



Melbourne Archdiocese
Catholic Schools



St Francis
CATHOLIC COLLEGE

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. Some subjects have a prerequisite or other requirements which must be met prior to enrolment. St Francis Catholic College expects all students to achieve their potential and submit work that 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. The College sets minimum class time and attendance rules according to recommendations from ACARA and VCAA in line with VCE and VCE VM requirements. Where a student has an extended absence, parent(s) or guardian(s) will be contacted by the Wellbeing team, Learning Diversity team or Learning and Teaching team in line with MACS and ACARA policies. In VCE and VCE VM, where a student has completed work but there has been a breach of attendance rules, the College may decide to award a Not Satisfactory(N) result.

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 the College. If a Year 7 to 10 student is absent, they should present a medical certificate, statutory declaration or parental note or phone call explaining the absence to the Homeroom Mentor the day they return to the College. This can also be noted via PAM by the parent/guardian.
- Once a student has 2 days of unexplained absences in a semester, the Homeroom Mentor will contact home and notify parents. An unexplained is an absence that is not supported with a medical certificate, statutory declaration, parent note or PAM notification.
- If a Year 11 to 12 student has 3 days of unexplained absences, the Homeroom Mentor will notify the House Leader and an 'Attendance Review Panel' will be convened. This panel will consist of a panel of people including House Leader, VCE Coordinator, wellbeing staff, student and parent.
- If a Year 7-10 student has 3 days of unexplained absences, the Homeroom Mentor will notify the House Leader and phone contact will be made with the parents/guardian by the Homeroom Mentor or House Leader.
- Where there is an emergence of a chronic absence pattern, this is to be communicated with the College Wellbeing team and a relevant member of Leadership team in line with College procedures.

- An 'Attendance Review Panel' may be convened. This panel may consist of relevant people including House Leader, Homeroom Mentor, Wellbeing team, Learning Diversity Leader, student and parent/guardian.
- The purpose of this meeting is to determine the reason for the absences and put into place a plan for more consistent attendance in the future. A record of the actions taken by the College will be recorded in SIMON under the student's profile.
- If there is an ongoing absence, a formal letter of non-attendance from the College will be generated and sent to the family. A further meeting with the House Leader, relevant Deputy Principal, Wellbeing team, student and parent will be convened.

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 team or Wellbeing team based on the VPC Guidelines. This focuses on applied learning and must include a VET study. It can also involve work placement.

Students are encouraged to seek support when selecting their pathway. They can:

- See the Pathways Coordinator to explore careers options and pathways into courses without the subject
- See one or more of the following: Director of Learning and Teaching, Senior Years Leader, Applied Learning Leader, Domain Leaders, House Leaders and/or subject teachers to discuss subject and course selection.

Roles and Responsibilities

Deputy Principal – Learning and Teaching

The Deputy Principal – Learning and Teaching is responsible for:

- Overseeing the policy
- Ensuring that correct implementation occurs
- Communicating with the appropriate stakeholders

Domain and House Leaders

Domain and House Leaders is to be aware of policy and its application including be part of the Attendance Review Panel for chronic absences when required.

Pathways Coordinator

The Pathways Coordinator is to be aware of policy and its application when students are seeking career guidance for their subject and pathway options.

References

Victorian Pathways Certificate SFCC Entry Guidelines

Document Information

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