

# **PROMOTIONS POLICY**

Sunshine College believes that at the conclusion of each year students should be promoted to the next year level of study. Throughout the year students should be developing as learners, improving their knowledge and skills. However, it is acknowledged that in some circumstances, the school, the parent or the student may believe that the student's individual learning development will be enhanced by delaying promotion to the next year level of study. The decision to not promote a student to the next year level of study should be a collaborative decision and parents and the student must be consulted in regard to the decision not to promote.

Progression to the next year level of study should be based on a number of factors.

## These should include:

- Promotion to the next year level should be based on effort.
- Students should be attending school as guided by the Sunshine College Attendance Policy (no more than 8 days absent per semester)
- Breaches of the Student Code of Conduct which impacts on student learning may be a determining factor in the promotion to the next year level
- Students should be at a level of achievement based on their ability. 'Achievement and effort is measured against a student's ability'.

## **Responsibilities**

## Sunshine College

Staff at Sunshine College will

- Monitor student progress throughout the year
- Identify students at risk of not fulfilling their capabilities
- Use strategies to improve engagement and achievement
- Inform students and parents that the student is in danger of not fulfilling their capabilities (underperforming)
- Report attendance issues to parents and the student
- Report breaches of the Student Code of Conduct to parents and the student
- Modify individual programs, providing students with the chance for students to achieve success at the appropriate ability level over a variety of domains of learning, incorporating class tasks

#### Parent/Guardian

Parents/Guardians have responsibility to

- Monitor their child's progress by attending/participating in report information sessions
- Monitor their child's educational progress at home Eg. Homework and diary checks
- Ensure that their child is adhering to the Sunshine College Attendance Policy
- Attend meetings to discuss strategies on how their child can refrain from breaches of the Student Code of Conduct

## Students

Students have a responsibility to

- Comply with the Sunshine College Attendance Policy (no more than 8 days absence per semester)
- Demonstrate effort based on ability. Students are expected to attempt all work/tasks and attempt to complete all work/tasks (modified work included).

- Abide by the Student Code of Conduct. Consistent breaches of this may be a determining factor in the decision not to promote.
- Continually work to improve their learning.

## Procedures

**Step 1: Identification -** Identification of poor attendance and or performance by students can occur at any time during the year.

**Step 2: Informing -** Information sessions to all parties concerned (parent/student/school) should identify that the student is not performing to an acceptable level

**Step 3: Action Plan** - Counseling of students takes place. Staff discussion takes place to address the areas of concern being raised. A modified learning program may eventuate with the student given areas of concern to address. A review date is set.



**Step 5: Panel – Student appears before a Panel –**A meeting is convened to identify the degree to which the areas of concern have been addressed by the student. The student will appear before a panel. The paneling process will identify the areas of concern affecting performance and advice and strategies to improve will be given. A written contract will be drawn up and countersigned by parents/guardians. A review date is set.

**Step 6: Review Date** – Has the students addressed the Areas of Concern? – Using a variety of sources another meeting will be convened between all parties where improvement will be expected. Should this not occur, the student will be "identified as at risk to repeat the following year"



**Step 7: Best Course of Action** - If no improvement has occurred as indicated by a variety of sources the parents, the student and school will negotiate the best course of action in regard to the promotion of the student

## Possible Decisions

- Student promoted under contract with an agreement of support from parent and performance is continually reviewed at next year level.
- Student seeks alternative educational or employment setting.
- Student repeats year.

# **Exceptional Circumstances**

The school administration will consider exceptional circumstances.