PROMOTION & RETENTION POLICY

PURPOSE:
To provide a defined framework on which informed decisions relating to the promotion and retention of pupils can be made.

IMPLEMENTATION:

1. The matter of promotion/retention can be raised for discussion by either the parents or the school.

   When raised by the school:
   - the principal needs to be advised in the first instance.
   - it is preferable that an indication that the matter is under consideration be given to the parents at the mid-year interview.
   - a support group should be formed to discuss the matter consisting of the class teacher and other relevant personnel (specialist staff, District Support Staff, Principal/Assistant Principal, Unit/cluster coordinator) to enable a whole school view of the child to be developed and a cumulative assessment provided to the parent.
   - It is advisable the school have both classroom evidence and professional assessment data available to support the recommendation.

2. Both the parents and the school will independently analyse the factors listed for consideration in the attached sheets. When completed, the school and the parents should compare their views and negotiate an agreed position on each of the factors.

3. The agreed position on each factor should be listed on the attached table and an overall decision made.

4. A report should be prepared containing the various ‘positions’ along with the recommendation which clearly states the view of the school and parent. This must be filed in the students cumulative folder and a copy supplied to the parent.

EVALUATION:

1. Where a student is to repeat a year, the child’s progress must be carefully monitored by means of a Program Support Group.

2. A special assistance program may need to be developed.