

Promotion Policy

Introduction

St Francis Catholic College offers a range of elective subjects at Year 9 and 10, and VCE, VCE-VM, VPC and VET options in Years 11 and 12. Students may need to meet the required pre-requisites for particular subjects e.g. VET and VCE or the set standards based on ability, work ethic and health and safety. St Francis Catholic College has the expectation of all students that academically they achieve to their potential and submit work that always reflects their best efforts.

Promotion into Year 8, 9, 10, 11 and 12 – Attendance Requirements

All units of work across Years 7 to 12 require a student to be present in scheduled classes. Where a student has extended absences, parents or guardians will be contacted by the Wellbeing Team, Learning Diversity Team or Learning and Teaching Team, in line with MACs and ACARA policies. This absence will have an impact on where the student can be placed on the Victorian Curriculum learning continuum in Years 7-10 and therefore impact future senior pathways.

The school sets minimum class time and attendance rules according to recommendations from ACARA and VCAA. These are in line with VCE and VCE-VM requirements. In VCE and VCE-VM, where a student has completed work but there has been a breach of attendance rules, the school may decide to award a Not Satisfactory (N) result. This will restrict promotion to the next Unit of work. This may result in a failure to be promoted to the next year level due to incompleteness of the current year level requirements.

College Expectations of Attendance:

- Students are required to attend 90% of their scheduled classes from Year 7 to 12
- If a Year 11 to 12 student is absent, they should present their medical certificate or statutory declaration explaining the absence to the Homeroom Mentor the day they return to school. If a Year 7 to 10 student is absent, they should present a medical certificate, statutory declaration, parental note or phone call explaining the absences. Parents/guardians can also use PAM to notify and explain an absence. Where a hard copy is provided, this should be given to the Homeroom Mentor the day they return to school.
- Once a student has 2 days of unexplained absences in a semester, the Homeroom Mentor will contact home and notify parents. An unexplained absence is an absence that is not supported with a medical certificate, statutory declaration, parent note or PAM notification. This is in line with the College Attendance Policy.

- If a Year 11 to 12 student has 3 days of unexplained absences per semester, the Homeroom Mentor will notify the House Leader and an 'Attendance Review Panel' will be convened. This panel will consist of a panel of relevant people including House Leader, Senior Years Leader, wellbeing staff, student and parent.
- If a Year 7-10 student has 3 days of unexplained absences per semester, the Homeroom Mentor will notify the House Leader and phone contact will be made with the parents/guardians/carer by the Homeroom Mentor or House Leader. Where there is an emergence of chronic absence patterns this needs to be communicated with school wellbeing team and Leadership in line with school procedures. A record of the actions to be recorded on the school management platform (SIMON) and in the student file. Relevant staff to be informed
- The purpose of the meeting is to determine the reason for the absences and put into place a plan for more consistent attendance in the future. A record will be kept of this meeting.
- If there is ongoing/extended absence, a formal letter of non-attendance from the College will be sent and a meeting with the House Leader, relevant Deputy Principal, wellbeing staff, student and parent will be convened.

Promotion into Year 10 Mathematics

Mathematics at St Francis Catholic College is set up in the following way:

- **Year 7 and 8 Mathematics** aims to teach students mathematical skills and concepts to improve overall ability and address any mathematical misconceptions. Teachers differentiate in the classroom providing access for the student's academic ability in Mathematics.
- **Year 9 Mathematics** aims to consolidate knowledge and skills learnt and to prepare students for a Year 10 Mathematical study based on their academic ability.
- **Year 10 Mathematics** aims to consolidate knowledge learnt and prepare students for a Year 11 Mathematical study based on their academic ability. Mathematics is optional at Year 11 however most University studies require either Year 11 or Year 12 Mathematics. The Careers Team can help with deciding the level of Mathematics required. The options are:

Year 10 Options	Recommendations	Year 11 and 12 Pathway	
Core Plus Mathematics	Year 9 results consistently 80% or above.	General Mathematics Units 1 & 2	Mathematical Methods Units 3 & 4
	Year 9 NAPLAN and PAT Numeracy results at standard, preferably above.	Mathematical Methods Units 1 & 2	Specialist Mathematics Units 3 & 4
		Specialist Mathematics Units 1 & 2	General Mathematics Units 3 & 4
		General Mathematics Units 3 & 4* • Refer to Acceleration Policy	

Core Mathematics	Year 9 results consistently above 50%	Foundation Mathematics Units 1 & 2	Foundation Mathematics Units 3 & 4
	Year 9 NAPLAN and PAT Numeracy results at standard.	General Mathematics Units 1 & 2	General Mathematics Units 3 & 4
Foundation Mathematics	Year 9 results consistently below 50%.	Foundation Mathematics Units 1 & 2	Foundation Mathematics Units 3 & 4
	Year 9 NAPLAN and PAT Numeracy results below standard.		

Promotion into all Year 10 subjects

Year 10 has a range of Core subjects that must be taken by all students.

To be recommended to study an elective subject in Year 10, students must:

- Achieve an average of 50% or above in the related Year 9 study.
- Show a commitment to all aspects of the study. For example, attend all excursions and camps, rehearsals etc.
- Have the recommendation from their Year 9 Mathematics teacher or Mathematics Domain Leader for the relevant Mathematics Group. and English extension options.
- Have the recommendation from their Year 9 English teacher or English Domain Leader for the relevant English extension options.
- For Outdoor and Environmental Studies (Units 1 and 2) meet the required occupational health and safety (OH&S) requirements for camps and excursion and be committed to the learning expectations.
- Show an interest in the subject area.

Promotion into Year 11 and 12

When choosing a course of study for Year 11 and 12, students have three options:

1. VCE
2. VCE-VM (Vocational Major): involves applied learning, work placement and VET study.
3. VPC (Victorian Pathway Certificate): students are recommended by the Learning Diversity or Wellbeing team based on the VPC Matrix. This focuses on applied learning and must include a VET study. It can also involve work placement.

To be recommended to undertake a VCE unit of study students must:

- Achieve an average of 50% in English. Where this is not achievable, demonstrate a commitment to achieving their highest potential in their English studies.
- Achieve an average of 60% or above in the related study. Where this has not occurred the student should meet with the relevant Domain Leader to request an exception.

- Meet the attendance requirement in the previous semester.
- Show an aptitude for and interest in the study.
- Show a commitment to all aspects of the study, including excursions, camps, and home study requirements and out of school hours expectations.
- Will **not** be eligible to continue into Unit 2, 3 or 4 if an N is achieved in the previous unit.

If a student wishes to continue with a course of study but has not met the above recommendations for promotions, they must:

1. See the Careers Coordinator to:
 - a. Explore career options and pathways into courses without the subject
 - b. Explore other career options of interest which don't require the subject
2. Make an appointment with the selection team, consisting of a combination (but not all) of Deputy Principal Learning and Teaching, Senior Programs Leader and Applied Learning Coordinator, Domain Leaders, House Leaders and subject teacher to discuss the subject application. Parents are also invited to attend the meeting.
3. Ensure that follow-up is complete by the set date according to subject selection guidelines.

Document Information

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