



## Student Promotion Policy and Procedures

### Purpose

Lyndhurst Secondary College provides all students the opportunity to be promoted to the next year level with their peer group. However, promotion to the next year level is not an automatic process. Promotion involves the successful completion of learning outcomes in a prescribed course and is based on a review of the whole year's assessment.

Students are retained only in exceptional circumstances where we consider it is required for the long-term benefit of the student e.g. considering their social, welfare and academic needs. In line with DET Attendance Policy we use our professional expertise and judgment in relation to these matters.

We ensure that parents/carers are fully advised of the options that our school considers to best meet the individual needs of a student. Students however would not be retained without the consent of parents/carers.

### Statement

Senior students will be designated an 'S' or 'N' for their overall achievement in a given subject (based on the satisfactory completion of assessment tasks). Middle School students will be assessed according to AusVELS.

For each reporting period, Term One, Semester One and Term Three, student reports are to be reviewed by the Team Leader/Sub-School Leader. Parents/carers of students whose progress is deemed not satisfactory will be required to attend a conference. In such cases, parent/carers will be contacted by the relevant Team Leader and/or Sub-School Leader, who will organise and convene the meeting. Issues will be identified and support strategies put in place to assist the student in improving their progress towards meeting learning outcomes.

In the event a student's progress has remained unsatisfactory for a third reporting period, the conference will include the relevant principal class member.

At the end of the school year the progress of all students will be reviewed.

In all cases where a student's progress is of concern and promotion to the next year level may be in question, Sub-School Leaders will meet with the relevant principal class member to review the student's progress and suitability for promotion.

Sub-School Leaders will nominate students who will:

Benefit from repeating the year level. Parent/carers will be contacted by the relevant Sub-School Leader, who will organise and convene the meeting (the conference will also include the relevant principal class member).

Be conditionally promoted on a 'contract'. Parent/carers will be contacted by the relevant Sub-School Leader, who will organise and convene the meeting (the conference will also include the relevant principal class member).

As a senior student, may be offered a course of study (Year 10 and VCE or VCAL), with a view to complete it over an extended period of time. Parent/carers will be contacted by the relevant Sub-School Leader, who will organise and convene a meeting.

Be promoted; with a letter of 'concern' sent home to parent/carers expressing concerns with regard to the student's current study habits and level of achievement; and outlining a range of strategies that may assist the student to achieve success in the coming year.

Any student, who is not promoted to the next year level, will have support strategies implemented and their progress monitored, in an effort to ensure they benefit from the year.

<b>Key Stake Holders/persons affected</b>	Teachers, students, parents, Education Committee, Sub-School Teams and Principal Class
<b>Person/Group responsible for Policy Review</b>	Principal Class, Sub-School Leaders
<b>Review Cycle</b>	Biennial Last Reviewed: October 2015 Next Review: October 2017
<b>Associated Processes</b>	Attendance Policy
<b>Associated Support Documentation</b>	DET Attendance Policy