate all records on work ethic, attendance and achievement.</p>	<p>After each GPA cycle (work ethic and attendance) and after progress checks (achievement)</p>

#### Year 10 into 11

<i>Action required to monitor progress</i>	<i>Staff involved</i>	<i>Completion date</i>
<p><b>Work Ethic</b></p> <p>Enter GPA scores</p> <p>GPA average of 2 or more</p>	<p>All subject teachers</p> <p>Checked by Sub-school Student Manager</p>	<p>4 weekly cycles: 2 cycles in term 1, 1 in term 2, 2 in term 3, 1 in term 4. (Semester reports will show work ethic at the end of term 2 and 4)</p> <p>End of each cycle</p>
<p><b>Attendance</b></p> <p>90% attendance rate across all subjects</p>	<p>Sub-school Student Manager</p>	<p>4 weekly cycles</p>
<p><b>Achievement</b></p> <p>AusVELs Progression through two semesters of English, plus eight additional semester subjects</p> <p>Completion of assessment tasks (refer to 3.1.iii of Assessment Policy)</p> <p>Meet the VELs requirements of each subject (refer to 3.2.2 of this policy)</p>	<p>All subject teachers</p> <p>All subject teachers to set due dates and give students the opportunity to redeem any unsatisfactory work within a reasonable timeline</p> <p>Sub-school Student Manager to request progress of students (at risk) from subject teachers Term 1 and 3 and check progress from reports term 2.</p>	<p>Semester Reports</p> <p>Ongoing</p> <p>Every term</p>

## CRAIGIEBURN Secondary College



Government  
Of Victoria

Department of Education  
and Early Childhood  
Development

Victoria Government Schools  
Provider Number 8705

102 Hothlyn Road

Craigieburn VIC 3084

P 03 9308 1144

F 03 9308 1279

[Craigieburn@edumail.vic.gov.au](mailto:Craigieburn@edumail.vic.gov.au)

[www.craigiebursc.vic.edu.au](http://www.craigiebursc.vic.edu.au)

<b>Progress Reports</b>	Sub-school Student Manager will identify students at risk and collate all records on work ethic, attendance and achievement.	After each GPA cycle (work ethic and attendance) and after progress checks (achievement)
<b>Interviews</b> Students who do not satisfactorily complete 2 or more subjects in semester one will be required to attend an interview	Sub-school Student Manager will arrange interview with student, parents and sub-school staff. Implement strategies for improvement and establish process to monitor student learning.	Early Term 3

### Year 11 into 12

<i>Action required to monitor progress</i>	<i>Staff involved</i>	<i>Completion date</i>
<b>Work Ethic</b>		
Enter GPA scores	All subject teachers	4 weekly cycles: 2 cycles in term 1, 1 in term 2, 2 in term 3, 1 in term 4. (Semester reports will show work ethic at the end of term 2 and 4)
GPA average of 2 or more	Checked by Sub-school Student Manager	End of each cycle
<b>Attendance</b>		
90% attendance rate across all subjects	Sub-school Student Manager	4 weekly cycles
<b>Achievement</b>		
Satisfactory results in at least 9 units	All subject teachers Sub-school Leading Teacher	Semester Reports
Satisfactory completion of SACs (refer to Assessment Policy)	All subject teachers to set due dates and give students the opportunity to redeem any unsatisfactory work within a reasonable timeline	Ongoing
Meet requirements of each subject (S and N's) S and N results will appear on the Year 11 reports each semester.	All subject teachers to inform the Leading Teacher of the relevant sub-school if a student is not meeting requirements of their subject. Additionally, the Sub-school Student Manager to request progress of students (at risk) from subject teachers Term 1 and 3 and check progress from reports term 2.	Ongoing  Every term
<b>Progress Reports</b>	Sub-school Student Manager will identify students at risk and collate all records on work ethic, attendance and achievement.	After each GPA cycle (work ethic and attendance) and after progress checks (achievement)
<b>Interviews</b> Students who do not satisfactorily complete 2 or more subjects in semester one will be required to attend an interview	Sub-school Student Manager will arrange interview with student, parents and sub-school staff. Implement strategies for improvement and establish process for monitoring student learning (including the following year)	Term 3

## CRAIGIEBURN Secondary College



Government  
Of Victoria

Department of Education  
and Early Childhood  
Development

Victoria Government Schools

Provider Number 8705

102 Hothlyn Road

Craigieburn VIC 3004

P 03 9308 1144

F 03 9308 1279

[Craigieburn@edumall.vic.gov.au](mailto:Craigieburn@edumall.vic.gov.au)

[www.craigieburnsc.vic.edu.au](http://www.craigieburnsc.vic.edu.au)