



LOYOLA COLLEGE

PROMOTIONS POLICY

Intended audience	Loyola College Community
Author	DOCAL – Development of Curriculum at Loyola
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Preamble

The Loyola College Promotions Policy has as its primary concern the student's overall wellbeing and progress in his or her studies. Students are not promoted automatically at Loyola. The College reserves the right not to promote a student if that course of action is deemed to be in the best interests of a student and/or the College. This would occur after consultation with the student and his or her parents or guardians.

Principles

1. Normally a student could reasonably expect promotion if:
 - i) Satisfactory progress in accordance with the student's ability has been made in his or her studies. Such progress is indicated by:
 - a) Assessment tasks
 - b) Classroom Learning Indicators
 - ii) The student's attendance record meets the Loyola College attendance requirements of 80%
 - iii) The student on Review is able to demonstrate improvement in areas of concern over the course of an academic year
2. All students at Loyola College should be assisted to experience success. Courses are written to enable students the opportunity to achieve the unit result of D grade or above.
3. Students who are identified by the Student Services Department as requiring special assistance will have their promotion based on modified tasks and criteria, as stipulated by the Student Services team.

Promotion Guidelines

For students undertaking the Monitoring process,

1. For promotion into Year 8 and Year 9, a student will need to have demonstrated that he or she is capable of succeeding at the previous year level. That is he or she will be expected to have achieved D grade or above in 8 out of 10 subjects in each semester.
2. For promotion into Year 10, a student will need to have demonstrated that he or she is capable of succeeding at Year 9 level. That is he or she will be expected to have achieved D grade or above in 7 out of 9 subjects in each semester.
3. For promotion into Year 11, a student will need to have demonstrated that he or she is capable of succeeding at Year 10 level. That is he or she will be expected to have achieved D grade or above in 6 out of 8 subjects in each semester. To be considered for the VCAL program, a student is expected to have achieved G or C for the relevant classroom learning indicators.

4. For promotion into Year 12, a student will need to have demonstrated that he or she is capable of succeeding at Year 11 level. That is he or she will be expected to have achieved D grade or above in 5 out of 7 units in each semester. To be considered for the VCAL program, a student is expected to have achieved G or C for the relevant classroom learning indicators.

Implementation

The Monitoring Process document informs staff of the supported student monitoring practices at Loyola College. The implementation of the Promotions Policy will be supported by the work done during the Monitoring Process cycle.

Where there are students at risk of non-promotion, the following will occur:

1. A Promotions Committee will be formed from the following: Deputy Principal – Students and the Deputy Principal – Teaching and Learning, and when required the following staff may be included, the Head of Student Services, the relevant Heads of Houses and the VCAL Coordinator.
Any student who is considered to be at risk of non-promotion should be identified at the Interim and Semester 1 reporting process and brought to the attention of the Deputy Principal – Students or Deputy Principal – Teaching and Learning
2. At the committee meeting, the following information will be provided; the interim and semester report and a report from the Head of House (which may contain student absences and general comments reports). Following input from the committee, an interview will be arranged for the nominated student, his or her parents or guardians. Where possible the student's Mentor Teacher or teacher of choice and one or more members of the committee will be invited to attend and this will be convened by either the Deputy Principal – Students or the Deputy Principal – Teaching and Learning.
3. Monitoring process for each Semester.
 1. Semester One. Students are identified as at risk of non-promotion by either the Deputy Principal – Students or Deputy Principal – Teaching and Learning
 - i. Interim One Report – Parents/Guardians are contacted. Meetings with Parent/Guardian and student are held to discuss the students report. Recommendations and strategies are outlined during meeting and communicated with all parties.
 - ii. Semester One Report - Parents/Guardians are contacted. Meetings with Parent/Guardian and student are held to discuss the students report. Previous recommendations and strategies are reviewed and updated during meeting and communicated with all parties. Promotion Policy Guidelines are explained with Parents/Students in conjunction with the Semester report.
 2. Semester Two Students are identified as at risk of non-promotion by either the Deputy Principal – Students or Deputy Principal – Teaching and Learning
 - i. Interim Two Report - Parents/Guardians are contacted. Meetings with Parent/Guardian and student are held to discuss the students report. Previous recommendations and strategies are reviewed and updated during meeting and communicated with all parties. Promotion Policy Guidelines are explained with Parents/Students in conjunction with second Interim and the Semester report.
 - ii. Semester Two Report – Promotions Interview. Parents/Guardians are contacted. Meetings with Parent/Guardian and student are held to discuss the students report. From this meeting there may be the following possible outcomes;
 1. Students may be placed on Conditional Promotion
 2. Student review may lead to an alternative pathway for the following year
 3. Students may not be promoted to the next year level
 4. Student may seek to continue learning at another school
4. Following the Promotions interview, a formal letter outlining the outcomes of the interview will be sent to:
 - a) Parents or guardians of student
 - b) Teachers of the subjects
 - c) Deputy Principal – Students and Deputy Principal – Teaching and Learning
5. Following the Promotions interview, the outcomes of the interview will also be recorded onto the Student Management System by the Head of House.

6. Towards the end of the academic year the Promotion's committee will communicate with the Principal regarding students who do not meet the Promotion Guidelines.
7. The student and his or her parents or guardians will be informed of the final decision by the Deputy Principal – Students and the Deputy Principal – Teaching and Learning which has been authorized by the Principal.

Conditional Promotion

Loyola College reserves the right to offer Conditional Promotion at the discretion of the Principal. Where a student's behaviour and/or level of commitment to study have caused continuous, serious concerns, the College may promote the student on the basis that a set of determined requirements are met in the following year. If the requirements are not met then the students jeopardizes their Conditional Promotion.

The process will consist of:

1. A written undertaking, signed by the student, his or her parents or guardians, the Head of House and Deputy Principal – Students or the Deputy Principal – Teaching and Learning, stating the conditions to be met the following year.
2. An appropriate number of Monitoring Process meetings with the student, his or her parents or guardians and the Head of House, Deputy Principal – Students, Deputy Principal – Teaching and Learning or Head of Student Services occur in the following year.
3. Student who do not meet the conditions of the promotion, will be required to return to the previous year level.