

### Criteria for the Award of a Year 10 Certificate

#### Background

Education Directorate policy states that a Year 10 Certificate is awarded to a Year 10 student who, according to the Principal of the school, displays:

- Satisfactory academic achievement
- Satisfactory attendance
- Satisfactory behaviour at school

Students who do not meet the prescribed criteria for the Year 10 Certificate will receive a High School Record of Achievement in place of the Year 10 Certificate.

#### Our Policy

The following criteria are the standard by which Alfred Deakin High School determines satisfactory completion of secondary schooling leading to the award of a Year 10 Certificate.

**Satisfactory academic achievement** is considered basic achievement (D grade) or better for at least 75% of grades awarded (or no more than 25% of grades are to be E grades) over the two years of study.

Year Coordinators and individual teachers support students who receive unsatisfactory grades, and provide guidance on subject choice, completion of assessment tasks and time management. Student performance is monitored during the following semesters to provide clear targets for improvement.

**Satisfactory attendance** is defined as at least 85% attendance of classes in any one semester unless an acceptable explanation (e.g. illness, family crisis, overseas leave, medical or other official appointments) is provided by the parent or carer in advance or at the time of the absence. Lateness and fractional truancy will be considered as non-attendance.

School staff regularly contact parents/carers to alert them to their child's absences. Parents/Carers are encouraged to notify the school when their child is absent due to illness, family bereavement or medical appointments.

**Satisfactory behaviour at school** is defined in terms of school suspensions. A student who receives more than ten days of suspension in any one year of the two-year period of the certificate, or an equivalent number over part of that time, will not be awarded a Year 10 Certificate.

When students return from suspension, Year Coordinators and Executive Teachers work closely with the student and their family to develop a support plan to assist the student to modify their behaviour in the future.

For students whose performance in Year 9 or first semester Year 10, in any one of the above areas falls below the standard, the Principal (or delegate) will conduct a review and alert the student and their parents/carers of the need for a meeting to discuss how the student may be able to redeem his or her Year 10 Certificate eligibility.

School-based decisions can be appealed. The student or parent/carers should respond in writing within 10 days of receiving written notice of the decision.



### **Attendance at college**

Our aim is to prepare students for their transition to college or another vocational pathway. We have therefore consulted the ACT BSSS Policy and Procedures Manual. Their attendance and participation expectations for Years 11 and 12 are outlined below.

**4.3.8 Attendance/Participation** It is expected that students will attend and participate in all scheduled classes/contact time/structured learning activities for the units in which they are enrolled unless there is due cause and adequate documentary evidence is provided. Any student whose attendance falls below 90% of the scheduled classes/contact time or 90% participation in structured learning activities in a unit, without having due cause with adequate documentary evidence will be deemed to have voided the unit. However, the principal has the right to exercise discretion in special circumstances if satisfactory documentation is supplied. Colleges are responsible for implementing procedures to monitor participation in structured learning activities

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