



PROMOTION

1.0 PURPOSE

- 1.1 It is the expectation of Hampton Park Secondary College that students will successfully complete all subjects at Years 7 – 12. However, automatically promoting students who are not adequately prepared for the next year level is not fair to them, other students, the school or their parents.
- 1.2 The school wishes to establish processes and criteria to identify those students at risk of non-promotion in a way that gives the student, parents and the school time to work through the issues involved.

2.0 GUIDELINES

- 2.1 The overriding consideration in these processes should be the best interest of the student.
- 2.2 Students whose reports clearly indicate that they have applied considerable effort over a period of time should not be disadvantaged.
- 2.3 In all cases of non-promotion the agreement of the parent or guardian should be sought.

3.0 IMPLEMENTATION

- 3.1 At Year 7 – 10 students will be at risk of non-promotion if they:
 - are consistently failing to take advantage of their educational opportunities.
 - are consistently failing to complete work requirements.
 - have failed 3 or more subjects in a half-year. Note that all subjects are deemed to be of equal importance.
- 3.2 Have displayed an unsatisfactory attendance level. The Term One Interim reports will be used to identify students at risk of not being promoted. Year Level Coordinators will prepare a list of students at risk of non-promotion. Students and their parents/guardians will be counselled by appropriate staff as to action they could take to improve their performance and prospects of promotion.
- 3.3 During Terms 2, 3 & 4 progress will be monitored in an on-going way by the Sub-School Manager with the assistance of the sub-school team. The College will provide every assistance possible to ensure that student improvement occurs.

- 3.4 Assistance will be individually tailored and may include regular parent contact, interviews with the MIPS and/or careers counsellors, conduct and progress cards, lunchtime and after school classes, extra help with organisational and diary skills, contracts and peer or adult mentoring. At the end of Term 3 an interim report is prepared. Students whose performance has deteriorated markedly may be added to the process. Students at risk are expected to attend Parent interviews at this time.

In Term 3, during the course counselling process for Years 9, 10 and 11 students, teachers' recommendations about the likelihood of satisfactory completion of subjects will be sought to give guidance on subject choices and promotion to the next year level.

- 3.4 By Week 4 of Term 4 teachers of students in Years 7-11 will be asked to give an indication of whether the student is likely to pass. If necessary a letter will be sent to the parents asking them to attend an interview with the Promotion Panel. At this interview the students will be asked to show why being promoted is in their best interests. After the interview the Panel will then make a recommendation to the parents regarding placement and program for the following year. The Panel will ensure that all parties are made aware of their options regarding further education at Hampton Park Secondary College or in other settings.
- 3.5 The Promotion Panel will comprise:
 - Assistant Principal
 - Sub School Manager or Year Level Coordinator
 - Any other staff who can provide information and expertise as required.

4.0 EVALUATION

The policy will undergo cyclic minor and major evaluation

