Salesian College “Rupertswood” Sunbury

PROMOTIONS
POLICY

**Rationale:**
Salesian College aims to foster the development of the “whole person” by allowing students to experience the diverse cultural, ethical, spiritual and social dimensions of life. It strives to give students a thorough educational grounding, to develop a spirit of cooperation, and to prepare young people for life-long learning, enabling them to achieve their personal potential in tertiary education and/or in training for work and employment.

The College understands that students may not always reach their full potential for a variety of reasons and, therefore, believes it is necessary to intervene in order to raise the academic standards of students and meet their individual needs.

**Aim:**
The aim of the Salesian College Promotions Policy is to provide a framework for identifying, guiding, assessing and promoting students from one year level to the next in accordance with the Salesian ethos and Saint John Bosco’s System of Education. All decisions will be made in the best interest of the student’s personal and academic wellbeing.

**Implementation:**
1. Students will be automatically promoted to the next year level at the completion of a school year where they have demonstrated a commitment to the ethos and values of the College. This commitment is demonstrated through the student’s behaviour, attendance, meeting of academic expectations, and participation in and support of important College activities.

2. In cases where the above cannot be demonstrated, and where the College deems that the student is not in a position to successfully undertake the challenges of the next year level, it will be recommended that he or she is not promoted to the next year level at Salesian College. This would only occur after the process outlined below has been implemented and after consultation with the Principal and all relevant stakeholders.

3. Information relating to the student's academic and social wellbeing will be collected over a reasonable period of time, using a variety of recognition procedures appropriate to each specific year level.

4. Concerns regarding students’ readiness for promotion to the next year level will be considered in regard to the three inter-related areas of development and achievement: (i) Academic Progress, (ii) Conduct, Effort and Participation, (iii) Attendance. The following indicators will be used as guiding principles

   i) Academic Progress
   - Years 7 and 8 students are expected to be no more than twelve months behind according to VELS standards in any six subjects within a semester.
   - Year 9 students are expected to be no more than twelve months behind according to VELS standards in any six subjects within a semester.
   - Year 10 students are expected to be no more than twelve months behind according to VELS standards in any four subjects within a semester.
   - VCE or VCAL students are to receive a satisfactory overall result in at least five VCE or all VCAL units within a semester.
   - Students who receive funding for learning support will be assessed according to the learning support guidelines.
ii) Evidence of students’ Conduct, Effort and Participation in College activities and adherence to College policies and procedures

- All information collected by the Homegroup Leader, House Coordinator and Deputy Principal – Student Services will reflect the students’ effort, behaviour and support of College policies and procedures.
- This information will include pastoral report comments, behaviour management and incident reports, and other information collected in the students’ files.

iii) Attendance

- Students are expected to attend and be punctual for 90% of scheduled classes. Students are deemed in attendance when present at College sanctioned activities.
- All students are expected to support the College ethos by attending and participating in all official College activities including Feast Days, House Sporting Carnivals, Retreats and Religious Education Seminar Days.

5. The collection and monitoring of this information will be an ongoing process throughout the year. When concerns are raised, the following process will be followed.

i) Identification of ‘at risk’ students – Homegroup Leaders and House Coordinators will use relevant information to identify students who are not meeting College expectations. This identification will occur at the end of Semester 1, if not earlier. Once an ‘at risk’ student has been identified, a meeting will occur between the student, parents, Homegroup Leader, House Coordinator and other relevant College personnel. At this meeting, strategies are to be agreed upon by all relevant parties focused on improving student outcomes.

ii) Support, guidance and monitoring of students – throughout Term 3, Homegroup Leaders and House Coordinators (as well as other relevant parties, i.e. School or Pathways Counsellor) will monitor the students’ progress and the effectiveness of the implemented strategies.

iii) Assessing student progress – in conjunction with the monitoring process above, at the end of Term 3 another meeting will be held with all relevant stakeholders to assess whether the student has improved in the areas of concern.

iv) Promotion – If the student has shown improvement and continues to do so throughout Term 4, he or she will be promoted to the following year level and will continue to be closely monitored throughout his or her time at Salesian College. If a student has not shown any improvement by the end of Term 3, a meeting will take place when a final decision will be made as to whether the student is promoted to the following year level. This will involve the student, parents or guardians, Homegroup Leader, House Coordinator, Deputy Principal – Student Services, Deputy Principal – Teaching and Learning and other relevant parties.

v) All records of consultation between the relevant parties will be maintained by the House Coordinator and the Deputy Principal - Student Services and supplied to parents/guardians throughout the decision-making process.

6. At any stage throughout the identification, monitoring or decision-making processes regarding ‘at risk’ students, parents/guardians have the right to appeal to or express their views to the Principal, who has the responsibility for the final decision.

**Evaluation:**
This policy will be reviewed twelve months after adoption by the College Council, and every four years thereafter.

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This policy was ratified by the College Council on 12 March 2009.