

# student progress and promotion policy

## introduction

Ballarat Clarendon College is implementing this policy to ensure that students have demonstrated adequate progress in order to be promoted to the next year. Promotion requires a level of achievement that enables access to the curriculum at each year level.

## policy

In line with the Equal Opportunity Policy and Reporting Policy all students will be treated fairly and equally and grades will be based solely on an individual's performance. This policy is a safeguard to avoid students automatically entering the next year level when it is clear they would not be well prepared for success in the higher class.

Ballarat Clarendon College has established a support program for students who appear to be in making insufficient progress and, therefore, in danger of not satisfying the criteria for promotion. If non-promotion appears to be a possibility the relevant pastoral carer will contact parents or guardians to agree on a program of support and to assist the student in improving his/her performance.

Students in special programs are not subject to the same criteria for promotion as other students. The Principal and Head of School have the discretion to waive the promotion requirements in individual cases where it is considered appropriate.

### The minimum requirements for promotion

Year Levels	Normal Student Program	Minimum Indicators of Promotion to Next Year
Prep	7 subjects per semester	Adequate reading skills required to access the curriculum – progress determined in conjunction with Head of School.
Years 1–4	7 subjects per semester	More than one A-C grade per semester.
Year 5–6	6 subjects per semester	More than one A-C grade per semester in English, Maths, History and/or Science.
Years 7–9	7 subjects per semester	More than one A-C grade per semester in English, Maths, History and/or Science.
Years 11-12	6 subjects per semester	More than 4 A-C grades per semester; no more than 5 Ns each semester

Students who meet the promotion guidelines for semester are considered to have passed the semester, receiving a Satisfactory completion. It is expected that students at Years 10 and 11 wishing to continue an optional subject in the following year will obtain a grade of C or above and a Management of Learning indicator average of S as a prerequisite to enter into that subject.

Students satisfying the criteria for promotion but not obtaining a grade of C or above in English/Literacy and/or Mathematics/Numeracy may also be recommended for a review of their promotional status following consideration of their overall performance.

Heads of School, in conjunction with the Head of Intervention, will determine, through applying the semester grade standards, whether adequate progress is being made. Where adequate progress is not being made, they will meet with the student, Head of Intervention and parent/guardians in order to determine the support required to successfully complete the course.



Owner:- Principal	Approved:- Principal	Student Progress and Promotions Policy	
Date Created:- Oct 2004	Last Review:- 28 Aug 2019	Next review:- 07 Dec 2022	Page 1 of 2

## International Students on a CAAW Letter

If an international student on a CAAW letter is failing to meet the requirements to be promoted, then the College must give the overseas student a written notice as soon as practicable which:

- notifies the overseas student that the registered provider intends to report the overseas student for unsatisfactory course progress or unsatisfactory course attendance
- informs the overseas student of the reasons for the intention to report
- advises the overseas student of their right to access the school's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.

If an international student on a CAAW letter is not promoted, then the College must:

- inform the international student of the need to seek advice from the Department of Home Affairs on the potential impact on their student visa (see Effect on CoE below)
- report the change to the international student's enrolment in PRISMS under section 19 of the ESOS Act.

## supporting documentation

Reporting Policy  
Equal Opportunity Policy  
Intervention Handbook



Owner:- Principal	Approved:- Principal	Student Progress and Promotions Policy	
Date Created:- Oct 2004	Last Review:- 28 Aug 2019	Next review:- 07 Dec 2022	Page <b>2</b> of <b>2</b>